

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

August 2, 2011

The meeting was called to order at 6:15 PM CDT. Attending the meeting were Jeff Kramer, Sharon Kelley, Joanne Robertson and Reva Tisdale. Absent – Tony Smith.

A motion was made by Sharon Kelley and seconded by Jeff Kramer to approve minutes for June. The motion passed unanimously.

No changes were made to the agenda.

Treasurer's Report – Joanne does not have the latest version of Microsoft office and has been unable to work with the template at home. Reva sent the template saved in a prior version to the board. Joanne and Sharon will determine why the last bank statement received was for April and retrieve the recent bank statements. The bank – Wachovia - has switched to Wells Fargo.

Brochure/Banner – Jeff submitted two brochure drafts. It was decided to go with the one that has pictures and to use generic business pictures found in Word clip art. If the brochure needs to be mailed a business envelope will be used. A concern was raised about the language on “directed donations”. Reva is researching this issue. The banner was liked by everyone. Jeff will be discussing printing services with local print shops.

Web Site – Sharon mentioned that the site needs some tweaking and she will do so when she has some time.

Promotion – Utah Conference – Jeff would like to put a donation link on the Constant Contact conference site. Sharon has sent the board information on a link to pay pal.

Donations/Grants – We agreed to focus our efforts on the projects such as the web, brochure, and conference at this time so that we don't spread ourselves too thin.

SOPs – Sharon has developed a template. Subsequent to the meeting she sent a draft SOP for donor acknowledgements, SOP template, and a draft donor acknowledgement letter.

Sharon recognized and thanked everyone for all their work. The board would like to thank Sharon Kramer in particular for donating her time and considerable talent to the many projects such as the brochure, logo, letterhead and banner.

The next meeting will be held on Tuesday August 30th.

The meeting concluded at approximate 6:50 PM CDT.

