

Regular Meeting of the APMP Board of Directors

Date:	January 27, 2022		
Purpose:	Special Meeting of the Board of Directors		
Notice:	<ul style="list-style-type: none"> • Notice provided on December 31, 2021 • Materials provided on January 21, 2022 		
Invitees			
P	Steven Coles - Chair	P	Alison Coon – Vice Chair
P	Krystn Macomber – Past Chair	P	Helene Courard - Treasurer
P	Kedren Dillard – Affinity Resources Ldr	P	Anatalia Macik
P	Bette Sturino	P	Kumiko Shikimachi
P	Leigh Ann Newman	P	David Gray
P	Stacey Lee	P	Erin Green
P	Daniel Walker	P	Rick Harris – CEO (Ex Officio)
P	Andrew Goldman (Invitee)	P	Peter Frank (Invitee)
Agenda			
<p>APMP BOARD OF DIRECTORS</p> <p>AGENDA</p> <p>Thursday, January 27, 2022</p> <p>10:00 AM – 11:30 AM Eastern USA</p> <p>Conference Call</p> <p>APMP’s Mission: <i>APMP’s mission is to be the trusted leader that serves a global community of bid and proposal development life cycle professionals.</i></p> <p>APMP’s Vision: <i>To be the internationally accepted authority serving and educating everyone who wins business to drive revenue for their organization and to be the industry that serves all industries.</i></p> <p>APMP’s Values: <i>Excellence. Integrity. Respect. Teamwork. Trust.</i></p> <p>Four Questions Rule: <i>We will ask ourselves these four questions before investing in any program or initiative. Will the investment:</i></p> <ol style="list-style-type: none"> 1. Contribute to the personal/professional development of our members? 2. Increase membership in the association? 3. Deliver a measurable return on investment (ROI) to the association? 4. Sustainable for the duration of the program or initiative? <p>Supporting Documents: <i>All supporting documents are found in the corresponding APMP Board meeting section.</i></p>			

A. Welcome – Call to Order (Steven Coles, Chair)

B. Roll Call (Peter Frank)

C. **Approval of Minutes** (Steven Coles)

(Source Document: December_ Board_2021_Meeting_Minutes)

D. **Opening Remarks** (Steven Coles)

1. Objective: Deliver a sustainable, premium member experience worldwide.

E. **Welcome New Board Members** (Steven Coles)

F. **2022 BoD: Collaboration, Communication, and Tools** (Steven Coles)

1. MS Teams, SharePoint, Planner.
2. Lucidchart
3. Board Member Accountability Assignments for 2022 – RACI Matrix

G. **Chair 2022 Goals – Using Lucid** (Steven Coles)

1. Key Accomplishments this year
2. Quick Wins
3. The Role of the LRP-Long Range Plan Strategy Document

H. **Risk Register** (Steven Coles and Alison Coon)

1. Format
2. Ownership by Vice Chair

I. **APMP FINANCIALS** (Hélène Courard, Treasurer; Rick Harris, CEO)

1. End of Year Financials
2. CEO Report

(Source Document: January_2022_CEO_Report)

J. **Discussion and Potential Votes Today** (Steven Coles)

1. New Database Challenges and Request for Additional Funding (Steven Coles)
2. Policy Discussion and Potential Vote (Leigh Ann Newman)
3. Revocation of ATO status for Baachu (Steven Coles & Rick Harris)

K. **New Database Challenges and Additional Funding Challenges** (Steven Coles)

L. **Policy Discussion** (Leigh Ann Newman)

1. Email Usage Policy (Leigh Ann Newman)

M. **ATO Revocation Discussion** (Steven Coles & Rick Harris)

1. Overview of the situation (Steven Coles & Rick Harris)
2. Discussion and Potential Vote (Steven Coles)

N. **APMP Staffing Announcements** (Steven Coles)

1. Incoming

2. Departing
- O. **Membership Advisory Council Nominations (MAC)** (Steven Coles)
- P. **Technology Project Overview Progress** (Peter Frank, APMP)
- Q. **Affinity Groups Update** (Kedren Dillard)
- R. **2022 HQ Events Planning** (Rick Harris)
 1. BPC Europe 2022 April 11-12, 2022
 2. BPC Dallas – May 22-25, 2022
 3. Capture Business Development Conference Online - November 17, 2022 (Tentative)
 4. BPC Asia 2022 – Mumbai (?) September 2022 (Tentative)
- S. **Closing:** (Steven Coles)
 1. Last-Minute News and Views
- T. **ADJOURN**

Notes

Meeting was Called to Order at 10:04 am EDT on 1/27/22, with 12 voting members present.

Approval of the Minutes

- **Motion – Sturino**
- **Second – Macomber**
- **Motion passes via General Consent with no dissent**

Opening Remarks

- Key objective and mantra is to deliver a sustainable, premium member experience worldwide – everything from the strategic to the tactical, to the functional and operational.
 - Create a premium member experience – retains more members and attracts more members
 - Focus on having one Worldwide Organization
 - Set up other elements of the long range plan for 2023, 2024 and beyond.
 - Major initiative for 2022 is to set up the APMP Leadership Academy

Welcoming New Board Members – Highlights of Orientation

- Brought in an outside resource to conduct orientation
- Focus on the massive shift from being a smaller organization to a larger one
- **Desire to incorporate the top-loaded, intentional agenda format in the next meeting**

Tools for this Year

- All Board members now have an APMP.org email address and 365 account.
- **Alison to set up a meeting to discuss and teach Teams and troubleshoot**

- **All Board members to review accountable areas in the RACI Matrix and ensure proper cascade of responsibilities and identify relevant risks**
- **Harris and Coles to review past 5-6 years and set growth and retention % goals.**

Risk Register

Financial Report

- No financial report for January b/c they are closing the 2021 books.
- Financial status is in normal range for January

CEO Report

- Highlight is events (BPC Europe - April and BPC Dallas - May).
- Europe is still under threat from Covid. Decision point identified if we need to change to virtual. In contact with the Dutch government and the venue.

Discussion/Votes

Challenges with the new AMS

- AMS and website are set up and Phase I is working well. Phase II (Connection to Chapters) is taking longer than anticipated and the original implementation partner has not been able to stay on schedule. The project needs an additional \$40k-\$50k to complete Phase II.
- Board Questions – the Board asked questions about the functionality in Phase II, the Adequacy of the \$50k request, why the costs were overrun the use of leftover funds, the timeline and communications, continuation with the legacy vendor for future maintenance and the total effects on the APMP 2022 Budget.
- **Motion to approve up to \$50,000 in additional funds to the budget line item to complete phase 2 of the AMS Technology project.**
 - **Motion Allison Coon, Second Helene Courard**
 - **Favor – All**
 - **Opposed – None**
 - **Abstentions – None**
- **Working on a communication plan to Chapters**
- **Peter Frank to review priorities to ensure the project has all of the necessary human capital, resources and time and report any shortfalls to the Executive Committee.**

Email Usage Policy Discussion

- This is an internal policy specifically for the Board and future Boards
- **Motion to accept the Email Usage Policy as provided in the Board materials**
- **Macik motion, Macomber second**
- **Favor – All**
- **Opposed – None**
- **Abstentions - None**

Revocation of ATO status

- One approved ATO has been violating the terms of ATO status in three key areas:
 - Discussion
 - **Engage attorney to inform ATO of revocation of status.**
 - **Need to get a stronger, specific and clear ATO agreement in place**
- **Motion: The Board leadership hereby revokes the ATO status**
- **Companies, with notification and terms in accordance with legal recommendation.**
 - **Motion by Courard, Second by Macomber**
 - **Favor – All**
 - **Opposed – None**
 - **Abstention – None**

Staffing

- Incoming staff members
 - Marisela Guzman Special Projects and Membership Coordinator, working under Julia Duke
 - Pedro Acosta – Manager of Content Development and Social Media Outreach, working under Jay Denslow
- Departure - Tony Round is leaving to take a new position with Opportuni.

Membership Advisory Council

- **MAC will launch next month, subject to approval of the candidates for review and voting (virtual vote)**

Technology Project

- Reviewed during discussion

Affinity Update

- Tabled to next meeting for time

Event Update

- Information given during CEO report

New member onboarding on 2/1

Next full board 3/21

Meeting Adjourned at 12:14pm EST (General Consent)

Motions				
Motion	Made	Second	Y-N-A	Attend
To approve a budget alteration adding \$50,000 to the AMS Technology Project	Coon	Courard	12-0-0	12
To accept the Email Usage Policy as provided in the board materials	Macik	Macomber	12-0-0	12
To revoke the ATO status of an offending ATO	Courard	Macomber	12-0-0	12
Key Decisions				
<ul style="list-style-type: none"> • MAC slate will be voted on virtually 				
Action Items				
Item			Owner	
Virtual vote for MAC candidate slate			Coles/Harris	
Inform ATO of revocation of status			Harris/Goldman	
Update ATO agreement			Harris/Goldman	
Review resource needs to complete AMS Project and request additional resources if necessary			Frank	
Develop communications plan for Phase II delays			Coles/Harris	
Review RACI matrix for proper task alignment			ALL	
Set member retention and growth goals for 2022			Coles/Harris	
Set up Teams tutorial meeting			Coon	