

Annual/Regular Meeting of the APMP Board of Directors

Date:	October 27, 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 October 24, 2022 		
Invitees			
P	Steven Coles - Chair	P	Alison Coon – Vice Chair
	Krystn Macomber – Past Chair	P	Helene Courard - Treasurer
	Daniel Walker	P	Nicole Schaffer
	Bette Sturino		Kumiko Shikimachi
P	Leigh Ann Newman	P	David Gray
P	Stacey Lee		Erin Green
P	Andrew Goldman (Invitee)	P	Rick Harris – CEO (Ex Officio)
Agenda			
BOD Meeting AGENDA October 27, 2022			
Conference Call 10:00 AM – 11:30 AM			
<p>Supporting Documents: <i>This agenda and supporting documents are in the corresponding APMP (Association of Proposal Management Professionals) BoD meeting folder on SharePoint.</i></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. BAACHU Appeal Hearing Update – Coles 5. 2023 Board of Directors and Vice Chair Election Update – Coles 6. Salary Survey and Compensation Report Update – Harris 7. Next Four Premium Membership Experience Offerings – Coles <ol style="list-style-type: none"> a) APMP TV (November 8th) b) Salary Survey and Compensation Report (By November 15th) c) PRIDE Affinity Group (By December 7) 			

- d) Micro-Certifications (Executive Summary and Bid Writing (by the end of December)

8. APMP Financial– H  l  ne Courard, Treasurer

- a) YTD performance

9. Votes

- a. **2023 APMP Operating Budget** – A review of our proposed 2023 Operating Budget, discussion, and potential vote. **Coles, Courard and Harris and Harris.**

10. Generative Discussion

- a. **The Future Slate of APMP Affinity Groups** – What’s working, what needs help and what is coming down the pike – **Coles and Harris**
- b. **DEI** – Debrief on our workshop and discussion on continuing our DEI journey – **Coles and Harris**

11. Strategy

- a. **APMP HQ and Chapter Alignment** – More discussion on how to bring APMP HQ and some of its supporting chapters into alignment with each other. **Coles, Newman and Sturino.**

12. Consent Agenda – Coles

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

13. Future Events – Harris

- a. Capture & Business and Development Conference Online
- b. Future Forecasting Online (**New Event January 2023**)
- c. Leadership Conference Online (**New Event 2023 hosted by the Leadership/Masterclass group**)
- d. BPC Europe 2023
- e. BPC Orlando 2023
- f. BPC Asia 2023 (potentially online)

14. Final News – Board

Notes

Meeting started at 10:07am Eastern Time with 7 of 12 voting members present.

APMP is seeking a new Treasurer after this meeting (Helene is stepping out after this year).

Baachu Appeal Hearing

- There has been back and forth with Baachu/Baskar about this
- There is a calendar date in November to hear the appeal
- It was determined that the proper iteration of the PEC to hear this appeal (since it is a contractual appeal) is the PEC Chair sitting with the APMP Officers
- Nicole was not a part of the original meeting
- Andy will facilitate a majority of the meeting
- **Continuing Baachu promotions**
 - Will address this after the appeal, particularly if the revoked status continues
 - ATOs are upset about it, needed to address this to the Board to know that APMP is aware of this.

Board and Vice Chair Election Update

- Putting together the form, it's bouncing back and forth, call for nominations is coming out soon (timeline is not yet firm)
- This year there will be a written application and then a video submission in order to encourage more submission.
- There are 4-6 seats available, Helene is rolling off in December (the Board only took 3 members last year)

Salary Survey

- The 2022-23 salary survey is coming out before Thanksgiving.
- It is a fantastic improvement over past salary surveys with infographics and demographic breakdowns
- We had approximately 2500 respondents to the salary survey

Premium Membership Experience

- We've been working hard on this major strategic initiative
- Revolves around the fact that we have a database that we can work around
- "APMP TV" is a channel that allows our videos to be much more accessible and better
- Salary survey – launches by Thanksgiving
- PRIDE Affinity Group will launch by December 7 with two new volunteer leaders – it will focus on advocacy instead of activism
- **Micro-Certifications**
 - Executive Summary and Bid Writing will go live before the end of this year.
 - Another 2 or 3 going out next year.
 - Question re: reasoning for Micro-Certifications

- Some people don't need the entire CP certification (Bid Writer)
 - Some people just like to add education and certifications
 - Eventually we will have a number of certifications roll up into a Practitioner or Foundations
 - Survey going out to members for their top 3 candidates for Micro-Certifications for 2023
- **David: Need to update some of the content because hearing that a lot of it doesn't take into account new ways of working (hybrid, etc.). Not saying all of it needs updating immediately, but we need to note which ones.**
 - Micro-Certifications and Director certifications are a part of it.
 - Updating the BOK is a priority and will be done, it's 10 years old. It's an ongoing, rolling thing
 - Ahead of Orlando and ahead of BPC Europe, if we can, we will have a BOK update

Treasurer Report

- Every single line item that we can control is better than budget
- Only red we have is investments because of inflation and market. We have been cautious to ensure that we have sufficient resources

2023 Operating Budget

- Events and MarCom have found tremendous success
- Planning a positive, but relatively flat budget for the year
- Corporate memberships and sponsorships have largely been driving growth
- Remain cautious because we are still one pandemic from having to pivot
- Helene's push to add staff has had amazing returns. We will add more staff where appropriate
- **Call for questions/discussion**
 - No questions or discussion needed (documents and detail were provided in materials)
- **Nicole proposes to approve the budget as presented, Coon second**
 - **Favor – 7**
 - **Opposed – 0**
 - **Abstention – 0**

Affinity Groups Discussion

- What's working and what isn't working?
- It is one part of APMP's DEI commitment
- Is there one that sticks out is not functioning, we don't need it?
 - **Consider moving Veterans and Military to under the NCA Chapter**
 - 15 to 20 who participate. They are spread out.
 - Doesn't have the same effect outside of the US
 - **Possibly expand to Military/Vets/Public Servants**

- The Young Professionals group is extremely active
 - There is a lot of stuff from them, they promote themselves.
 - Most exciting and relevant sessions
- Mental health has been great in its infancy
 - Advocacy is strong
- How is POC doing? Is it engaging as much as the others?
 - POC has less cadence. The ones mentioned as successful have a regular cadence. YP meets monthly to talk and discuss. Mental health will be meeting on a regular basis.
 - The two that meet quarterly are military vets and POC.
 - POC have recently stepped up and gone to a couple of career days at HBCUs, been active with chapters
- **Board members should look to attend more of the affinity groups.**
- **Link it to the strategy, getting the cross pollination between groups**

DEI

- Results of assessment will go out in March with our annual report.
- It starts with the Staff and Board and we want them to look like the membership goals

Consent Agenda

- **Helene moves to approve consent agenda**
- **Second Leigh Ann**
- **Motion passes by general consent**

Future Events

- CBDC is way ahead on registrations, 500 people signed up.
- There will be 3 new events next year
 - New events are geared towards corporate members.
- Double the events we had last year and hopefully add a Staff member or two so we can have two teams for events

Adjourn from David, Alison – 11:28

Motions				
Motion	Made	Second	Y-N-A	Attend
To approve the budget as presented by the Treasurer in the Board materials with no changes.	Shaffer	Coon	7-0-0	7
Key Decisions				

- Incorporating and integrating Affinity Groups and “cross-pollination” needs to be incorporated into APMP strategic initiatives

Action Items	
Item	Owner
Create a schedule for review of the BOK	Harris, Gray
Board Members look to attend more Affinity Groups	All Board