

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

December 12, 2012

The meeting was called to order at 6:05 PM MST. Attending the meeting were Reva Tisdale, Larry Totten, , Happi Hansen, Joanne Robertson, Keith Heaton, Kathy Skiera and Stephen Mastro. Absent were Sharon Kelley and Jeff Kramer.

Minutes from November 14, 2012 – Joanne moved and Happi seconded. Minutes were approved unanimously.

Treasurer's Report – Joanne reported that there had been no activity this year. Steve said that he had made a donation via Pay Pal through the website. A discussion ensued about whether these donations might be sitting in the Pay Pal account and need to manually be transferred to the bank account. Joanne and Steve will try to find the Pay Pal account information to investigate this further. No change needs to be made to checking account signature cards at this time. Joanne is the only signature on the bank accounts.

AACPM Update – Keith reported that we were moving forward in a positive manner with the ASPA affiliation; however ASPA was slow in sending out membership information and invoices. There has been some dissention in a couple of societies and we don't know how that will end up. The question was asked about the relationship between CPMEF and ASPA. CPMEF will continue to support CPM continuing education regardless of the organization. Larry mentioned that the foundation may need to decide if they support only chartered societies or others and if the foundation supports those members in non-chartered societies, the bylaws would need to be changed.

Old Business Reports –

- a. Archive – Reva is sending CDs with all of her files to Steve and to Joanne. Additionally, any documents such as tax returns, etc. is being sent to Joanne. This will happen within the week.
- b. Website – Jeff submitted a proposal to redesign the website. The designer would donate her fees back to the foundation. Keith moved and Joanne seconded a motion to accept this proposal. A discussion ensued regarding in-kind donations. Reva reminded the board that services cannot be donated. The fees are donated. These fees need to be reported as income by the donor in order for the donation to be valid. Questions were also asked about the flexibility of the new software. How do we update and who can update the website? Currently the domain name is registered with i-page, however an SOP needs to be written to make sure this gets renewed timely so that it doesn't expire. The motion was voted on and approved unanimously. Steve will send Jeff an email and will get with him on the questions.
- c. Grant applications from Societies - Happi said she had talked to JJ Acker and that he wanted to wait until after the first of the year to decide if they would submit a grant request for their May training.

New Business –

- a. Dates and times for 2013 teleconferences – times will remain unchanged. Dates will be changed to the second Thursday of the month beginning January 10, 2013.
- b. Bylaws discussion – Steve will draft a track change version of the bylaws and disseminate prior to the next meeting.
 - i. Number of elected board members – All agreed that it would be a good idea to have all board members elected rather than include two from the Academy board. This would provide additional separation between the two entities. A two year term may be more attractive and then allow for two consecutive terms if the member wanted to be re-elected. No final decision was made.
 - ii. AACPM appointed ad hoc member – Steve asked Larry for his thoughts on this and Larry indicated that did not have a problem with the AACPM Board members not having voting rights on the CPMEF Board. He also said he probably would not nominate someone else to the non-voting seat, instead he would participate himself.
 - iii. Board Director titles – all agreed that the recommendation for a change in titles was a good one.
 - iv. Alternate members – all agreed that this was a good idea to utilize and access skills and talents of others by asking them to be alternative members.
 - v. Operational year will continue to be the calendar year. However since elections are now held prior to the fall HOD meeting and that meeting will move to the spring in 2014, a change may need to be made on how elections are done and when.

There being no further new business the meeting concluded at approximately 7:10 PM MST.

The next meeting will be held on Thursday, January 10, 2013. The times and call in number will be provided on the agenda.