

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

May 24, 2011

The meeting was called to order at 6:05 PM CDT. Attending the meeting were Jeff Kramer, Sharon Kelley, Joanne Robertson and Reva Tisdale. Absent – Tony Smith.

A motion was made by Jeff Kramer and seconded by Reva Tisdale to approve minutes for January, February, and March. No meeting was held in April. The motion passed unanimously.

An email received from Becky Bryant in Arkansas and shared with the board by Joanne was added to the agenda.

Jeff discussed the preliminary results of the AACPM Evolution survey. The response rate has been higher than normal for this type of survey and there have been a large number of comments. The foundation intends to prevail regardless of the decision made by the evolution committee as a result of the survey. At some point if the Academy ceases to exist or merges with another organization we will review the tax exempt application to insure we continue to be in compliance with our 501(c)(3) status.

Treasurer's Report – There is \$100 in the Pay Pal account and \$300 in the checking account that has been set up at Wachovia/Wells Fargo. There is a \$50 check from Debbie Smith that needs to be deposited. We agreed to send the reimbursement to Ron Buchholz for expenses incurred in the election of board members. *Reva will develop a template to use that will track donations (both cash and in kind) as well as expenses and grants.*

Letterhead – *Jeff will verify that this has been completed and send a final to the board. Sharon will draft a donor letter. Several donor letters need to be sent.*

Brochure – *Sharon Kelley will provide some content for Sharon Kramer to continue working on the brochure.*

Financial System – the bank account has been established. All federal and state filings are current. Everyone except Tony has sent the Conflict of Interest statements to Joanne.

Web Site – *Sharon has received an email from Ron Buchholz with the history of the foundation. She will put in titles and add it to the web. Pay Pal is up and running and has been tested. Sharon will get with Joanne and go through how Pay Pal works so that Joanne can be her back up.*

Donations/Grants – Discussion ensued regarding donations made in-kind from speakers and that these donations could then be granted to a Society. *Joanne will draft*

the process including specific roles in a step by step format for donations and subsequent grants to Societies. The email from Arkansas was discussed at this point. While the foundation does not have the financial means to make a grant to Arkansas for their seminar, we can accept speaker fees as donations and grant those fees back to the Society. Joanne will use Arkansas as a test for the new process she will be drafting. Joanne will attend a meeting regarding grants to be held on June 21st.

Reva will draft an article for the CPM Connection.

SOPs – We discussed the need to develop SOPs and potentially add them to the web site. We will need to decide if they should be password protected. At this time we need to document Pay Pal, Web – domain names, registrations, etc, Federal and State filings, and processes for donations and grants.

The next meeting will be held on Wednesday, June 29th.

The meeting concluded at approximate 7:00 PM CDT.