

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

March 22, 2011

The meeting was called to order at 6:04 PM CDT. Attending the meeting were Jeff Kramer, Sharon Kelley, Joanne Robertson and Reva Tisdale. Absent – Tony Smith.

Discussion of the Conflict of Interest Acknowledgment statement ensued. The signed statements will be sent to Joanne at either her home or business address:

Home Address:

Joanne Robertson
3969 Pomodoro Cir
Unit 103
Cape Coral, FL 33909

Office Address:

Lee County Tax Collector
Attn: Joanne Robertson, Customer Service
2480 Thompson St
Ft. Myers, FL 33901

Projects:

- A. Brochure – we adopted the following mission statement:

“To provide support for Certified Public Managers® and their organizations in achieving educational and professional goals through the contribution of finances, goods and services.”

Tag Line – Cultivating Public Managers to be Their Best

The logo will be something depicting “growth through education. Jeff and Sharon Kramer will work on one or two logos to submit to the board before the next meeting.

- B. Financial System – It was determined we would use a spreadsheet to track financial transactions until a more sophisticated system was needed for grant reporting and possibly we could receive a grant of a grant reporting system.

Joanne will keep shopping for a bank that does not charge a monthly fee.

Reva offered to file the federal 990 and the New Hampshire annual report and send copies of filings to the board.

Jeff mentioned that there should be three ways for donors to send money. Pay Pal would be one way and has a plan where you are only charged a fee if there is a transaction. The other two methods would be to send a check with a tear off

form and to make a deposit directly into the foundation's bank account at any branch.

- C. Web site – discussion ensued about whose address to use. For purposes of the web/domain we will use Sharon's address. For donations we will use Jeff's address. We may want to consider a mail drop location that could be used permanently and would forward mail to a current board member. There was much discussion about pay pal and the requirements they need to start an account in addition to whether we wanted to go forward with the web design and finding a web hosting company. A motion was made by Joanne and seconded by Reva to allow up to \$100 to be spent in setting up the web. Sharon provided the board an email outlining the discussion and items needed to move forward with the web and pay pal.
- D. Promotion – no discussion at this time.
- E. Grants – There are infinite opportunities and Joanne asked the board their thoughts on our next step. Sharon will look for a website that identified grant sources. Jeff discussed focusing on strategic areas such as getting grants for web hosting, financial systems, printing, laptop/external drive, etc. We should also allow members of the academy and conference participants to provide donations. As we are a start-up foundation maybe we can use that to procure some of the strategic grants. Sharon responded to JJ Acker's email requesting contact information and she will send reply letters to the donors.

The next meeting will be held on April 26th.

The meeting concluded at approximate 7:20 PM CDT.