



# Arkansas Society of Certified Public Managers®

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## 2010 Board of Directors

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### **Naomi Fletcher, APAC Liaison**

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## Board of Directors Meeting Arkansas Society of Certified Public Managers

Meeting Minutes  
Thursday, August 5, 2010  
10:00 a.m.

Attendees: Julie Farris, Cynthia Nixon, Becky Bryant, Denise Oxley, Barbara Mahoney, Jeff Rea, and Naomi Fletcher

Absent: Lori Morrison, Emma Lay, Edet Frank, and Doris Anderson

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Attachment A: Meeting Agenda

Attachment B: Electronic actions/motions of Board May 7-August 4, 2010

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### **I. Call to order and roll call**

President Julie Farris called to order the regular meeting of the Board of Directors. It was determined that a quorum was present. President Farris also announced that Gary Isom had been nominated for ASEA Outstanding State Employee of the Year.

### **II. Review of minutes**

Minutes of the May 6, 2010 Board of Directors meeting were reviewed. A motion to approve the minutes as corrected was made by Becky Bryant. The motion carried.

The Board reviewed the record of email actions taken since the last Board meeting. Barbara Mahoney moved to approve. Becky Bryant provided a second. The motion passed. This record is Attachment B.

A question was raised about whether the Executive Committee had approved by email a reimbursement to Becky Bryant for the framing of the photograph with the Governor at the Proclamation ceremony. In lieu of searching records, Denise Oxley moved for the Board to approve the reimbursement of this expense to Becky Bryant in the amount of \$25.03. Cynthia Nixon seconded. The motion passed.

### **III. Financial Report**

A Treasurer's Report was unavailable. Approval was tabled.

### **IV. Open Issues**

#### **A. Fall Leadership Seminar**

Cynthia Nixon provided the Board with a status report on the Fall Leadership Seminar. Seminar brochures and other information were provided. Board members were asked to distribute this information as appropriate at their respective agencies.

Naomi Fletcher reported a conflict with the seminar date and the APAC Budget Class. She is attempting to make an adjustment.

President Farris will mail hard copies to agency directors, HR officials, and last year's registrants. Becky Bryant will get her a list of last year's registrants.

The Board discussed having a member table at the seminar. Barbara Mahoney volunteered to help get it set up.

The Board also discussed running the PowerPoint presentation from the December 2009 annual meeting before the seminar started, at breaks, and during lunch. Denise Oxley is to get this year's pictures to Doris Anderson, so she can add them to the PowerPoint slideshow.

#### **B. Standard Operating Procedures (SOP)**

President Farris reported that a draft SOP is near completion. She hopes a final draft will be complete in September or October. She did not believe it could be quite ready for the quarterly general membership meeting September 2, 2010.

#### **C. Honorary Membership**

President Farris expressed her desire to offer the first Honorary Membership of the Society to Dr. Roby Robertson, a founding member of the APAC Board. Denise Oxley so moved. Becky Bryant seconded. The motion carried. Naomi Fletcher will get President Farris biographical information on Dr. Robertson.

### **V. New Business**

President Farris announced that the quarterly membership meeting on September 2, 2010 will be in the State Capitol Cafeteria. A representative of the Consumer Protection Division of the Office of Attorney General will be the guest speaker. The topic will be Preventing Identity Theft.

Naomi Fletcher announced a new APAC class: "Improving Productivity with E-Government." The class will be held February 3, 2011. Also "Organizational Communication" is being offered again after several years absence from the class schedule.

Meeting Minutes  
August 5, 2010  
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President Farris announced that the Society had received a thank you letter from Jeff Kramer for the items sent to the AACPM Board.

Naomi Fletcher announced that this would be her last Board meeting. She has accepted a new job at UALR as Coordinator of Campus Recreation. Congratulations and best wishes were offered. Naomi will be missed.

**VI. AACPM Conference**

Plans for travel to the AACPM Conference were discussed. President Farris asked the Board members to seek items for the Arkansas basket. Becky Bryant has the basket that will be used.

The meeting adjourned at approximately 12:00 noon.

Respectfully submitted,

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Denise Oxley, Recording Secretary

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Julie Farris, President



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Attachment A

**Meeting Agenda  
Thursday August 5, 2010  
10:00 AM**

**Meeting: Board of Directors**

**Location: State Bank Dept., 400 Hardin Road, Suite 100, Little Rock, AR**

**Attendees: ASCPM Board of Directors: Julie Farris, Cynthia Nixon, Becky Bryant, Lori Morrison, Denise Oxley, Barbara Mahoney, Edet Frank, Emma Lay, Doris Anderson, Jeff Rea and Naomi Fletcher**

**I. Call to Order and Roll Call**

**II. Review of minutes from last board meeting - May 6, 2010  
Review of Summary of Board Electronic Actions**

**III. Financial Report - Review/Approve Treasurer's Report**

**IV. Open Issues**

- a) Fall Leadership Seminar October 28, 2010, Chair - Cynthia Nixon
- b) Standard Operating Procedures, Chair - Doris Anderson, Julie Farris
- c) Web Site for ASCPM - Doris Anderson & Denise Oxley
- d) Program to import member info into Membership Form - Lori Morrison
- e) 2010 Outstanding CPM Award Committee, Chair - Emma Lay
- f) Historian
- g) Honorary Membership
- h) OPM Recognition of AGM/CPM Accreditation
- i) Strategic Plan for ASCPM

**V. New business**

- a) Quarterly Membership Meeting - September 2, 2010

**VI. AACPM Conference October 17-19, 2010 Oklahoma City  
Arkansas Basket**

**VII. Adjournment**

**Arkansas Society of Certified Public Managers  
Tracking of Actions/Motions via Electronic Mail  
2010**

**Board meeting August 5, 2010**

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
06/21/10	Emma Lay	Motion to expend \$180 (\$60 per delegate) for the fee for the House of Delegates to the AACPM Conference in Oklahoma. Second by Jeff Rea.	None	Yes-9 Opposed-0	PASS	06/21/10

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
06/01/10	Cynthia Nixon	Motion to approve guidelines for CPM of the Year SOP and Arkansas Public Manager of the Year SOP. Second by Barbara Mahoney.	None	Yes-8 Opposed-0	PASS	06/02/10

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
Lori Morrison	05/18/10	Motion to approve the date, location and possible charge for the annual holiday meeting to be at the Capitol Hill Building on Thursday, December 2, 2010 from 11:00 a.m. to 1:00 p.m. There will be a possible \$150 charge for the room. Second by Cynthia Nixon	None	Yes-9 Opposed-0	PASS	05/19/10