

Annual/Regular Meeting of the APMP Board of Directors

Date:	August 11, 2022		
Purpose:	Regular Meeting of the Board of Directors		
Notice:	<ul style="list-style-type: none"> • Notice provided on December 31, 2021 • Materials provided on July 31, 2022 		
Invitees			
P	Steven Coles - Chair		Alison Coon – Vice Chair
P	Krystn Macomber – Past Chair		Helene Courard - Treasurer
	Daniel Walker	P	Anatalia Macik
	Bette Sturino	P	Kumiko Shikimachi
P	Leigh Ann Newman	P	David Gray
P	Stacey Lee		Erin Green
P	Nicole Schaffer	P	Rick Harris – CEO (Ex Officio)
P	Andrew Goldman (Invitee)	P	Rebecca Link – MAC Chair (Invitee)
Agenda			
<p>BOD Meeting AGENDA August 11, 2022</p> <p>Conference Call 10:00 AM – 11:30 AM</p> <p>Supporting Documents: This agenda and supporting documents are in the corresponding APMP (Association of Proposal Management Professionals) BoD meeting folder on SharePoint.</p> <ol style="list-style-type: none"> 1. Roll Call – Rick Harris, Staff 2. Call To Order – Steve Coles, Chair 3. Welcome and Opening Remarks, Coles 4. Member Advisory Council (MAC) Report – Coles and Link 5. RACI Updates -- Coles <ol style="list-style-type: none"> a) Review current RACI Document b) Committee, Task Force, project progress reporting c) Goals for the next five months 6. APMP Financial– Hélène Courard, Treasurer <ol style="list-style-type: none"> a) YTD performance b) BPC (Bid & Proposal Con) Financial performance 			

7. Votes

- a. **Charters for Approval** – We are considering and must vote on new Charters for the LGBTQIA+, Military and Veteran’s Group, and Professionals of Color Affinity Groups – **Coles, Harris. and Goldman**
- b. **Director of Certification Approval** – With micro-certifications in development, and the BOK being retooled and edited, we ask the Board for permission to bring on a new Director of Certification – a role we haven’t had since Charlie Divine’s retirement in 2017. **Coles, and Harris.**
- c. **Costa Rica Chapter** – Shipley Associates, has approached us to start a chapter in Costa Rica using the ATO model for chapter expansion. This expansion gives us a foothold in our coveted Latin America market – **Lee and Harris.**

8. Generative Discussion

- a. **Chapter Leaders Online Activity** –We need a positive/non-punitive protocol to handle chapter leader online activity – **Alison Coon.**
- b. **The Future of APMP’s Affinity Groups** – What have we learned after a year, and what direction do we see the Affinity Groups going? – **Coles.**

9. Strategy

- a. **What’s Working and Where are the Challenges?** – Let us explore what we are doing that works well and where we can identify and improve challenges in our projects, planning, and execution.

10. Consent Agenda – Coles

- a. Approval of Meeting Minutes
- b. CEO (Chief Executive Officer) Report
- c. BPC Reports
- d. Committee Reports (in the APMP BoD meeting folder on SharePoint)

11. Chapter Engagement Committee Update – Newman and Sturino

12. Baachu Update – Coles, Harris, and Goldman

13. New Affinity Group: Mental Health – Coles

Proposal for the establishment of a Mental Health Affinity Group, to launch in September 2022.

14.Future Events – Harris

- a. Women’s Virtual Summit Online
- b. BPC Asia
- c. BPC 2023 Orlando
- d. Capture & Business and Development Conference Online

15.Final News – Board

Notes

Meeting started at 9:03am Eastern Time with 8 of 13 voting members present.

MAC Report – Rebecca Link

- Time clarifying what their role is:
 - In place to support the Board and what that should include
 - A sounding board to streamline messaging and make sure that APMP is inclusive
 - Believe the role is less member-facing and more Board-facing than previously thought
- There have been some attrition issues from the MAC - approximately half the Council
 - **MAC to provide the current membership count and where they are, and Staff/Board will replenish those memberships.**
- How do we use a council like the MAC?
 - MAC was interested in geographic diversity. Ear on the ground, what’s going on in your Chapters?
- Suggestion to provide messaging to the MAC before sending out
- Note: The MAC does not ratify or verify Board action (*Secretary’s note: This is a legally-required role for the Board of Directors*).
- **Clarify Charter ambiguity – Andy, Rick, Steve**

RACI Updates

- Leadership Academy – David
- *Call it the APMP Masters Series*
 - Link w/ Learning Pathways
 - Initial Themes for the first two events in the series
 - *Outstanding Question: Whether it’s sponsored or member funded, each has its pros and cons*
 - Top Topics for an Initial Theme (General Board Input)
 - Tech Transformation
 - Corporate Culture and Values
 - Talent Acquisition
 - Virtual Workplace

- Ensure that it feels premium and exclusive

Professional Ethics – Nicole

- Announcement at the end of June, beginning of July, wasn't necessarily reacted to well on her personal LinkedIn
- Maybe five people had negative comments
- 24 members apply, we took all of them (we were only looking for 9-15)
 - Geographic and Membership representation
- All but two of the 24 people can attend the first training sessions
- **They need the NDA to sign - Andy**

Treasurer's Update

- Strongest position that APMP has been in, at this point in the year, in 11 years. Had a great year in terms of events and watching expense
- Two major events left – Capture Business Development Conference, BPC Asia

Charters for Approval – Affinity Groups

- **Motion to approve the LGBTQIA+ Charter as provided in the Board packet**
 - **Made by Newman, Second by Shaffer**
 - **Yes – 8**
 - **No – None**
 - **Abstention – None**
- **Motion to approve Military and Vets Charter as provided in the Board Packet**
 - **Made by Newman, Second by Shaffer**
 - **Yes – 8**
 - **No – None**
 - **Abstention – None**
- **Motion to approve Professionals of Color Charter as provided in the Board packet –**
 - **Made by Newman, Second by Shaffer**
 - **Yes – 8**
 - **No – None**
 - **Abstention – None**

Director of Certification

- An unbudgeted item to hire a Director of Certification
 - Help APMP maintain its certification program and focus it back to one source.
 - No one in this position since Charlie Divine retired 5 years ago, has been done mostly by Harris
 - Staff will also be a conduit to ATOs, the APM group, and help develop the Micro-Certifications (a lot of time)
- Certifications are APMP's biggest member benefit attracting and retaining members
 - How would that impact the budget? It would impact it minimally. No long-term implications.

- **Motion to approve the addition of a Director of Certification role to the budget (expected \$90k-\$100k) and to authorize the Executive Director to hire.**
 - **Motion by Gray, Second by Newman**
 - **Approve – 8**
 - **Opposed – None**
 - **Abstention – None**

Costa Rica Chapter

- Shipley approached APMP about starting a Chapter in Costa Rica (International has been looking in the Middle East and Singapore)
- Shipley has about 15 employees in Costa Rica and have expressed interest in collaboration. There are a number of big firms that are setting up there to help grow the Chapter.
- Paperwork – Bylaws and Charter were included in their application packet
- **Review the Bylaws and tweak if necessary**
- **Motion to approve the Costa Rica Chapter per the standard Charter as provided APMP to Chapters.**
 - **Motion by Lee, Second by Gray**
 - **Approve – 8**
 - **Oppose – None**
 - **Abstention – None**

Chapter Engagement Committee

- Committee is accomplishing a lot of great things
- Chapters wanted to do a “World Tour” concept at BPC Orlando
 - **How would we do it? How to fund it? What if we can’t get 100% attendance**

APMP Mental Health Affinity Group

- Bubbling for a while
- Tory Bunk and Maureen Morrison have drawn together the deck of what we want to achieve and launch
- **Review in a future meeting**

The Role of a Chapter Leader

- Handling the negative opinion and criticism
- This is working for communication with the ATOs
- Chapter leaders need to be ambassadors for APMP. Follow a similar model to what we’ve done with the ATOs. Short term - Offline conversations on phone or Zoom. Long term - **Review the Chapter Agreement.**
- This is an opportunity to take a step back and look at our relationship with chapter leaders. Elevate how we interact with them.

Consent Agenda

- Steve moves to approve, Leigh Ann second
- Passes via general consent

Adjourn by General Consent at 11:52am Eastern Time

Motions				
Motion	Made	Second	Y-N-A	Attend
Approve the LGBTQIA+ Charter as provided in the Board packet	Newman	Shaffer	8-0-0	8
Approve Military and Vets Charter as provided in the Board Packet	Newman	Shaffer	8-0-0	8
Approve Professionals of Color Charter as provided in the Board packet	Newman	Shaffer	8-0-0	8
Approve the addition of a Director of Certification role to the budget (expected \$90k-\$100k) and to authorize the Executive Director to hire.	Gray	Newman	8-0-0	8
Approve the Costa Rica Chapter per the standard Charter as provided APMP to Chapters.	Lee	Gray	8-0-0	8

Key Decisions
•

Action Items	
Item	Owner
MAC to provide the current membership count and where they are, and Staff/Board will replenish those memberships	Harris, Link
Clarify MAC Charter	Goldman/Harris/Coles
MAC Confidentiality Agreements	Goldman/Harris
NDA for Professional Ethics Committee	Goldman/Shaffer
Invite Newman to PEC Training	Shaffer
Review Costa Rica Bylaws	Harris/Goldman
Meet to discuss Chapter Communications	Coles/Macik
Add Tabled Mental Health Affinity Group to future Board meeting	Coles
Review the Chapter Affiliation Agreement	Harris/Goldman/Coles