



Arkansas Society of Certified Public Managers®

PO Box 2724
Little Rock, AR 72203

2010 Board of Directors

Julie Farris, President

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Cynthia Nixon, President-Elect

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Becky Bryant, Past President

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Barbara Mahoney, Parliamentarian

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Emma Lay, Member at Large

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Edet Frank, Member at Large

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Jeff Rea, Member at Large

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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, May 6, 2010 9:30 a.m.

Attendees: Julie Farris, Cynthia Nixon, Becky Bryant, Lori Morrison, Denise Oxley, Barbara Mahoney, Edet Frank, Doris Anderson, Jeff Rea, and Naomi Fletcher

Absent: Emma Lay

Attachment A: Meeting Agenda

Attachment B: Electronic actions/motions of Board through March 28, 2010

Attachment C: Electronic actions/motions of Executive Committee through May 3, 2010

Attachment D: Treasurer's Report as of May 6, 2010

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.

II. Review of minutes

Minutes of the February 4, 2010 Board of Directors meeting were reviewed. A motion to approve the minutes was made by Barbara Mahoney and seconded by Cynthia Nixon. The motion carried.

Minutes of the April 27, 2010 Board of Directors meeting via conference call were reviewed. A motion to approve the minutes was made by Cynthia Nixon and seconded by Doris Anderson. The motion carried.

Documents reflecting email action by the Board of Directors from March 9, 2010 through March 18, 2010, and email action by the Executive Committee from March 24, 2010 through May 3, 2010 were presented by the Recording Secretary. Doris Anderson made a motion to approve both documents, as amended. There was a second by Jeff Rea. The motion carried. These documents are Attachment B and C.

III. Financial Report

President-Elect Cynthia Nixon presented the Treasurer's Report, as Lori Morrison was scheduled to be late. Denise Oxley made a motion to approve the Treasurer's Report as presented. Edet Frank seconded the motion. The motion carried.

IV. Open issues

A. Fall Leadership Seminar

Committee Chair, Cynthia Nixon provided an update on the project. She is working on a spreadsheet, so that certificates, name tags, etc. can be printed from registration information. Ms. Long has given permission to use her material for brochures and advertising. A tentative agenda was reviewed by the board. Cynthia Nixon reported that she is compiling a "speakers' list" for the committee next year. Doris Anderson is helping develop brochures, flyers, certificates, etc. from last year's documents.

There was a discussion of marketing strategies. Edet Frank recommended recognizing those agencies, such as Department of Workforce Services, and Game & Fish Commission, that participated in large numbers last year. President Farris recommended recognizing the Arkansas Public Manager of the Year at this seminar. Doris Anderson recommended a small ad in the Democrat-Gazette. Board members were asked to obtain any items they could for door prizes.

A motion was made by President Farris to accept the contract with the Holiday Inn as amended. Barbara Mahoney made a second. The motion carried.

A motion was made by Denise Oxley to authorize Cynthia Nixon to spend up to \$300 advertising the Fall Leadership Seminar. Edet Frank made a second. The motion carried.

B. By-Laws

Committee chair, Barbara Mahoney, reported that the proposed revision to the by-laws has been finalized and sent to the members. It will be on the agenda for the June 3, quarterly membership meeting.

C. Standard Operating Procedures

Committee Chair, Doris Anderson reported that a draft of the SOPs has been completed and is currently being proofread. A copy of a proposed draft, together with a Code of Ethics, should be ready for presentation at the next regular Board meeting.

D. Website

Communications Committee Chair, Denise Oxley, reported that Doris Anderson had made a recommendation for a new host in terms of reliability, longevity and costs. Denise Oxley was reviewing the recommendation and the host's web management tools to determine if it is "user friendly" enough for a non-technical person to manage. Migration to a new site will occur immediately following the Fall Leadership Seminar.

E. Program to import member information into membership form

There was a technical discussion by the board members. The consensus of the board was that Excel would be the best application, as opposed to Access, because it is more widely available at state agencies. There was no formal motion.

F. 2010 Outstanding CPM Award

Committee Chair, Emma Lay, was absent. President Farris reported that the nomination form had been completed and will be distributed in the fall. The deadline for nominations is November 1, 2010. The award will be presented at the December meeting. The award itself has been selected.

G. 2010 Henning Award Nominee

Committee Chair, Jeff Rea, reported that the nomination form is ready and that a selection has been made by the Committee: Doris Anderson. A motion was made by Cynthia Nixon to accept Doris Anderson as the Society's 2010 Henning Award nominee. Edet Frank made a second. The motion carried.

The board discussed recognizing the Henning Award nominee at the September quarterly membership meeting, which will be just before the AACPM conference.

H. Name Change with Secretary of State & IRS Filing

Denise Oxley reported that the Secretary of State's office does not have a record of the Society changing its name from the Arkansas Certified Public Managers Association. She has been unable to locate minutes reflecting such a name change. She reported that the cost of the name change would be \$50. She also recommended that it be placed on the agenda for the June 3 quarterly membership meeting for a new vote so that documentation of the member vote can be maintained.

Doris Anderson and Lori Morrison reported they would file the Society's annual report to the IRS that afternoon.

V. New Business

A. Historian

President Farris reported that Andrea Alford is working on an updated database of CPM and AGM graduates. She is being assisted by Angela Clark. Once this project is completed, President Farris would like to consider a position of Society historian.

B. Membership Certificates & Cards

Naomi Fletcher presented a draft membership certificate based on the previously approved cards. Doris Anderson made a motion to approve the certificate with the deletion of the old diamond logo on the right-hand side. Cynthia Nixon made a second. The motion carried.

C. Honorary Membership

There was a discussion of the honorary membership provided for in the draft by-laws. Naomi Fletcher will provide a list of the current APAC Board of Directors, as well as any past members, such as founding members, who should be considered for honorary membership.

D. OPM Recognition of AGM/CPM Accreditation

Work on this project has been tabled until the fall.

E. Strategic Plan for ASCPM

Work on this project has been tabled until the completion of SOPs.

F. Quarterly Membership Meeting - June 3, 2010

Jackie Moore with Inter Agency Training Program, DFA, is the scheduled guest speaker. President Farris reports that she has made arrangements for drinks and greeters. Cynthia Nixon agreed to coordinate box lunches.

VI. AACPM Conference October 17-19, 2010

President Farris asked that everyone with plans to attend the AACPM Conference to notify her, so a count can be made of the Arkansas delegation. She also reported that she would request a volunteer to help with the Arkansas basket.

**VII. Reminder: May 13, 10:00 a.m. Governor's Proclamation, State Capitol
May 13, 5:30 p.m. APAC Graduation, State Capitol**

VIII. Adjournment

A motion to adjourn was made by Denise Oxley and seconded by Doris Anderson. The motion carried.

Respectfully submitted,

Denise Oxley, Recording Secretary

Julie Farris, President



Attachment A

Arkansas Society of Certified Public Managers®

PO Box 2724
Little Rock, AR 72203

Meeting Agenda

Thursday, May 6, 2010
9:30 AM

2010 Board of Directors

Julie Farris, President

Ark Game & Fish Commission
P.O. Box 729
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877-297-4331 jfarris@agfc.state.ar.us

Cynthia Nixon, President-Elect

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Barbara Mahoney, Parliamentarian

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Emma Lay, Member at Large

Arkansas Dept of Workforce Services
Program Operations Manager
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Edet Frank, Member at Large

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Doris Anderson, Member at Large

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Jeff Rea, Member at Large

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Naomi Fletcher, APAC Liaison

UALR, Ross Hall 634
2801 South University
Little Rock, AR 72204
501-569-8469 nfletcher@ualr.edu

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 – February 4, 2010
Review of minutes from Conference Call – April 27, 2010
Review of Summary from Board Electronic Actions
Review of Summary of Executive Committee Electronic Actions
- III. Financial Report – Review/Approve Treasurer’s Report
- IV. Open issues
 - a) Fall Leadership Seminar October 28, 2010, Chair – Cynthia Nixon
 - b) By-Laws Committee, Chair – Barbara Mahoney
 - c) Standard Operating Procedures, Chair – Doris Anderson
Code of Ethics
2010 Presidents Award – Julie Farris
 - d) Web Site for ASCPM - Doris Anderson & Denise Oxley
 - e) Program to import Member info to Membership Form - Lori Morrison
 - f) 2010 Outstanding CPM Award Committee, Chair – Emma Lay
 - g) 2010 Henning Award Nominee Committee, Chair – Jeff Rea
 - h) Name Change with Secretary of States Office & IRS Filing – Doris Anderson & Denise Oxley & Lori Morrison
- V. New business
 - a) Historian
 - b) Membership Certificates & Cards – Naomi Fletcher
 - c) Honorary Membership
 - d) OPM Recognition of AGM/CPM Accreditation
 - e) Strategic Plan for ASCPM
 - f) Quarterly Membership Meeting – June 3, 2010
- VI. AACPM Conference October 17 – 19, 2010 Oklahoma City
Officer Positions and Arkansas Basket
- VII. REMINDER: May 13th 10:00 am Governor’s Proclamation – State Capitol
May 13th 5:30 pm APAC Graduation – State Capitol
- VIII. Adjournment

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

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
03/09/10	Denise Oxley	A motion was made to amend the last sentence in Article XIII of the draft proposed By-Laws to read as follows: "Notwithstanding the provisions of this Article, the operating rules governing the Annual Meeting or any regularly scheduled meeting of the members of the Society may be suspended by a majority vote of the members of the Society present at the meeting. . . Annual Meeting. " Second by Edet Frank.	None	Yes-8 Opposed-0	PASS	03/12/10

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
03/18/10	Cynthia Nixon	A motion was made to approve the purchase of an embossing stamp as recommended by Doris Anderson in email of 3/18/10. Second by Jeff Rea	None	Yes-9 Opposed-0	PASS	3/22/10

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
3/28/10	Lori Morrison	A motion was made to amend the draft of proposed By-Laws as follows: 1) In Article VIII, Section 1, strike the word "voting" to read as follows: "Each Director will be elected by a majority of the voting membership participating in a duly scheduled election. Only regular, voting ASCPM members are eligible to serve as Director; and 2) In Article IX, Section 2, last sentence, replace "shall have" with "has" to read as follows: "Each officer shall hold office until his/her successor shall have <u>has</u> been duly elected." Second by Cynthia Nixon.	None	Yes-8 Opposed-0	PASS	03/28/10

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

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
03/24/10	Julie Farris	Julie Farris prepared and introduced an invitation to APAC Students for the June Quarterly Meeting. There would be a waiver of the \$5 guest fee for those students. Attached is a copy of the invitation that was sent to Naomi Fletcher for distribution. All were in favor.	None	Yes-5 Opposed-0	PASS	03/25/10

Date Motion/Action Proposed:	Motion/Action Proposed By:	Motion/Action:	Discussion/Comment(s), if appropriate	Motion/Action Vote:	PASS or FAIL	Result Date
05/3/10	Julie Farris	Julie Farris requested expenditure of not more than \$100 for the framing of the Governor's Proclamation. All were in favor.	None	Yes-5 Opposed-0	PASS	5/3/10



Attachment D
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TREASURER'S REPORT AS OF 5/6/10

Balance 3/4/10	\$9,489.86
Ck#1062 Julie Farris (drinks and ice)	-13.52
Debit card – Sams (fruit, cookies and forks)	-41.18
Debit card – Whole Hog (luncheon)	-207.54
Deposit – 5 members, 1 guest at luncheon, donations for Charities, 1 shirt	217.15
Withdrawal to activate debit card	-20.00
Debit card – Stamp Connections (Embosser)	-78.95
Ck# 1063 AACPM (dues for 37 members)	-740.00
Deposit (3 members and redeposit \$20.00 withdrawal)	130.00
Interest for March	1.21
Interest for April	1.10
Balance 5/6/10	\$8,738.13

Two checks from February are still outstanding. One check written to Doris and one written to USPS for an additional year PO Box rental (which was given to Doris).

We have 48 members which include 38 full members and 10 associate members.

AACPM dues are still owed for one member.

\$1,500 is allotted for conference.