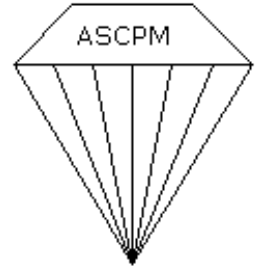




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**Subject: Minutes of the November 5, 2009 Board of Directors Meeting of the Arkansas Society of Certified Public Managers**

President Becky Bryant declared a quorum and opened the meeting. Board members present included: President Becky Bryant, President-Elect Julie Farris, Past-President Doris Anderson, Recording Secretary Cynthia Nixon, Member at Large Barbara Mahoney, and APAC Liaison Michael Waters.

Minutes from the August Board Meeting were e-mailed to Board Members. The minutes were approved as presented.

The Treasurer's report was presented by Barbara Mahoney.

**TREASURER'S REPORT AS OF NOVEMBER 4, 2009**

Balance 9/10/09	\$8,630.35
Interest earned for September	.99
Interest earned for October	1.43
Ck #1043 Postmaster (stamps)	-88.00
Ck #1044 Corkys (Sept Mtg)	-125.08
Ck #1045 Cynthia Nixon (Cookies for Mtg)	-13.10
Ck #1046 Julie Farris (Drinks for Mtg)	-12.65
Ck #1047 AACPM (Dues for Fletcher)	-20.00
9/18/09 Deposit (Conf fees and 2 shirts)	670.30
10/2/09 Deposit (Conf fees)	2,455.00
10/2/09 Deposit (Conf fees)	1,740.00
Ck #1048 Frazier Communications (Speaker fee)	-1,457.10
Ck #1049 Becky Bryant (Notebooks for Conf)	-514.71
Ck #1050 Dept of Corrections (Shirts and Envelopes)	-86.22
11/4/09 Deposit (Conf fees)	2,910.00
Balance 11/4/09	\$14,091.21

We currently have 4 Associate and 39 Regular members paid for 2009.

The Treasurer's report was approved as presented.

Becky asked Michael for a current list of new participants in the APAC program. We will invite the new participants to the December reception/meeting.

Lori Morrison joined the meeting.

## Old/Continuing Business

The fall leadership seminar evaluations were reviewed. We received approximately 80 evaluations out of 112 participants. The majority of the evaluations reflected an excellent review. Becky completed the evaluation requested by Holiday Inn on their facilities and services. Becky was able to negotiate the final bill on the cost of the coffee. Food costs totaled \$3,122, plus a 20% service charge and tax. Revenue received from the leadership conference was over \$9,000. We have only one outstanding registration fee of \$80 that has not been paid. The agency has been emailed and re invoiced for this fee.

Barbara Mahoney wanted to know since we are a non profit organization, can we keep the proceeds? Becky and Doris replied that we can have \$25,000 in our bank account before we have to report the funds to the IRS. Becky suggested that we come up with a budget for next year and allocate money to specific items. Julie will work up a budget and present it to the board next year. Doris has a budget format the IRS recommends and will be forwarding the form to Julie. We had on deposit October 14, 2009 a total of \$9,865.00. After the costs for the speaker, reimbursement of the notebooks and all bills for the conference we have a profit of approximately \$3,443.

Doris has set up a Twitter account for the society, and our meetings now appear on the Arkansas Business website, as did the recent seminar. Doris mentioned also setting up a Facebook account for the society.

Becky stated that we have one Society logo shirt and she recommended that we give the shirt as a door prize at the December meeting. The Board agreed.

Assignments for the December meeting

Becky, Cynthia, Lori and Julie will go to the Governor's mansion and finalize the menu.

We will invite the following plus our members:

Agency directors (or designee)  
State legislators  
Governor and Mrs. Beebe  
Morril Harriman  
Charlie Daniels and Deputies  
Kay Durnett  
APAC Directors  
State Procurement individuals  
Legislative Audit  
New APAC participants

Doris will prepare the invitations and Becky will compile the mailing list.

We are soliciting sponsors to cover the cost of the food. Becky asked the Board members to contact any individual or organization they feel might be interested in being a sponsor and to give their name to Doris. We should ask for a \$50 or \$100 donation.

We will be giving our members the remaining items purchased from the 2010 Census grant at the December meeting. Items include coffee cups, folders, mouse pads, card holders and ASCPM ink pens previously purchased.

The Game and Fish Commission Foundation has generously donated a Duck print worth \$450 and a Turkey Print worth \$400 to the Society. We will hold a raffle for these two items at the December meeting as a fund raiser for the Society.

We need to write thank you letters to our sponsors for the leadership seminar. Becky will take care of this.

We will be sponsoring one child from an Angel tree this holiday season. We will use the money collected last year and any money we receive as a donation this year toward sponsoring the child.

Becky will be emailing members an invitation to the holiday reception and will ask for donations.

Treasurer Lori Morrison stated that she wrote a check to the post office last May for a year's rental of the P. O. Box. The check has not cleared and has not been returned. Doris Anderson paid for the rental of the box for six months in order to reopen the box. The board chose not to spend funds in order to cancel the check since it most likely will not be recovered.

The Game and Fish Commission has requested that we reimburse them for Julie's registration fee for the annual AACPM conference held in September. Barbara Mahoney made a motion to approve reimbursing Game and Fish \$325 for Julie's registration fee. A second was made by Doris Anderson. Motion carried.

Julie will submit an invoice for the registration fee to the Board.

The following positions on the board will need to be filled at the December meeting.

- President-Elect
- Member at large
- Parliamentarian
- Recording Secretary

Barbara Mahoney stated that she is interested in the Parliamentarian position.

The board discussed appointing Naomi Fletcher as the APAC liaison.

President Bryant is in the process of creating a proclamation for CPM week.

We will be presenting certificates to members going off of the board.

Becky is planning on presenting a President's award at the December meeting.

Doris Anderson made a motion to purchase an official seal to be used on certificates presented by the board. Lori Morrison seconded the motion. With no opposition, the motion passed. Doris will pursue purchasing a seal.

The outstanding CPM award will be tabled for discussion next year since criteria needs to be set up for this award.

Doris will be sending the 2010 membership renewal form to Lori for Lori to e-mail to members and participants.

Becky is researching other vendors before purchasing any additional ASCPM logo shirts.

Lori Morrison suggested we work on a program to import member information into the membership form and request members to update information on the form. Lori will be working on this project to implement next year.

Becky is checking into the possibility of the Governor encouraging, by letter, agency directors or their designee to attend our December holiday reception.

Barbara Mahoney made a motion to adjourn. Seconded by Doris Anderson. The meeting adjourned.

Respectfully submitted,

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Cynthia Nixon, Recording Secretary

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Becky Bryant, President