



Wisconsin Society of Certified Public Managers®

WSCPM BOARD MEETING

United Way of Wisconsin

2059 Atwood Avenue, Madison, WI

Wed. 24 Feb. 2010: 10 a.m. – 12 p.m.

Present:

President:	Lutfi Shahrani ('02):	Director, Benefit Operations Bureau, DWD/UI
President Elect:	Kathy Skiera ('05):	Applications Development Manager
Immediate Past President:	Mark Evans ('02):	Dir. Tech. Services, Madison Metropolitan School District
Secretary:	Rick Higgins ('02):	Trust Fund Supervisor, WI Dept. of Employee Trust Funds
Treasurer:	Jim Olson ('07):	Fed Prog Adv, WI Dept. of DHFS/DES/BFS
Board Member at Large:	Cathy Williquette ('96):	Brown County Register of Deeds

Others present:

CPM Policy Board:	Dianne Hughes ('96):	Eau Claire Co. Sheriff's Office
CPM Assistant Director:	Robbi Dreifuerst	
	Ron Buchholz ('95)	Retired
	Steve Bose ('07)	Records/Forms Officer, DHFS,
	Bob Stenson ('09):	System Dev Svc Sr, UW DOIT
	Kathy Hagen ('09):	Admin Asst. Village of Mt. Horeb

Absent:

Board Member at Large & Historian:	Amy Banicki ('06):	WI Adjudication Manager, WI Dept. of Workforce Dev./UI
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**A. Administration** (Lutfi Shahrani)

1. Call to Order/Introductions/Announcements – Lutfi called the meeting to order at 10:03 am. Lutfi announced Amy Banicki couldn't make the meeting. He announced that he was serving on the AACPM Scholarship Committee, Ron on the Archive & History, Henning, And Evolution Ad Hoc Committees, and Mark on the Strategic Planning Committee.
2. Special Presentations: Mark Evans, WSCPM Past-President for contribution to WSCPM by Lutfi Shahrani – Lutfi presented Mark with clock with his name engraved for his past contributions to the WSCPM.

**B. Consent Agenda Items**

1. Approval of October 2009 WSCPM Board Meeting Minutes – Lutfi called for approval of the minutes. Kathy made a motion for approval and Lutfi seconded the motion. Passed unanimously.

**C. President's Report** (Lutfi Shahrani)

1. AACPM- annual report- Mark gave the following verbal highlights:  
Submitted the WSCPM highlights and that our budget is great  
There were 2 CPM graduations in 2009.  
Election of new WSCPM officers for 2010  
We had a summer picnic in Plover after a board meeting  
Had several breakfast get-togethers  
New technology
2. Educational component to meetings/discussion. Lutfi said this was an opportunity to present ideas etc. for training and discussion and asked if attendees like this idea? Everyone agreed it was a good idea. He said to send any ideas to him and to copy Rick.
3. Strategic Plan Development and Call for Issues per SOP. Lutfi said Mark and his AACPM Strategic Planning Committee along with us should check on our core values and responsibilities that include the following:  
Training

Support the mission of the CPM Program and their core values  
Models and skills of other managers that may not be in the CPM Program or graduates of it

Lutfi asked Rick to send an email in the future asking members what the WSCPM can do for them. Robbi suggested members go to the WSCPM web site and become familiar with the SOP and By-Laws. Lutfi asked how to get feedback etc.? Ron suggested by the Board meeting and discussing and through email discussion. Mark suggested a model or collaborative tool to discuss things and ideas etc. on our web site and do it in a month or so from now. Ron said larger societies have community participation and ties into membership drives and become a society social element. Bob suggested holding meetings in real time with voice over etc. with on-line collaboration or with a white board. Rick suggested Skype as well.

4. CPM-WSCPM cooperation. – Lutfi talked about the competency training of the 2010 CPM students and to mentor those students if we could. Robbi handed out the national consortium competency assessment for the Wisconsin CPM Program and told us there were 7 competencies on the assessment. The plan is for every student who takes this will receive a copy and go over the report. Each student will rank themselves on how they could meet these and second, how they could beat them. Out of this will become a professional development plan and to recognize where they need help. Resources would be managers in the WSCPM and their experience and knowledge. There will be a pool of coaches to link with students who ask for a coach. There will be criteria to be a coach to match up with students. Susan Paddock is looking at P at Clausen for help and consultation. Mark asked what the timeline is. Robbi said May 12 the assessments will be given out and will be the pilot. Over the summer there might be workshops and the first thing is to solicit coaches and then select core of coaches who go through training in late summer or fall of 2010. Mark or Lutfi could share information on this at the AACPM Conference for 2010 if they have any information to present. She said we could poll membership to see who would be interested and competent to coach. There will be a curriculum committee and Robbi will send the members to Rick. Kathy asked what would be the time commitment. Robbi said she would check on that. Lutfi expressed his support for the program. He asked Dianne what her role is in the CPM Program now and she said she is learning her role as a liaison, she suggested those in Phase 3 in the running for the Askew Award and the projects be shared better. And to use this as marketing for the CPM Program. Robbi said they could ask the Board every year to evaluate projects and need consistency. Dianne also said they were working on advanced training for CPM grads and to send any issues to her.

#### **D. President-Elect (Kathy Skiera)**

##### 1. Program Committee

- a. Speaker's Bureau – Kathy reminded us we have a speaker's bureau and to send any ideas to her or any people to add.
- b. 2010 Training: suggestions and planning – Kathy said she is looking for suggestions. She said Shirley at DWD gave her some ideas, and to send any ideas to Kathy. She said she was hoping for a June or fall of 2010 for a training session. Mark suggested Naomi Harms for a Web 2.0 class and would include a webinar or half day training on Web 2.0 on-line. Steve said he was involved with an ARMA class and asked for our help some more for getting the information out about the class and explained what it was about etc. Kathy talked about having a 1 day annual class modeled after the Association of Government Accountants.
- c. Pending training session presentation – Ron presented a Procedures and Policies class for approval by the Board. He said we could add it to the Speaker's Bureau as well. Lutfi said Ron did a good job. However, the Board hasn't given formal approval in the past for training session. Mark said we could offer as many classes as needed as long as we break even on costs. Lutfi said we don't need Board approval for this and to work with Kathy on getting approval. Rona said if anyone has a Department that might be interested in this training to let him know. Ron also mentioned the Alliance for Regulatory Coordination as an opportunity for the WSCPM to sponsor for training and have members present. He said it would probably be 2011 until this was ready to move forward from this group.

#### **E. Past President report (Mark Evans)**

- 1 -bylaws and ethics committee report – Mark reported he will send suggestions to changes to By-Laws and SOP
- 2- AACPM strategic plan – Mark said the plan is on their web site and will send information to Lutfi to review and send out to our members.



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**F. Secretary** (Rick Higgins):

1. Membership Report \_ Rick reported we are current5ly at 97 members.
2. CPM program – Robbi discussed earlier.
3. AACPM conference membership survey results. – Rick handed these out.
4. Membership distribution by geography. Rick handed out how our membership was distributed though out the state by quarters. He made note that the largest concentration by far occurred in the southwest section. Ron said we need a mechanism of what we can offer etc. to get more members.

**G. Treasurer** (Jim Olson)

1. 2009 Final Budget Report - Jim handed out this report and went over it. Said he had an increase of \$1200 to the balance and 2 receivables left to collect. Mark said the training generated a lot of profit and thanked Lutfi for his efforts. Lutfi in turn thanked Shirley W. from his agency for her help.
2. 2010 Budget Report – Jim handed out this report and went over it. Rick said we could expect a drop in associate members this year based on communication with the CPM Program and the amount of students in the program as colleagues. Mark made a motion to approve the budget and Rick seconded it. Passed unanimously.

**H. Historian** (Amy Banicki)

1. Historian's Report - Amy could not attend and had nothing to report. Lutfi mentioned that if anyone had pictures to submit to forward them to Amy.

**I. At Large – Finance** (Amy Banicki)

1. Finance Committee Report - Amy could not attend and had nothing to report.

**J At Large – Communication** (Cathy Williquette)

1. Communications Committee Report - Cathy reported she updated the WSCPM web site with Kathy S. and the WSCPM brochures.
2. Newsletter - Cathy reported the February edition is out this week. She asked Dianne for an article. She said to have any articles to her for the next newsletter by May 23.

**K. Other business**

1. New business – HOD delegates in 2010. Lutfi started discussion on who may go, who can go etc. After discussion it was decided to defer this topic to the next Board meeting.  
Mark said he'd like to present at the AACPM Conference a Web 2.0 session with Kathy S. and Cathy W.  
Robbi informed us of the 20<sup>th</sup> anniversary celebration of the CPM Program on June 9<sup>th</sup> with further details to follow soon.  
Ron informed us that he helped co-author a barbeque book titled the "Kansas City Barbeque Society Cookbook" and gave out cards with information on the book. He spoke of how his friendships with the author Ardie Davis and Bill Herman CPM's with the AACPM resulted in this cookbook. Ron wrote an article on this for the February WSCPM newsletter.
2. Next Board Meeting – Tentatively scheduled for June 4 to coincide with the next CPM graduation. Lutfi made a motion to adjourn and Kathy seconded it. Passed unanimously. Meeting adjourned at 12:00.