

# **CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION**

Board of Directors Meeting

February 22, 2011

The meeting was called to order at 5:04 PM MST. Attending the meeting were Jeff Kramer, Sharon Kelley, Tony Smith, Joanne Robertson and Reva Tisdale.

No changes were made to the agenda.

Jeff explained that elections were held at the meeting on January 20<sup>th</sup>. After the meeting he had a discussion with Tony where Tony expressed concerns about his personal obligations and the ability to fulfill the presidency position with the commitment necessary. A motion was made and seconded to swap the president and vice-president positions so that Sharon would be president and Tony would be vice-president. It was approved unanimously. Therefore the officers for the Foundation in 2011 are as follows:

President – Sharon Kelley

Vice President – Tony Smith

Secretary – Reva Tisdale

Treasurer – Joanne Robertson

Joanne has received the files and a CD from Bill Herman. She will go through the information and inform the board of her findings. She has checks from Bill Herman and Debbie Smith. She will be sending the board her address so that anyone who wishes to make a donation can do so. Funds are needed to open the bank account and to register with the New Hampshire Secretary of State. It was moved and seconded to only require one signature on the checking account, however, any check over \$100 must have board approval and be recorded in the minutes. The motion was approved unanimously. Joanne will check with the bank to see what would be needed in the event she was unable to access the account.

We decided that we would each submit ideas to Jeff regarding a mission statement and tag line or theme by Friday, March 4<sup>th</sup>. He will compile our ideas and send them back out to the board the following week.

The board then discussed each of the project areas. We will continue to use the project outline in future meetings.

Brochure – We definitely need to start drafting a brochure. However, we will need a logo and the mission statement. Jeff volunteered that his wife, Sharon Kramer, has offered to do the graphic design and brochure layout free of charge. The board all willingly accepted her offer and asked Jeff to extend out thanks to Mrs. Kramer. Tony cautioned that we be very careful when choosing a logo that we did not violate any trademark or copyright laws.

Financial System – We discussed using Quickbooks for non-profits. A financial system that would track grants will eventually be a must. However, due to limited funds

we will use a spreadsheet for the time being. As funds become available we will enhance our financial recording system.

Web Site – Sharon's husband is taking classes to become a web developer and has offered to take us on as his project. Sharon previously provided an outline he prepared. We agreed to become Mr. Kelley's project. He will update us as he does further research. One area that he is researching is the use of Pay Pal. There is a break in their fees for non-profits. We all agreed that this would be important for the web site.

Promotion – Reva discussed the potential of having a table/booth at the Utah conference in October to help the attendees and others know who the foundation is, what it is all about and to accept any donations that attendees would like to make. Reva agreed to coordinate this effort.

Grants – Joanne would like to focus the grants on education and technology. She has some volunteers in Florida and elsewhere that will be helping her research what the opportunities are for grants and to create a plan of action. Tony mentioned that there is a lot of competition out there for grants and questioned if we would be competing against education institutions for the same grant money. Once we do receive a grant we need to be prepared to administer and track the grant.

The next meeting will be held on Tuesday, March 22, 2011 at the same time as this meeting.

The meeting concluded at about 6:10 PM MST.