

CERTIFIED PUBLIC MANAGER® EDUCATION FOUNDATION

Board of Directors Meeting

December 13, 2011

The meeting was called to order at 6:01 PM CDT. Attending the meeting were Jeff Kramer, Sharon Kelley, Joanne Robertson, Reva Tisdale and Stephen Mastro. We welcomed Steve to the board. Steve was elected to replace outgoing board member Tony Smith.

A motion was made by Jeff Kramer and seconded by Sharon Kelley to approve minutes for August 30, 2011. The motion passed unanimously.

Treasurer's Report – Reva has been working on completing the various spreadsheets in the financial file. Discussion ensued about the deposits made to open the two bank accounts. After some discussion and a follow up email from Sharon all amounts were identified. \$200 was from donations in 2010, \$100 from Jeff and \$100 from Sharon. We also discussed whether we needed two bank accounts. Joanne explained that currently they are free, however if we close one and then need to reopen in the future there may be a cost. Steve mentioned that we may need a separate account in the future if we have endowments. We decided to maintain both accounts. The balance in the two bank accounts is \$786.55.

Website – Sharon plans to get the minutes and a synopsis of the history on the website soon. As her husband, Peter, will be graduating soon he will have more time to document the website processes. It was mentioned that we need to change the board members on the web and our letterhead. Sharon welcomes suggestions with regard to the website.

AACPM – Jeff will send out a Constant Contact with a message from Sharon regarding the Foundation. Steve inquired about the physical address used by the foundation as it is Jeff's address and what will happen when he goes off the board next year. Jeff explained that he was willing to provide that address for as long as needed for the foundation. It was suggested that when we determine who the officers will be for 2012 at the January meeting that we provide for Jeff to be an alternate member without voting rights.

Projects – Sharon began the review of the 2011 Plan by saying it had been a "wonderful year". The brochure was well done and successful. Financial records are in place, however we need to consider documentation and record retention issues. Steve asked whether the foundation had considered a policy of setting a certain percentage of donations aside for administration costs. Sharon explained that would be a very good long range plan and is definitely needed for donors, however we are a very young organization and need to increase our ability to raise funds before we can go forward in that direction.

The website is successful; promotion at the conference was successful. Jeff mentioned that the CPM Connection contains information about the foundation in each issue. Grants hit some dead ends, but there are opportunities for the new year. We all need to be thinking about 2012 and where we would like to be at the end of 2012.

Joanne asked if we had reached out to the Societies with regard to speaker donations. There was discussion about the need to provide a process to the Societies so that they could utilize these type of donations. Steve mentioned scholarships in the area of travel and registration fees that we also need to develop a process for applications and granting.

The next meeting will be held on Tuesday January 3, 2012.

The meeting concluded at approximately 7:10 PM CDT.