



AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®
Meeting of the House of Delegates
October 12, 2011
Salt Lake City, Utah

AGENDA

I. CALL TO ORDER

- A. Welcome
- B. Pledge of Allegiance and Invocation
- C. Roll Call and Collection of Ballots
- D. Approval of Meeting Ground Rules

II. PRESENTATION OF MINUTES

- A. Minutes from 2010 House of Delegates Meeting
- B. Minutes from 2011 Academy Board and Monthly Teleconference Meetings

III. CONTINUING BUSINESS

A. CONSENT CALENDAR

The reports on the consent agenda are expected to have no discussion, and do not require a motion for receipt. There are, however, recommendations requiring approval from this body within some of the reports. The reports marked with a plus (+) below are a proposed to be acted on as part of the consent agenda. All reports on the consent agenda will be voted on in a single action.

B. GOVERNANCE

- 1. Board of Elections +
- 2. Bylaws and Ethics Committee
- 3. Finance Committee +
 - a. 2010 financial review
 - b. 2011 year-to-date membership summary
- 4. Strategic Planning Committee +
- 5. Ad-hoc Evolution Committee

C. COMMUNICATIONS

- 1. Publications Committee +
- 2. Archives and History Committee +
- 3. Consortium Update
- 4. Education Foundation Update

D. MEMBERSHIP

1. Membership Committee +
2. Mentoring Committee +

E. MEMBER SERVICES

1. Conference Committee +
2. Society Support Committee +
3. Henning Committee (unable to distribute prior to 10/12/10) +
4. Askew Award Committee +
5. Scholarship Committee +
6. Ad-hoc Technology Committee +

IV. NEW BUSINESS

- A. Approval of 2012 Budget
- B. Results of Election and Swearing in of New 2012 AACPM Officers
- C. Results of the Election for CPM Education Foundation Board Members

V. ANNOUNCEMENTS

The next meeting of the HOD is scheduled for October 17, 2012, at the Marriot Columbia in Columbia, SC.

VI. ADJOURNMENT



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HOD MEETING GROUND RULES

1. Identification badges shall be worn by delegates at all times during the business meeting.
2. Debate shall be limited to three (3) minutes for each speaker and fifteen (15) minutes for each question and its amendments.
3. The President shall appoint an official time keeper.
4. Any member wishing to speak shall rise, go to the microphone, address the chair, and give their name and Society affiliation for the record.
5. When requested by the President, the maker of a motion shall write the motion on a provided motion form and send it forward.
6. All questions of procedure not agreed upon by the body shall be decided by the Parliamentarian, whose guidance will be the final arbiter of the issue.

American Academy of Certified Public Managers®
BOARD OF ELECTIONS

Report to the House of Delegates
October 12, 2011

Executive Summary:

The election of AACPM Officers is in process, according to the requirements of the Bylaws and SOP 11.10. A full slate of officer candidates was nominated. Ballots and candidate biographical information will be created and distributed to the eligible voting members per SOP 11.10. The official election will held at the HOD Meeting on Wednesday, October 12, 2011. Joyce Doakes Smith, CPM (OK), is the Board of Elections chair. Tellers will be named prior to the convening of the HOD.

Candidates for election to office are: Larry Totten, CPM (KY), President-Elect; Debbie Smith, CPM (OK), Secretary; and Deb Bourbeau, CPM (NH), Member-at-Large for Membership. Ballots will be counted by the Board of Elections at the HOD and the results will be announced.

There was only one candidate for each of the open officer positions. All appropriate requirements will be completed in advance of the SOP deadline. Candidates not present at the HOD meeting will be notified by the committee chair of the election results.

A new embosser was obtained to prepare the official ballots for distribution to the certified HOD delegates.

Committee Charge:

This is an empowered committee selected annually by the Board of Directors to conduct Academy nominations, elections and all referenda.

Recommendations requiring HOD and/or Board Action:

HOD: Recommend approval of Bylaws Article 5, Section 5.2 to ensure elections results, specifically vote counts per candidate, are not required to also be announced.

Recommendations NOT requiring HOD or Board Action: None

Chairperson and Committee Members:

Joyce Doakes Smith, CPM (OK), Chair Joyce.Smith@opm.ok.gov (405) 522-3617
Two tellers to be named

Submitted By: Joyce Doakes Smith, Immediate Past President, AACPM
Chair, 2011 AACPM Board of Elections

Date Submitted: August 3, 2011

American Academy of Certified Public Managers® BYLAWS AND ETHICS COMMITTEE

Report to the House of Delegates October 12, 2011

Executive Summary:

The 2011 AACPM Bylaws and Ethics Committee reviewed recommended amendments/clarifications/modifications to the Academy's existing Constitution and ensuring that all recommendations reflect the mission, vision, and goals of the Academy and best possible business practices for the Academy. The Committee communicated via e-mail to review, consider and make decisions regarding the proposed changes.

The Committee's recommendations will be submitted to the House of Delegates (HOD).

2011 Committee Charge:

Propose changes or amendments to the Constitution and Bylaws of the Academy and Code of Ethics. It shall also be the arbiter of charges brought against any member.

1. Evaluate revisions to Bylaws recommended by the Board for referral to the HOD.
 2. Evaluate revisions to Bylaws to achieve committee recommendations for referral to HOD.
 3. Recommend updates to SOP 11.20 as appropriate.
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Recommendations requiring HOD Action:

Review and approval of recommended AACPM Bylaw changes as presented in advance of the HOD as required by SOP. The edits are to clean up language and make descriptions consistent as well as address minor operations items. The draft of amendments to the AACPM Bylaws is attached.

Recommendations requiring Board Action:

Change in several SOPs to align with recommended amendments to the Bylaws. SOP changes will be listed in the *Summary of SOP Changes* on the Academy website at www.cpmacademy.org.

Chairperson and Committee Members:

Joyce Smith (OK), Chair	joyce.smith@opm.ok.gov	(405) 522-3617
Charlene Shabazz (NC)	charlene.shabazz@osp.nc.gov	(919) 807-4874
Edward Pacificar (FL)	edward.pacificar@dot.state.fl.us	(954) 934-1138
Jodi Pendrotti (FL)	jpendrotti@pascoclerk.com	(727) 847-8916
Billy Trask (OK)	billy.trask@okdhs.org	(405) 522-1694
Anthony Araza (AZ)	anthony.araza@mesaaz.gov	(480) 644-3402

2011 Committee Activities:

The Bylaws were reviewed in their entirety by the Committee and the Board of Directors. All AACPM committees and any Academy Fellow in good standing could have submitted recommendations to the committee. Amendment recommendations were highlighted in red/strike-through/underlines. Final drafts of recommended amendments were submitted to the AACPM Secretary for distribution to HOD Delegates prior to the convening of the HOD in accordance to the SOP.

Submitted By: Joyce Doakes Smith, CPM,
AACPM Immediate Past President
Chair, 2011 Bylaws and Ethics Committee

Date Submitted: August 3, 2011

American Academy of Certified Public Managers®
FINANCE COMMITTEE

Report to the House of Delegates
October 12, 2011

Executive Summary:

The 2011 Finance Committee prepared the 2012 Annual Academy Budget, and it is included for the AACPM Board to approve and recommend to the House of Delegates.

To date the AACPM Board of Directors has managed the budget well and stayed within the financial parameters established for the 2011 budget.

AACPM has not purchased any new merchandise for resale but there is some inventory from prior years.

Stanton and Company, CPA, have reviewed the financial statements of the Academy and found them to be in conformity with generally accepted accounting principles.

Committee Charge:

Prepare the Academy budget for the Chair's year as President for review and adoption at the annual HOD meeting. Committee shall also receive the annual financial review and oversee the response thereto. In addition, in 2011 President Kramer charged this committee to:

1. Identify new financial review entity and begin review of 2010 records by March of 2011.
 2. Incorporate the Ways & Means function as a Finance sub-committee with the sub-committee chair defined as the Academy Treasurer.
 3. Research potential fundraising activities and make recommendations for implementation.
 4. Research and implement merchandise selections for sale at the annual Conference.
 5. In conjunction with the ad-hoc Technology subcommittee, research the possibility of offering AACPM merchandise for sale on the Academy website.
 6. Create an Audit sub-committee to oversee the internal controls and reviews of Academy finances and prepare appropriate guidelines for inclusion in the SOP.
 7. Revise the external financial review requirement to be performed every other year coincident with the change in Academy Treasurer (or longer between in the event a Treasurer is re-elected).
 8. Recommend updates to SOP sections 7.00, 9.50, and 11.30 as appropriate.
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Recommendations Requiring House of Delegates Action:

Review and approve report including proposed 2012 budget.

Recommendations Requiring Board of Directors Action:

Approve report and attachments and recommend approval by HOD at October 2011 House of Delegates meeting in Salt Lake City.

Chairperson and Committee Members:

Chair	Keith Heaton, UT	(801) 538-8732	kheaton@utah.gov
	Reva Tisdale, ID	(208) 253-4595	Reva.Tisdale@tax.idaho.gov
	Edward R. Burt, NC	(919) 577-8097	eburt@nc.rr.com
	Brenda Sullivan, OK	(405) 522-9327	bsullivan@oktax.state.ok.us
	Larry Gordon, AZ	(602) 589-7224	legordon4132@hotmail.com
	Bill Winters, OK	(405) 522-1949	bwinters@oktax.state.ok.us

Committee Activities:

1. Treasurer Tisdale changed insurance coverage to save money switching from a general liability to an events liability policy, since AACPM has no physical facilities this is more than adequate coverage.
 2. Reviewed need for annual financial review and explored option of doing an outside review every other year at change of Treasurer rather than annually.
 3. The financial review of the 2010 Academy financial records was completed. The Accountant's Opinion Letter from Stanton and Company, PLLC of Boise, Idaho, states, "Based on our review we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America." (See Attached)
 4. Prepared the proposed budget for 2012. (See Attached)
 5. The membership report from the Treasurer is also included. (See Attached)
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Submitted by: Keith Heaton, CPM
AACPM President-Elect
Chair, 2011 Finance Committee

Date Submitted: August 10, 2011

American Academy of Certified Public Managers®
STRATEGIC PLANNING COMMITTEE

Report to the House of Delegates
October 12, 2011

Executive Summary:

The strategic planning committee began the year with good energy and high hopes. Work was begun in coordination the work of the previous year's committee in compiling the SWOT analysis into a tangible plan. However the work of the Evolution committee superseded strategic planning and it was determined that the strategic plan updates should be put on hold pending a decision on the recommendations of the Evolution committee.

Committee Charge:

1. Review work done to date, including SWOT analysis, and previous iterations of strategic plan, and develop an action plan for continuation of the Strategic Plan development.
 2. Discuss and evaluate the current Vision and Mission statements of the Academy with respect to their currency and relevance. Recommend any revisions warranted to the Board for discussion and action.
 3. Finalize organization of plan into major emphasis areas of Governance, Communication, Technology, Membership, Training, Society Support and/or others as determined appropriate by the committee.
 4. Coordinate with other committees to ensure inclusion of the goals and objectives from those committees that have a strategic organizational impact.
 5. Advance the updated strategic plan with refinement/development of specific goals, objectives, committee assignments and due dates.
 6. Recommend updates to SOP sections 6.00 and 9.30 as appropriate, including defining the Chair as the Academy President-Elect.
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Recommendations requiring HOD and/or Board Action:

The committee needs instruction from the Board/HOD on the direction the Academy is moving in relation to a potential partnership. Currently the Academy is at an organizational crossroad. Without knowing the desired destination there is little the committee can do that would provide lasting value.

Recommendations NOT requiring HOD or AACPM Action: None

Committee Activities:

See executive summary above and review the Evolution committee report.

Concerns/Issues:

Awaiting instruction from the board regarding the strategic direction desired in light of changes with the consortium, possible ASPA partnership, future structure of annual conferences, etc.

Committee Members:

Keith Heaton, Chair	kheaton@utah.gov
Mark Evans	morpho6@tds.net
Selvain McQueen	smcqueen@columbusms.org
Patti Barnett	pattibarnett@dnr.state.oh.us
Doris Anderson	doris.anderson@arkansas.gov

Submitted By: Keith Heaton, CPM
AACPM President-Elect
Chair, 2011 Strategic Planning Committee

Date Submitted: August 10, 2011

American Academy of Certified Public Managers® AD-HOC EVOLUTION COMMITTEE

Report to the House of Delegates October 12, 2011

Executive Summary:

The Ad-hoc Evolution Committee was originally initiated resulting from ideas and issues brought forth and discussed at the 2008 House of Delegates (HOD) in Ohio. This ad-hoc committee has spent the past two and one-half years discussing and researching issues of major importance to the future of the Academy. These items include:

1. Organizational structure
2. Dues structure
3. The value of the CPM certification in comparison to similar professional certifications
4. Benefits and value of membership in the organization
5. Membership classifications
6. The future of the annual conference
7. Potential need for a staff/contracted executive director

These items were evaluated by benchmarking other professional organizations, and by surveying our membership. The goal being to develop a vision of AACPM's future with outcomes addressing each idea and concern effectively, and to the satisfaction of our general membership, ultimately strengthening the Academy and our Societies.

Committee Charge:

Committee was tasked to review and evaluate the AACPM organizational structure, operational methodologies, external image and long term viability as an organization. Committee's goal is to revise AACPM to become a viable 21st Century organization by revisiting the ideas from the 2008 (HOD), subsequent committee meetings, surveys and benchmarking studies. Specific areas to address during 2011 were:

- 1) Discuss the viability of establishing a permanent organizational address (i.e. mailing address, email, phone and fax) to replace the annually changing Board contacts and provide a more stable external image.
- 2) Evaluate the long term viability of the current structure of the organization, compare to previously benchmarked organizations. Outline alternative organizational structures for consideration. Include the pros and cons of each structure, how the structure compares to other professional organizations, and a summary of the operational impacts to both the Academy and the Societies (general impacts, not Society specific).
- 3) Consolidate information with Membership, Technology and Conference committees regarding strategic direction issues and evaluate impacts on budget and operations of the organization.

- 4) Discuss the viability of continuation as an all volunteer organization versus the implementation of a paid Executive Director/Administrator position. Also consider the potential for a current member to take on the position on a volunteer basis for a transitional period of time.
- 5) Outline the financial impacts of any recommended changes with a discussion of options for implementing modifications to the Academy financial structure to accommodate the changes.
- 6) Prepare a final committee report with all recommendations summarized and a list of actions for Board and HOD consideration.
- 7) Prepare recommended updates to the Bylaws and SOP documents based on any approved recommendations.

Recommendations requiring HOD and/or Board Action:

The committee requests action by the HOD on the following motion, which has been endorsed by the AACPM Board of Directors:

Move that the AACPM Board, or their designee(s), enter into negotiations with the American Society for Public Administration (ASPA) National Council with the intent to enter into an affiliation agreement up to and including merger, that: retains the AACPM name, history and the maximum amount of autonomy possible; maximizes AACPM's role in ASPA's governance and operations; protects the Societies; and maximizes benefits to AACPM members.

Recommendations NOT requiring HOD or AACPM Action: None

Chairperson and Committee Members:

Jeff Kramer, Chair	AZ	(480) 503-6175	jeff.kramer@gilbertaz.gov
Andrea Alford	AR	(501) 683-8032	andrea.alford@arkansas.gov
Becky Bryant	AR	(501) 682-4540	becky.bryant@arkansas.gov
Ron Buchholz	WI	(608) 271-0763	ronbuchholz@charter.net
Greg Hyland	AZ	(928) 373-5023	greg.hyland@yumaaz.gov
Paulette Laubsch	NJ	(201) 692-6523	plaubsch@fdu.edu
Dennis Magee	FL	(727) 726-1273	dmagee119@verizon.net
Tom Patterson	LA	(225) 235-3300	thpatterson@cox.net
Debbie Smith	OK	(405) 325-8495	debbie.smith@ou.edu
Larry Totten	KY	(502) 226-0273	unit1@fewpb.net

Committee Activities:

The committee held six (6) teleconference calls in 2011, from February through July, in addition to significant outside of meeting research and evaluation assignments. Information from prior year efforts of this committee was reviewed, including the 2009 and 2010 committee reports and

the 2009 benchmarking study. The committee conducted a survey of the membership in 2011 to gauge support for a variety of potential changes being discussed and considered. Background information considered by the committee included the following from the 2009 and 2010 committees:

Historical Information

In 2009, discussions challenged the committee members to study and strategize the numerous critical components of scope, change, need, time-line, finances, and comparison to similar organizations. Wide differences on degrees needed on each item elongated the process of producing a documented plan. The committee members recognized early that the assignment was complex in scope; members were operating from different senses, degrees and time-lines of urgency; and outcome effects to both the AACPM and the Societies were of utmost consideration. The members chose to move methodically in arriving at recommendations for restructuring by corralling the unwanted causal effects of moving too quickly.

Committee Member Jeff Kramer (AZ) lead a 2009 subcommittee comprised of members Ron Buchholz (WI), Charlene Cutting (NH), Cassandra Lamey (FL), Tom Patterson (LA), and Nancy DeWitt (LA) to complete research of 30 similar professional organizations to gather current organizational structure, staffing, membership dues, membership structure and other closely related items bringing the results back to the larger committee. It was documented that the majority of organizations:

- 1) Secured a higher revenue stream from membership levels and membership fees (average of \$150 to \$200) exceeding that of AACPM and local societies;
- 2) Operated with a compensated staff;
- 3) Operated with a strong national component;
- 4) Operated with higher annual budgets;
- 5) Shared services and benefits at both levels (nationally and locally) for their members and provided more benefits in the forms of publications and training.

In 2010 the committee co-chairs and AACPM President-Elect scheduled three sub-committee teleconference calls to review the committee charge and to decide how and when the information being generated by other 2010 AACPM committees should and could be utilized by the Evolution Committee. Information from current reports and recommendations from the Strategic Planning, Conference, Membership and Technology committees had to be considered before recommendations from the committee could be formed and provided to the board for review and action at their January mid-year meeting.

The committee concluded that AACPM is in serious trouble and that change is necessary for the organization to remain viable and relevant. They further stated that the current dues situation has a stranglehold on the very life of AACPM – ***“The Academy can’t do more without higher dues but no one wants to pay higher dues without the Academy offering more.”***

Key aspects to their conclusions included:

- The CPM certification lacks credibility and status with employers, thereby resulting in diminished value to our members

- AACPM is failing to provide the benefits demanded by current members and offered by competing professional organizations
- Some existing Societies are on the very verge of survival (existing members continue to swap around offices without adding new members)
- The remainder Societies are functioning with declining memberships and large annual member turnover
- Founding members of AACPM are nearing/or have retired and simply cannot continue to support the organization in the long run as it needs and deserves to be supported.
- New Consortium program directors who don't seem as eager and supportive as earlier program directors
- New programs have graduates with no interest in building a society
- Societies want more from the Academy but are unwilling/unable to support current policies and procedures
- Tough economic times contribute to no support for additional operating funds to provide requested benefits in the form of increased dues

Conclusions

In 2011, the committee worked diligently to reconcile the previous efforts and advance the issues to a decision point for the organization. During the teleconference calls the committee members discussed the prior work, the 2011 committee goals and objectives, and a logical approach to accomplish these goals. Further discussion covered the topics of organizational structure, staff, dues, benefits, conferences, operational issues, the CPM certification and recertification, and how to best meet the needs of our members in these areas. Member survey results, benchmarking results, committee meeting minutes and white papers are available on the AACPM website to provide additional detail on some of these topics, however, the conclusions drawn and the resulting options for organizational advancement are detailed here.

The committee discussed the current state of the Academy and agreed unanimously that it is in a downward spiral and that, without change, it will continue on that downward spiral until it dies. This is evidenced by a number of facts:

- Membership is generally declining and is very transient. Since 2005, when membership peaked at 1752 members, membership has generally declined every year to the current year with a membership of 1261. In addition, turnover has averaged 25% to 30% of membership annually. Nearly 400 2010 members did not renew, with equally as many new members joining. This is typical of the past several years.
- Societies are struggling to survive. In the past decade the Academy has lost founding Society Georgia, Virginia and DC. Alabama went inactive for a couple years and has just recently returned, and DC returned as the National Capital Region. Texas has struggled for years and never really developed. Louisiana, Kansas, and Washington have struggled as well.
- New programs do not appear to be as committed to AACPM as the original programs were. Iowa graduates chose to begin an ASPA chapter rather than a

CPM Society; Nebraska, Nevada and others have graduates who do not appear motivated to form a Society.

- Members do not want to serve on AACPM committees or run for Office. Committee chairs and members serve on multiple committees for years on end until they burn out and tire from over-service. Getting members to accept nominations for the Board has become increasingly difficult, with fewer members running every year. In fact, in 2011 there is only one candidate for each position, and each of the three candidates is a “recycled” member, having served on the Board in the past.

As a result, the committee has determined that the Academy continuing forward as it currently exists and operates is not a viable option. Instead, the Committee evaluated three other options, all based on 2012 as a year for detail work, planning and implementation, with changes (or initial phase of changes) taking effect in 2013.

Options to Consider

1) Restructure the Academy

The first option is to restructure the Academy. The restructuring is based on the benchmarking of other professional organizations in 2009, as well as additional research and evaluation done by committee members this year. The basic elements of this comprehensive restructuring are recommended as follows:

- **Organizational Structure:** AACPM would be restructured as a top down organization, which is consistent with every other professional organization researched. In addition, a regional subdivision would be implemented with regions (number to be determined) supporting and representing the Societies more directly. The resulting structure would be AACPM – Regions – Societies – Chapters. The national organization would become more stable and take a more active role. A national office would be established so that annual changing of the letterhead and contact info would come to an end. AACPM would collect dues, establish rosters, and disperse dues to the Societies. AACPM would issue annual renewal invoices
- **Reconstitute Board of Directors:** The board would become more of a policy and direction body, and would need to have the membership and duties evaluated. Based on other organizations, a strong possibility is to include the President, Past-President, President-Elect and Regional Directors, with the Secretary, Treasurer and two MAL positions being eliminated.
- **Staff:** In order to support the changes already discussed, AACPM would need to add staff in the form of at least an Executive Director (ED) initially. This is consistent with every professional organization benchmarked. An RFP would be developed and issued for an ED, with probable duties to include secretarial duties, membership database/rosters, dues related functions, paying bills, and creating a permanent office for AACPM. Other duties may also be considered during RFP development.
- **Membership Classifications:** Membership classifications would need to be evaluated and reconsidered. Many Societies have classes that AACPM does

not, and there are differing requirements from one Society to the next. Many current Academy Members are reaching retirement age or have already retired. With that being the case, there is a need for a reduced rate retiree membership classification which will afford these CPMs the opportunity to continue their membership and participation in the Academy and prevent the resulting revenue loss if they choose to discontinue their membership. This issue was addressed in the recent Member Survey. The classifications would be standardized at the national level, but would need to take into account the Societies needs and allow them to retain their supporting members. Possible modifications include tiered (reduced rate) dues for Retirees and/or students who qualify under other membership classifications.

- Reporting: Annual Society reports would continue to be due. During implementation year, would evaluate addition of a financial reporting component as well as any other elements determined to be useful.
- Communications: Would include an overhaul of the AACPM website and active use of social media including the existing Twitter, Facebook, LinkedIn and You Tube accounts. Other possible enhancements include addition of an RSS feed, podcasts and re-evaluation of the existing newsletter and email communication vehicles.
- Tangible Benefits: Using the results of the 2011 survey, as well as the previous membership benefits surveys, implement the tangible benefits members want. These may include webinars, webcasts of events, job board on the website, interactive communication capability, resource library, and publications (magazine, more robust newsletter, or some other form of publication). Other items of interest include group insurance programs, an AACPM credit card program, and other retail/vendor/training discount programs.
- Marketing: A major element of reconstruction is increasing the value of the CPM certification. AACPM would look to partner with the Consortium to market the value of the CPM certification to agencies across the country, increasing its visibility and gaining return for those who hold it.
- Dues: The dues structure would need to be evaluated and set to support the operations and benefits outlined above. Based on other organizations it is anticipated that dues would be between \$100 and \$150 annually.

Benefits of this option include: that AACPM retains its independence as an organization; we have a say in exactly what our future will be; and, we create exactly what we want to create in terms of the organization and its tangible benefits.

Negatives of this option are: that it will rely heavily on the same membership base that is already reluctant to volunteer; the changes will likely cause a large percentage of the membership to leave the organization; and implementation of the tangible benefits could take a number of years to realize.

This option was preferred by two (2) members of the committee and no members of the Board.

2) Affiliate with ASPA

The second option is to affiliate with ASPA. ASPA was selected as the most desirable organization for a number of reasons, including: it is one of only a few professional organizations that is similarly generalist and has a public service focus; the other likely organization, the International City/County Management Association (ICMA), would be more likely to swallow AACPM and eliminate our history, based on knowledge of prior similar mergers undertaken by ICMA; and, since ASPA and the Consortium are already in negotiations for a partnership to make CPM the ASPA certification training program, there is opportunity for synergy between the three organizations that could result in greater recognition and value of the CPM designation. Initial contact was made with ASPA to determine what possibilities may exist, and based on input from their Executive Director and President, the basic elements of this affiliation are as follows:

- **ASPA Commitment:** ASPA expressed that they would be very interested in a partnership with the Academy and are willing to move quickly to gain approval from their Board to proceed. They stressed that ASPA is interested in finding an option that would allow us to associate in a model where AACPM retains its identity and history, but is served under an ASPA umbrella. In this type of arrangement AACPM would be able to take full advantage of ASPA staff, benefits, services, etc. This could potentially be set up as a two-tier structure with a basic level (access to some ASPA benefits, but excluding publications, at a lower dues rate and per publication subscriptions) and a full level (all benefits available, normal dues rate)
- **Affiliation Structure:** There are two primary options to affiliating with ASPA.
 - The first option would be ASPA and AACPM remaining separate organizations, but with ASPA providing staff and administrative support access via an administrative services agreement. In this way ASPA could provide services for financial processing (dues collection, renewal invoicing, membership processing, etc.), conference planning (national or regional basis), and access to the benefits as described above.
 - The second option would be for AACPM to merge with ASPA, becoming a wholly contained entity like an ASPA Section. In this scenario AACPM would retain its name and history, would keep its Board as the Section Board, would retain control of the Section budget and finances (this is how all Sections function), would be able to continue the AACPM awards programs, and would be able to continue the AACPM newsletter and conference with ASPA support as Section items. Additionally, AACPM would have a voice in ASPA governance, possibly even a seat on the ASPA governing board.
- Depending on the affiliation approach, among the things to be worked out would be what level of dues the national organization would keep for administrative support and what portion would be passed down to us as either a Section of ASPA or as a separate entity.
- AACPM stressed the importance of protecting our Societies and their chapters, comparing this to ASPA Sections and wondering what organizational subdivision they have for those. ASPA acknowledged that they were committed to finding a solution that kept our Societies whole and an integral part of the organization.

Benefits of this option include: ASPA repeatedly stressed that they are sensitive to AACPM's situation and strongly prefer that any affiliation maintains the integrity of the Academy; AACPM would gain the support of ASPA's existing staff for administrative support, conference planning, etc. continuing forward; depending on the option negotiated, AACPM could gain a role in ASPA's governance; and, AACPM members would gain immediate access to tangible benefits that are essentially identical to those requested by our members.

Negatives of this option are that: current ASPA dues are \$120 annually with a discount for AACPM members to \$75 annually, but there is no guarantee that a discounted membership will be able to be retained; AACPM members are emotional about the organization and may not be accepting of affiliation with another organization, leading to loss of members; and, there is no guarantee of permanency in the preservation of name, history, etc. as ASPA changes over time.

This option was preferred by eight (8) members of the committee and all members of the Board.

3) Dissolve the Academy

The third option is to dissolve the Academy and discontinue operations. The committee was of the opinion that the Academy is in a downward spiral at the current time, and without selecting either the restructuring or the affiliation option, there is no other viable choice but to perform an orderly and structured shut down of the Academy. Key aspects of this choice would include, but not necessarily be limited to:

- **Fulfillment of Current Obligations:** At the current time the Academy has contracts in place with hotels for the 2012 conference in South Carolina and the 2013 conference in Idaho, as well as contracts with vendors for the website and newsletter. The vendor contracts can be terminated within reasonable time with no penalty, but the conference contracts have financial penalties for cancellation. The 2012 conference would need to be held to avoid a significant penalty. The 2013 contract might be able to be negotiated to a smaller penalty.
- **Disposition of Funds:** Once the contractual obligations are resolved, the remaining Academy funds would need to be dispersed. A method to distribute the funds fairly between Societies, as dictated by the Bylaws, would need to be determined.
- **Disposition of Property:** The Academy owns a variety of property that will need to be redistributed. This includes Society flags, flagpoles and bases, and inventory of merchandise purchased for sale. There is no provision for such activity in the Bylaws, so a method of dispersal will need to be developed.
- **Disposition of Records:** The Academy has a large amount of historical documentation and records currently in storage that will need to be retained. There is no provision for such activity in the Bylaws, so a method of retention and/or dispersal will need to be developed.

Benefits of this option include: an orderly discontinuation of operations would avoid a slow and unorganized unraveling of the organization that appears to be the current course.

Negatives of this option include: the identity and history of AACPM would be completely lost; affiliated organizations (Consortium, Education Foundation) could be adversely affected; and, it provides no benefit to our members.

This option was not supported by any members of the committee or the Board.

All members of the committee and Board agreed that the failure to adopt either option 1 or 2 will result in the adoption of this option by default, and that the Board will proceed with the dissolution of the Academy.

Submitted By: Jeffrey A. Kramer, P.E., CPM, CCM
AACPM President
Chair, 2011 Ad-hoc Evolution Committee

Date Submitted: August 12, 2011

American Academy of Certified Public Managers® PUBLICATIONS COMMITTEE REPORT

Report to the House of Delegates October 12, 2011

Executive Summary:

The Communications & Publications Committee has satisfied and will continue to satisfy its basic charge by publishing timely newsletters, communicating regularly with society membership, responding to applicable member inquiries, acting as liaison with the graphic designer and web contractor on relevant Academy activities, and facilitating the development of additional publications authorized by the Academy Board of Directors. Safeguards to avoid copyright infringements were employed for all Academy publications. A formal contract with ShadowLight Kreations was signed earlier this year for graphic design and formatting elements for the CPM Connection. The domain name registration for the Academy website was renewed.

Committee Charge:

The Communications & Publications Committee is a working committee that oversees communications efforts of the Academy, including the publication of the Academy newsletter, The CPM Connection, quarterly to disseminate information to the membership. The Committee will also oversee maintenance of the Academy web site, as well as other Academy publications, such as the membership brochure.

Additionally, President Kramer charged the committee to:

1. Discuss and evaluate the content of the CPM Connection for relevance and usefulness.
2. Discuss and evaluate with the AD Hoc Technology Committee the potential use of Constant Contact for preparation and distribution of the CPM Connection in the future.
3. Discuss and evaluate alternative methods of distribution of the CPM connection to reach a wider audience of interested parties and related stakeholders.
4. Prepare appropriate revisions to SOP 9.70 and the Bylaws to support the change from MAL Conferences and Communications to MAL Communications, if recommended by the Board. Forward to Bylaws and Ethics Committee for action.
5. Discuss and prepare recommendations for control and use of social media (LinkedIn, Twitter, Facebook, etc.) including the development of appropriate SOP revisions to incorporate social media items.
6. Evaluate other methods of communicating with members and make recommendations to the board as to which methods should be implemented with associated costs and resources identified.
7. Discuss and evaluate the Academy brochure. Make recommendations as to the content, format and method of publication.
8. Recommend other updates to SOP 11.50 as appropriate and to reflect actual current procedures.

Recommendations Requiring House of Delegates Action:

No action is required by the House of Delegates in 2011.

Recommendations Requiring Board of Direction Action:

It is recommended that in December, 2011, the Board review progress on the contract with ShadowLight Kreations for graphic arts design and publication formatting and determine whether this annual contract will be renewed for 2012.

Chairperson and Committee Members:

Michael Shoemaker, Chair	UT	(801) 538-7746	mtshoemaker@utah.gov
Gordon Swensen	UT	(801) 538-7548	gswensen@utah.gov
Paula Printup-Porter	OK	(405) 416-6785	paula.printup-porter@okhca.org
Deborah Woolery	ID	(208) 334-6997	wooleryd@dhw.idaho.gov
Patti Barnett	OH	(614) 265-6508	patti.barnett@dnr.state.oh.us
Russell Rost	MO	(636) 583-3600	rrost@ci.union.mo.us

Committee Activities:

- Solicited articles and photos from full membership, Academy officers, and designated consortium members.
- Developed and distributed 2011 Academy calendar.
- Communicated regularly with ShadowLight Kreations and NetGain about pertinent processes and preferred method of communication.
- Facilitated execution of written contract with ShadowLight Kreations to provide graphic design elements to the CPM Connection.
- We met as a committee to discuss the committee's primary objectives and priorities.
- Newsletters completed and posted to the website in 2011: Summer is on the website and Fall is scheduled to be posted on Sept 16, 2011. Announcement of newsletter postings on the website have this year been sent through the use of Constant Contact.
- Contacted Ogden Publishing to assist the AACPM Treasurer to renew Academy's domain name registration for an additional two years.
- All newsletter articles and Society updates were edited and proofread by committee members.
- Collected committee suggestions for improvement to communications tools and publications.
- Facilitated website modifications.
- Introduced a new "I Have a Question" section of the CPM Connection which invites AACPM members to ask questions that can be answered by AACPM Board members or other AACPM members.

- By vote of the committee, initiated a new rotation system of requesting Societies to contribute public management practices articles to the CPM Connection.
- The committee voted and determined that a pdf version was sufficient for dissemination and that an html version as was provided in the past is no longer necessary.
- As a committee, we discussed the current version of the Academy Brochure and there were no recommendations for changes to content, format, or method of production at this time.

Submitted by: Michael Shoemaker, CPM
AACPM Member-at-Large, Conferences and Communications
Chair, 2011 Publications Committee

Date Submitted: August 9, 2011

American Academy of Certified Public Managers®
MEMBERSHIP COMMITTEE

Report to House of Delegates
October 12, 2011

Executive Summary:

The board seat for Member at Large – Member Affairs was established originally to serve as an advocate for the membership, produce and distribute the membership directory, update the Standard Operating Procedures manual (SOP), create and distribute new member certificates, communicate with Societies to determine how best to assist them, and to assist the Past-President in mentoring new Societies. The duties of the Member at Large – Member Affairs were realigned in January 2011. As a result, the Member at Large - Member Affairs is no longer responsible for updating the SOP or assisting the Past-President in mentoring new Societies.

The Membership Committee, hereafter referred to as Committee, developed a vision statement to help guide its work. The Committee also developed a project plan to help track its progress on its charge from AACPM President. To date, the Committee has completed seven of the eight items from its 2011 charge.

Committee Charge:

The Committee's charge for 2011 was to review current member benefits, determine relevance to membership, investigate new potential benefits for Academy members with minimal fiscal impact, and seek new benefits. Specific areas to address were as follows:

1. Review current member benefits to evaluate relevance and desirability, and recommend changes, addition or deletion to benefits. Include cost and resource requirements.
2. Review proposals and recommendations made by the 2010 Committee and ensure appropriate follow-up to these and Board actions occur, and that cost and resource impacts are identified. Present final recommendations to the Board for consideration.
3. Review current membership classifications and determine if there are discrepancies between the bylaws and SOP. Recommend corrective actions.
4. Discuss and prepare a methodology for tracking and invoicing annual renewal of membership for unaffiliated members, and potentially for all members from the Academy level (eg: transitioning membership to the national organization from the Societies).
5. Review the retiree membership classification and consult with the Societies to see how many have the classification and how it is handled. Make recommendations for consideration in the Bylaws and SOP as appropriate.
6. Develop membership recruitment and retention strategies and make recommendations to the Board. Include cost and resource requirements.
7. Conduct membership survey related to 2010 committee initiatives and report results to Board, proceeding with initiative implementation based on Board direction to follow.
8. Recommend updates to SOP 9.60 as appropriate.

Recommendations requiring House of Delegates Action: None

Recommendations requiring Board of Directors Action: None

Chairperson and Committee Members:

Name	Society	Telephone #	e-Mail Address
Linda Jefferson, CPM (Chair)	NC	(919) 807-4852	linda.jefferson@osp.nc.gov
Kim Gillespie, CPM	NC	(919) 707-6023	kgillespie@ncdot.gov
Kayla Jackson, CPM	OK	(405) 604-8808	kayla.jackson@okdhs.org
Larry Totten, CPM	KY	(502) 226-0273	unit1@fewpb.net
Bill Trask, CPM	OK	(405) 522-1694	billy.trask@okdhs.org

Committee Activities:

The Committee began its charge with the development of a vision statement to guide its work. The vision statement adopted was ***“to present ideas, techniques, and/or processes that enhance member services to the AACPM Board of Directors.***

The Committee held five telemeetings from February – July 2011. Additional subcommittee telemeetings were held as appropriate to help complete assigned tasks. As of July, 158 new member packets have been issued. The new member packet includes a certificate, letters from AACPM President, Jeffrey Kramer, and Member at Large for Member Affairs, Linda Jefferson, and an AACPM lapel pin. Membership directories were updated for the first and second quarters for all reporting societies as of July 2011.

The Committee submitted three articles for publication in the AACPM Connection as of July. The articles highlighted member benefits and Committee activities. The Committee anticipates submitting two additional articles for the fall edition of AACPM Connection.

The Committee completed its review of current Academy benefits and determined the benefits remained relevant. In addition the Committee submitted a proposal to develop a member benefits tab on the Academy’s website. This will allow member benefits to be clearly listed and available on the Academy’s public page. Clearly displaying member benefits makes it easy for current members as well as potential future members to access.

The Committee implemented two proposals adopted by the HOD at its 2010 annual meeting. Academy lapel pins were added to new member packets effective January 2011. Also, the Committee is compiling the list of AACPM members with continual membership every five years. The first group will be recognized in the fall 2011.

The Committee evaluated the membership classifications between the Academy bylaws and SOP. The definition of “honorary member” in the SOP did not align with the definition in the bylaws. As a result, the Committee submitted a proposal to align the SOP definition with the

bylaws definition of “honorary member.” The Academy Board, hereafter referred to as Board, adopted the proposal.

The Committee developed a renewal/invoicing process for unaffiliated members and submitted it to the Board. The Board adopted the proposal which goes into effect late 2011.

The Member at Large for Member Affairs provided input for updating SOP 9.60.

The Committee reviewed the feasibility of a retiree classification at the national level. The Committee also researched recruitment and retention strategies. Two proposals were submitted to the Board for consideration.

The agreement with ASPA for discounted membership to ASPA for AACPM members remains in effect. The membership application is on the member’s only section of the AACPM website. The Academy receives funds when members use the Amazon.com link on AACPM’s website to shop.

On behalf of the Committee, the Member at Large for Member Affairs presented nine proposals carried over from the 2010 Membership Committee to the Board. Several of the proposals were forwarded to various committees for further review. The Board adopted the proposal concerning the Academy engaging in outreach activities. The first activity is “AACPM Feeds America.” The Member at Large for Member Affairs wrote the draft press release for the event. President Kramer sent a global e-mail to all Societies announcing the event which will take place September 2011.

The Committee consulted with Wisconsin Society member and Past-President, Ron Buchholz, concerning the development of a national speaker bureau. A proposal will be submitted to the Board for consideration later in the fall.

Submitted By: Linda Jefferson, CPM
AACPM Member-at-Large, Member Affairs
Chair, 2011 Membership Committee

Date Submitted: August 12, 2011

American Academy of Certified Public Managers® MENTORING COMMITTEE

Report to the House of Delegates October 12, 2011

Executive Summary:

The Committee began the year with a goal to facilitate the completion of chartering the Michigan Society and working with any group interested in chartering a society. Michigan will receive its charter at the 23rd Annual Professional Development Conference in Salt Lake City, Utah. The Academy has the flag and Michigan assures us of Society representation to receive its charter.

The Committee Chair met with the representative from Brazil who came to the United States to visit with the CPM Consortium Executive Director; Oklahoma, Pennsylvania, and Missouri Certified Public Manager Program® Directors, and AACPM, and Oklahoma Society of Certified Public Managers® representatives. This was a fact-finding mission because Brazil has interest in creating an CPM program run by the Center for Studies in Public Management at Núcleo de Estudos de Gestão Pública.

In addition to the above, the Committee is ready to work with interest groups to establish new member Societies of graduates of the CPM Programs accredited by the National CPM Consortium. New and follow-up communications have occurred with CPM graduates and CPM Program officials concerning the forming and chartering of new CPM Societies.

2011 Committee Charge:

This committee is comprised of the AACPM Past-President (chair); prior year Past President and two or three Fellows appointed by the President and approved by the Board to work with interest groups desiring to charter a Society to identify resources, direct the process, and provide support and requested assistance until the society is viable.

1. Contact all currently chartered Societies and request an electronic copy of their Bylaws and Operating Procedures (if they have one) to create a database of information as a resource for potential new Societies (as well as existing Societies).
 2. Reach out to newer Consortium Programs to offer assistance to their graduates/students in learning about AACPM and in establishing a Society.
 3. Follow up with the Michigan program and formation group to finalize their bylaws and complete their chartering process.
-

Recommendations requiring HOD and/or Board Action:

Accept the recommendation of the Mentoring Committee and the AACPM Board that the Michigan Society of Certified Public Managers® be chartered and extended all rights and privileges of the American Academy of Certified Public Managers®.

Recommendations NOT requiring HOD or Board Action: None

Chairperson and Committee Members:

Joyce Smith (OK), Chair	joyce.smith@opm.ok.gov	(405) 522-3617
Steve Mastro (NC),	smastro@csum.edu	(707) 654-1074
Edward R. Burt Jr.	eburt@nc.rr.com	(919) 577-8097
Judy Dennis (OK)	jdennis@odot.org	(405) 521-2325

Submitted By: Joyce Doakes Smith, CPM
AACPM Immediate Past President
Chair, 2011 Mentoring Committee

Date Submitted: August 3, 2011

American Academy of Certified Public Managers® CONFERENCE COMMITTEE

Report to the House of Delegates October 12, 2011

Executive Summary:

The Conference Committee, chaired by President-Elect Keith Heaton, is a working committee comprised of representatives of the Academy Board, the Host Society Conference Chairs for the immediate future and next three following conferences, and the Host Society Conference Chairs for the past two conferences. This committee oversees the conference planning and organizing efforts of the Academy, providing guidance and advice to upcoming conference Host Society committees, and evaluates specific conference related items to make recommendations to the Academy Board for action.

The 2011 Conference Committee has been diligently working with conference planning representatives for conferences in 2011 (Utah) and 2012 (South Carolina) and 2013 (Boise, Idaho). Activity this year as reported in detail in the committee activity section below.

Committee Charge:

The Conference Committee is charged to advise and support, as needed, in conference planning. The Host Society and Academy-level committees are required by SOP to seek approval from the AACPM Board in areas that affect the overall financial position of the conference, the Host Society, and the Academy. This includes the conference budget and a review of contracts and other documents obligating Academy funds.

Additionally, President Kramer charged this committee to:

1. Discuss and recommend methods for promoting the conference both within and outside AACPM membership in order to increase attendance.
2. Develop an RFP Template for use by Societies for proposing to host future conferences. This RFP Template will be developed in accordance with the guidelines in SOP 11.70 and shall be inserted into the SOP as SOP 11.76.
3. Incorporate the functions of the former Orientation Committee into the conference SOP as a function of the conference planning committee.
4. Evaluate the use of Constant Contact Event Marketing, based on the one year free subscription obtained, as a future conference marketing and registration tool and make a recommendation to the Board.
5. Seek a Host Society for the 2014 Conference.
6. Evaluate the effectiveness of the current Conference schedule template and consider the effectiveness of events and/or their timing during the conference, making recommendations regarding the following (not necessarily an all inclusive list):
 - President's Meeting
 - First Time Attendee Orientation
 - Banquet Timing

- Variety/Repetitiveness of Presenters and Topics
 - Overall Duration/Timing of Conference
7. Discuss and evaluate the viability of the conference as it is now conducted, considering the following possibilities (not necessarily an all inclusive list):
- Continue in current approach implementing the changes recommended above
 - Transition to a nationally conducted conference using paid assistance in planning rather than relying on local Societies
 - Change from a widely changed location concept to a concept of 3 to 4 regional locations on a rotating basis, negotiating repetitive agreements with host facilities and other vendors
 - Discontinue the conference as an event
8. Recommend updates to SOP 11.70 through 11.76 as appropriate.

Recommendations Requiring House of Delegates Action:

No action is required by the House of Delegates in 2011.

Recommendations Requiring Board of Directors Action:

The AACPM Board must determine the viability of the conference as constituted and make a decision and recommendation to the HOD for the 25th annual conference planned for Boise Idaho in 2013 and the acceptance of the proposal for the 2014 conference in Arizona.

Chairperson and Committee Members:

Chair	Keith Heaton, UT	(801) 538-8732	kheaton@utah.gov
	Joyce Smith, OK	(405) 522-3617	joyce.smith@opm.ok.gov
	Stu Smith, UT	(801) 580-6569	stu.smith@comcast.net
	Carl Chase, SC	(803) 413-4240	crlchas@aol.com
	Reva Tisdale, ID	(208) 253-4595	Reva.Tisdale@tax.idaho.gov
	Joanne Robertson, FL	(239) 533-6056	joanner@leetc.com
	Deborah J. Smith, OK	(405) 325-8495	debbie.smith@ou.edu

Committee Activities:

Committee surveyed on future viability of annual conference. Consensus was that annual conference is not viable as currently constituted in this economic/political environment.

Salt Lake City – 2011 – Utah Society

Salt Lake City has struggled to meet deadlines and comply with the SOPs, however they have lined up some excellent speakers and expect an excellent conference.

- 1) Finalizing agenda, moderators, room assignments, signage etc.
- 2) Finalizing social functions/menus.

- 3) Marketing the conference has implemented new technologies including constant contact, twitter, e-mail and website.
- 4) Pay-Pal account established.

Columbia – 2012 – South Carolina Society

- 1) Conference committees established and functioning.
- 2) Negotiated better hotel contract to reduce room nights and overall costs.
- 3) Working on planning activities, budget development, presenters and marketing for Salt Lake City conference.

Boise – 2013 – Idaho Society

- 1) Approved theme and logo.
- 2) On track but on-hold pending results of Salt Lake City conference.

Arizona proposal - TBD – 2014

Arizona has submitted an offer to host the 2014 Conference. As of the date of this report the board has not recommended moving forward with a traditional conference pending the outcome of the 2011 conference and HOD meeting.

Oklahoma – 2010 – Oklahoma Society

Submitted final conference closeout documentation indicating conference broke even financially and was an overall success.

Submitted by: Keith Heaton, CPM
AACPM President-Elect
Chair, 2011 Conference Committee

Date Submitted: August 10, 2011

American Academy of Certified Public Managers®
SOCIETY SUPPORT COMMITTEE

Report to the House of Delegates
October 12, 2011

Executive Summary:

Being a newly created committee, the members participated in a conference call on March 10 to discuss mission/vision, goals and objectives for the year as proposed by the President and Board of Directors. We discussed several potential resources that could be developed or enhanced and have developed a strategy to work individually and collectively with each existing Society to determine the current strengths and weaknesses of each and what types of support and resources could be the most beneficial to the Societies. It is apparent that many are not familiar with current resources such as the Academy's Society Grant program and the Integrated Marketing and Resource Catalog, so the committee will continue to assess the feasibility of enhancing those tools and resources as well as develop new ideas to enhance leadership skills, encourage active member participation in Society and Academy activities and enhance relationships among Society leadership and the Academy Board.

Some immediate goals are to develop a Society "start up" kit, provide a sample proclamation and encourage each Society to work with state Governors to provide a specific time to recognize public managers who have earned their CPM, and encourage more leadership training opportunities for those interested in leadership positions at the Society or Academy level. This committee is still in its infancy, and it is evident there is much work to do. We plan to carry out our strategy for working with each Society throughout the remainder of this year, and it is our hope to see several stronger or revived Societies within the next year.

2011 Committee Charge:

This committee is comprised of a Chair and one or more member Fellows appointed by the AACPM President and approved by the Board, with the AACPM Member At Large for Member Affairs serving as Liaison, to provide resources to Societies to assist in governance and Society management functions.

1. Develop a committee description and purpose statement that includes incorporating the former Orientation committee charge to orient new Societies, the Mentoring committee responsibility to mentor and advise existing Societies, the responsibility for administering the Society Grant program.
2. Through discussion with Societies determine what types of support and resources would be most beneficial.
3. Discuss and create an action plan for finding/creating the desired resources and how best to make those resources available to the Societies.
4. Evaluate the feasibility of updating the Integrated Marketing and Resource Catalog contents and providing those resources to member Societies via website downloads through coordination with the Technology committee.
5. Evaluate requests for Society grants and make recommendations to the Board regarding approval/denial of grant requests.

6. Identify currently chartered societies that are struggling and engage those societies to determine what help and resources can be provided to them.
7. Develop a committee description and scope and recommend updates and additions to SOP 9.60 as appropriate.

Recommendations requiring HOD and/or Board Action: None

Recommendations NOT requiring HOD or Board Action: None

Chairperson and Committee Members:

Becky Bryant (AR), Chair	(501) 682-4540	becky.bryant@arkansas.gov
Charlene Cutting (NH)	(603) 224-5763	charfarm@comcast.net
Shirley Hollis (KS)	(785) 296-4017	shirley.hollis@kdor.ks.gov
Julie Farris (AR)	(877) 297-4331	jlfarris@agfc.state.ar.us
Linda Jefferson (NC), Liaison	(919) 807-4852	linda.jefferson@osp.nc.gov

Submitted By: Becky Bryant, CPM
Chair, 2011 Society Support Committee

Date Submitted: August 11, 2011

**American Academy of Certified Public Managers®
HENNING COMMITTEE REPORT**

**Report to the House of Delegates
October 12, 2011**

Report to be handed out during the House of Delegates Meeting.

**American Academy of Certified Public Managers®
ASKEW AWARD COMMITTEE**

**Report to the House of Delegates
October 12, 2011**

Executive Summary:

Recognize exceptional CPM projects that utilized management practices exemplifying the philosophy of the AACPM.

Committee Charge:

The Askew Award Committee is a joint committee, representing both the Academy and the Consortium, to function as a conduit for the nomination and recognition of exceptional CPM projects that utilize askew award that exemplify the philosophy of the AACPM through the presentation of the Askew Award

Recommendations requiring HOD and/or Board Action:

- Continue to have Consortium involved in the presentation of the award
 - Acceptance of the Committee Report.
 - Recommendation to the board – Review and revise SOP to clarify that only one award per program will be provided by the Academy and that only one winner per year per program can be recognized.
-

Recommendations NOT requiring HOD or AACPM Action:

- Committee member involvement – three members on committee including chair were the only active participants.
 - Consortium Co Chair assigned all program director contact to Jack Lemons as he did such an excellent job last year. Again this year he was an asset keeping communications open with co-chair and CPM Program Directors.
 - Develop a format for consistency of information submitted for the award such as: CPM Program, Project Title, Recipient(s), brief summary of project (1 – 2 paragraphs) CPM Program Director response to this award was timely and complete – 20 Programs submitted nominations.
-

Chairperson and Committee Members:

Becky Barton-Wagner, CPM – Co Chair	becky@gate.net
J.J. Acker – Co Chair	jacker@utah.gov
Jack Lemon	cpmconsort@aol.com
Reva Tisdale	reva.tisdale@tax.idaho.gov

Committee Activities:

June 2011	Consortium was provided with award timeline of July 15. Co chair notified all CPM Program Directors regarding award and nomination process.
August 2011	Spreadsheet created to track submissions. 20 programs submitted. Communication and further reminders to submit names for awards before the order was placed. One program will not be able to give a name of the winner until the end of August, but one award order was placed.
August 9, 2011	Order for 48 medallions placed. 28 will be reimbursed by the society or program and 20 will be paid for by the Academy. They will be delivered by mid September to Utah in time for the conference.
September 2011	Co-chair will work with conference chair on the Award recipient list and conference chair who will notify chair if any recipient is registered to attend the conference.
October 2011	Certificates to be completed and ready for signature. Brochure finalized and sent to print for conference.
October 2011	Presentation of awards. Asking those present to come up to receive the award. Names of those not present will be included in the Brochure – Awards for those not present will be available at the conclusion of the Consortium Meetings for directors to pick up. Any that are not picked up will be given to Society Presidents to bring back for presentation.

2011 Askew Award Recipients

<u>State</u>	<u>Recipient</u>	<u>Project Title</u>
Arkansas	John Benjamin	Arkansas Department of Health Installation of Arkansas Wireless Information Network (AWIN) Radios Project
California	Cor V Shaffer	Avoiding the Tragedy of the Commons in Lake Hodges
Florida	Joshua Salazar	Streamlining Processes to Expedite Transportation Congestion Projects
Graduate School	Joi L. Brown-Thompson	Transportation Sector Network Management WebTA Self-Entry
Iowa	Holly Hanson, Dillon Kraft, Mahatme Mayuresh, Shan Sasser, John Williams, Paula Zamora	The Real Deal: A New Tool for Performance Management
Idaho	David Peters	Juvenile Mental Health Court Starter Kit
Kansas	Agamani Sen	Capstone Project: Increase Design-Build Projects for Douglas County Public Works

Kentucky	Bruce Cottew, Mark Cool, Kim Goodwin, Steve Davis, Jon Wilcoxson	KCPM Cartographers for Division of Alcohol Beverage Control
Michigan	Timothy R. Young	City of Hazel Park's Watershed Program – A New Vision for Public Education in Watershed Management
Mississippi	Christopher Mood	Solution of Problem - Bridge Inventory Critical Deficiency Report for Mississippi Department of Transportation
Nebraska	Captain Kevin Conlon	Webcast Recruitment
New Hampshire	Sandra Hyslop and Mary Mayo	Empowering School Office Staff
North Carolina	Tamara Barnes	Citing Violations of Child Care Requirements Consistently Across the State
Oklahoma	Submitting at end of August	No project title
South Carolina	Sylvan D. Proser	No project title
Texas	Carl White and Anthony Wilson	Lake Nasworthy Parks: An Assessment of Public Priorities for Development and Operations
Utah	Helen Knipe, Brad Loveless, Michelle Matsuura, Thomas Roylance, Brett Slater, Wesley Starkenburg, David Wade	Early Adolescent Seat Belt Awareness Research Team
Wisconsin	Capt. Mary A. Schauf	Development of Training Modules for Police Sergeants
Washington D.C.	Wonok Kim (note: only one award though team also included Christine Arena, Candyce Hughes and Andres Marquez-Lara)	Reducing the Risk of Harm to Patients Through Medication Administration Documentation
Metropolitan Washington Council of Governments	Shane Cochran, Cathy Kaye, Chikwe Njoku, and Melissa Rivord	Operation Snowflake

Submitted By: Becky Barton-Wagner, CPM
 Co-Chair, 2011 Askew Award Committee

Date Submitted: August 12, 2011

**American Academy of Certified Public Managers®
SCHOLARSHIP COMMITTEE**

**Report to the House of Delegates
October 12, 2011**

Executive Summary:

The committee will completed its work in 2011 resulting in one scholarships being awarded at the October Conference in Salt Lake City, UT. The committee received two scholarship requests applications.

Committee Charge:

This committee administers the annual selection process for the Academy's Fran L. Wilkinson Scholarship awards which are presented at the annual educational conference awards banquet.

Recommendations requiring HOD and/or Board Action: None

Recommendations NOT requiring HOD or AACPM Action: None

Chairperson and Committee Members:

Julie Farris, CPM Chair	jlfarris@agfc.state.ar.us	(877) 297-4331
Cherry James, CPM	cjames@sfwmd.gov	
Barbara Taft, CPM	btaft@octp.org	
Jennifer Woods, CPM	jenniferl.woods@ky.gov	
Linda Jefferson, Board Liaison	linda.jefferson@osp.nc.gov	

Committee Activities:

- Chair contacted committee members to welcome and thank them for agreeing to serve.
- Updated scholarship information for the AACPM newsletter
- Emailed Society Presidents requesting them to forward on guidelines and application form to their Society members.
- Contacted Committee Members with applicant's information
- Committee finalized its work of solicitations and evaluating applications for the one authorized \$750 Wilkinson annual scholarship. Scholarships will be awarded at the awards banquet to Lynn Ann Keeling.
- Submitted scholarship recipient list for 2011 to update the AACPM web site.

Upcoming Activities:

- Recipient file was forwarded to the AACPM Secretary for archive purposes.

- Chairperson will maintain guidelines, forms and newsletter articles as directed by the 2011 AACPM President

Submitted By: Julie Farris, CPM
Chair, 2011 Wilkinson Scholarship Committee

Date Submitted: August 12, 2011

**American Academy of Certified Public Managers®
AD-HOC TECHNOLOGY COMMITTEE**

**Report to the House of Delegates
October 12, 2011**

Executive Summary:

The AACPM Ad-hoc Technology Committee was formed in 2010 to explore and recommend technology improvements and enhancements that could be implemented to improve communication and distance learning opportunities for our members.

2011 Committee Charge:

Advise and recommend technology that will allow AACPM to better communicate with its membership, provide enhanced governance of the organization, and provide training/information about training that furthers our member's professional development.

1. Evaluate the use of Constant Contact based on the one year free subscription obtained (or similar) for use as a communications and event marketing vehicle and make recommendations to the Board regarding continuation or not.
 2. Review the Academy website design and content and recommend revisions and upgrades to enhance the image of the Academy and to support the goals and objectives of the working committees of the Academy.
 3. Evaluate the current website host provider and consider alternative providers that will meet the Academy's growing needs for interactive and more robust content. Consider such content as webinars, webcasting, chat, listserv, podcasts, RSS, blogs, Board/member email addresses, etc.
 4. Evaluate and recommend other technology applications for implementation to improve and simplify the work of the Academy's committees and Board and to enhance communication with members.
 5. Recommend updates to SOP 9.70 and other sections as appropriate.
-

Recommendations requiring HOD Action: None

Recommendations requiring Board Action:

Evaluate desired direction based on outcomes of the 2011 HOD meeting and provide new direction in 2012 for this committee to advance its work.

Chairperson and Committee Members:

Greg Hyland (AZ), Chair	greg.hyland@yumaaz.gov	(928) 373-5023
Mark Evans (WI)	morpho6@tds.net	(608) 663-5430
Michael Shoemaker (UT)	mtshoemaker@utah.gov	(801) 538-7746

2011 Committee Activities:

Committee Chair Hyland performed preliminary research into potential website redesign elements as well as potential new hosting organizations for migration. Efforts were placed on hold pending the results of the Evolution committee and the 2011 HOD so as to not expend resources on website changes until a specific direction was known.

Submitted By: Greg Hyland, CPM
Chair, 2011 Ad-Hoc Technology Committee

Date Submitted: August 10, 2011

AACPM Proposed Budget for FY 2012 for 1,300 Members

	2010 Actuals as of 12/31/2009	2011 HOD Approved Budget	2011 Board Authorized Budget	2011 Rev./Exp. as of 07/31/11	2012 Total budget as proposed for 2012	Variance 2011 vs. 2012
<u>RECEIPTS</u>						
Revenue						
Membership Dues	24,880	26,000	26,000	24,820	26,000	-
Society Assessments	1,800	1,850	1,850	1,950	2,050	200
Sale of Merchandise	1,361	500	500	-	500	-
Interest	40	100	100	-	-	(100)
Askew Award reimbursement	-	300	300	-	300	-
Amazon.com profit sharing	124	100	100	59	100	-
Miscellaneous	500	600	600	-	-	(600)
Total Receipts	28,705	29,450	29,450	26,829	28,950	(500)
<u>EXPENSES</u>						
Governance and Operations Related						
Board Travel	9,282	11,500	11,000	3,598	11,500	500
Insurance	1,737	1,800	1,800	968	1,600	(200)
Corporate Filing Fee	30	30	50	50	50	0
CPA Review	1,750	1,800	1,800	1,800	1,850	50
Society & CPM Program Events	505	-	950	-	500	-450
Web Page Services	1,260	1,400	1,400	705	1,500	100
Telephone	360	400	400	360	400	-
General Postage	48	100	100	8	50	(50)
Office Supplies	0	100	100	-	50	(50)
Bank Service Fees	38	25	25	-	-	(25)
Annual Report/Directory	0	-	-	-	-	-
Strategic Planning Implementation	0	-	-	-	-	-
Legal Services	0	-	-	100	-	-
Conference and HOD Related						
HOD Meeting/Election Expenses	525	150	1,000	-	1,000	-
Board Conference Expenses	810	2,500	1,650	410	1,000	(650)
Flag Shipment	0	650	650	743	650	-
Membership Related						
Newsletter	1,170	2,000	2,000	550	2,000	-
New Member Packets	514	200	500	648	1,000	500
Service Awards	304	1,000	1,000	215	600	(400)
Askew Awards	677	500	500	-	500	-
Henning Award	1,408	1,500	1,500	-	1,500	-
Fran L. Wilkinson Scholarships	1,500	1,500	750	-	750	-
Grants to Local Societies	0	500	500	-	500	-
Marketing & Promotion Related						
Merchandise For Sale	1,588	1,250	1,250	-	1,000	(250)
Marketing, Development & Initiatives	0	545	525	-	950	425
Total Expenses	23,507	29,450	29,450	10,155	28,950	(500)
Excess/Deficiency of Revenue over Expenses	5,198	0	0	16,674		

AACPM Narrative for the Proposed Budget for 2012 for 1,300 Members

Category	Budget Narrative
<u>Revenue</u>	
Membership Dues	Revenue is based on a conservative estimate of members (1,300 @ \$20 in 2012).
Society Assessments	Based on 21 active societies. Includes Michigan @ \$50.00.
Sale of Merchandise	Sales of merchandise at the 2011 annual conference in Utah.
Interest Accrued	
Askew Award Reimbursement	Reimbursements from Societies with more than one Askew recipient for the cost of the medallions. (12 medallions @ \$25 each)
Amazon.com profit-sharing	Revenue from AACPM member purchases through the Academy link to Amazon.com
Miscellaneous	VA Society returned their \$500 Society grant in 2010. \$600 in 2011 is for flag shipment.
Total Receipts	Total current year projected revenue to fund the operating expense budget for the Academy
<u>Expenses</u>	
Board Travel	Support for Academy Officers and Board Members to travel to a two-day annual board meeting and the annual conference and HOD meeting. Expenses generally budgeted per director at \$750 for annual board meeting and \$1,250 for the annual conference/HOD, with adjustments to address potential employer support offsetting some costs.
Insurance	Directors and Officers liability insurance, Treasurers bond and event liability insurance for the annual conference.
Corporate Filing Fee	Annual corporation filing fee with the state of Georgia.
CPA Review	Employ CPA every other year, annual budget is for 1/2 of CPA cost.
Society & CPM Program Events	Funds for travel by Board Representatives to CPM graduations and/or to attend Society meetings or special events. (The Host Society is expected to pay 50% of these travel costs, however, the cost share may be waived for visits to new Societies in the process of formation and chartering). Also covers Board attendance at Consortium mid-year meeting.
Web Page Services	Payment to web master (NetGain) for hosting & maintenance services. Also includes the domain fee.
Telephone	Telephone and teleconference costs for board members and committee chairs to conduct Academy business as needed.
General Postage	Postage for mailings to Board members and others in the conducting of business on behalf of the Academy.
Office Supplies	Office supplies (envelopes, paper, ink cartridges, etc.)
Bank Service Fees	Bank fees for Academy checking, savings, and CD reserve accounts.
Annual Report/Directory	Academy annual reports are presently sent electronically to Society Presidents.
Strategic Planning Implementation	Unbudgeted line item; remains in case of future need.
Legal Services	Unbudgeted line item; remains in case of future need. 2011 expense is for Registered Trademark renewal.
HOD Meeting/Election Expenses	Covers authorized HOD and election expenses including Parliamentarian and ballot related activity.
Board Conference Expenses	Reimbursement to the host society for Academy's share of conference costs
Flag Shipment	Cost of shipping flags to next year's conference Host Society.
Newsletter	Costs for design, layout and publishing of each newsletter and the printing/mailing of approximately 20 newsletters to Academy members who do not have e-mail addresses.
New Member Packets	Cost of materials, printing and mailing of certificates and pins to new members.
Service Awards	Cost of certificates, plaques and awards for, committee members, President's award and board members.
Askew Awards	Cost to purchase Askew award medallions (Estimate 20 medallions @ \$25 each)
Henning Award	Cost of Henning award, nominee certificates and framing. Includes SOP established travel reimbursement of \$1,000 maximum for recipient.
Fran L. Wilkinson Scholarships	Up to two scholarships of \$750 each are authorized to be funded based on the recommendation of merit from the scholarship committee.
Grants to Local Societies	Grants authorized by the board to new societies as startup costs and for existing societies in need of funding for a special purpose or activities. One grant is budgeted for 2012.
Merchandise For Sale	Items purchased for resale.
Marketing, Development & Initiatives	AACPM promotional expenses.
Total Expenses	Total budgeted current year expenses
Excess or (Deficiency) of Revenue Over Expenses	The net of the revenues minus the expenses. This should be zero or a positive number to provide a properly balanced budget