

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

June 29, 2011

The meeting was called to order at 6:10 PM CDT. Attending the meeting were Jeff Kramer, Sharon Kelley, and Reva Tisdale. Absent – Tony Smith and Joanne Robertson.

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

Sharon asked that acknowledgement letters and processes be added to the agenda.

Treasurer's Report – No report

Brochure – Jeff and Sharon Kramer have been working on the brochure. Jeff will try to get a draft to the board the week of July 11th. Once approved Jeff will try to find a printer to donate printing services as we will need a couple of hundred copies before the AACPM conference.

An article will be coming out in the CPM Connection on July 15th launching the website and the opportunity to make donations. *We also need to provide opportunities for gifting at the end of the year and will need to consider how to let interested people know.*

Financial System – New templates were developed to help track finances, donations, and grants.

Web Site – No changes have been made. Minutes need to be added as well as Ron Buchholz's history document.

Promotion – Utah Conference – Discussion on marketing at conference. Jeff will include in opening remarks as well as reminders before general sessions. A brochure will be included in the registration material. Jeff will also see about having a banner donated when printing the brochures.

Donations/Grants – We agreed to use the format recommended by the IRS for acknowledgement letters. Sharon will ask Joanne if she would mind sending the acknowledgement letters when the donation is received and use an electronic signature from Sharon. There was a lengthy discussion on developing processes for awarding grants. Reva and Sharon will research the requirements further.

SOPs – Sharon has developed a template and has started with one for the web.

The next meeting will be held on Wednesday, July 27th.

The meeting concluded at approximate 6:50 PM CDT.