

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

November 14, 2012

The meeting was called to order at 6:08 PM MST. Attending the meeting were Reva Tisdale, Larry Totten, Jeff Kramer, Happi Hansen, Joann Robertson and Stephen Mastro. Absent were Sharon Kelley, Keith Heaton and Kathy Skiera

Minutes from September 5, 2012 – The approval of the minutes was held until further into the meeting when there was a quorum. Joanne moved and Steve seconded. The minutes were approved.

Treasurer's Report – Joanne reported that there had been no activity this year with the exception of a request from Oklahoma on the process of donation of items. Joanne will follow up with Debbie Smith to see if this occurred or not.

AACPM Update – Jeff reported that AACPM will be a section within ASPA. Steve asked about membership dues and Jeff replied that the membership lists since 2007 were sent to ASPA today. Everyone will receive a co-branded welcome letter and invitation to join. We hope everyone will see the value of membership in ASAP. Steve asked if the Academy is supporting the Boise conference. Jeff responded that yes, the HOD voted to go forward with the conference. Steve said that the foundation would be of assistance wherever they can. Jeff also mentioned that the Academy will have a booth at the ASPA conference in New Orleans, March 2013 and will be sharing that booth with the foundation.

Old Business Reports – a. Website - Steve has discussed the website with Sharon briefly. We have 3 domains paid for 3 years and it is hosted in ipage. The software used to create the webpage is Dreamweaver. Steve asked Joanne and Reva to see if they had any information about the ipage or SOPs that would help in transitioning. He also asked Happi if she could take over the website. She has not used Dreamweaver, but she will ask about it and find out how hard it might be to convert to a different software. Joanne and Jeff also volunteered to ask IT friends about programs that are easy to use in creating a website.

b. Grant applications from Societies - nothing has been submitted. Joanne mentioned that Florida will be having their symposium in January. Utah is having theirs in May. Steve said we should create a calendar for the foundation of society conferences/seminars and work together on donations/grants.

New Business – a/b. Outgoing board members need to send Joanne their paper and electronic files for archiving.

c. Year-end contribution campaign – the majority thought we should send a letter to membership and societies. Steve will draft a letter to CPM's directing them to the CPMEF web site for sending year-end contributions by mail or via Pay pal.

d. Bylaw updates – Steve will make suggested edits to the bylaws that will reconfirm our existence, change the board composition to 5 directors and one AACPM liaison. We need to determine if the one AACPM liaison is a voting or nonvoting and if we should have alternates. If so, how many and how are they appointed. The directors would have an executive director with the other directors having roles or responsibilities such as secretary and treasury roles. Happi mentioned that she has a friend who has a great deal of experience on foundations and will seek advice from them. Steve mentioned the link to the IRS site and to be familiar with the rules for 501(c)(3) organizations. Steve also mentioned that the changes to the bylaws were not a reflection on Larry and Kathy as AACPM officers, but were simply an alignment with the new paradigm.

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

The next meeting will be held on Wednesday, December 12, 2012. The times and call in number will be provided on the agenda.