



Wisconsin Society of Certified Public Managers®

**WSCPM BOARD MEETING**

United Way of Wisconsin

2059 Atwood Avenue, Madison, WI

Thurs. 1 May 2008: 10 a.m. – 12 p.m.

Present:

President:	Mark Evans ('02):	Dir. Tech. Services, Madison Metropolitan School District
President-Elect:	Lutfi Shahrani ('02):	Director, Benefit Operations Bureau, DWD/UI
Secretary:	Rick Higgins ('02):	Trust Fund Supervisor, WI Dept. of Employee Trust Funds
Ex-Officio:		
Historian:	Ron Buchholz ('95):	Retired
CPM Assistant Director:	Robbi Dreifuert	
Others present:	Jim Olson, Richard Holden	

**A. Administration** (Mark Evans)

1. Call to Order/Introductions/Announcements - Meeting Opening and Welcome by Mark.

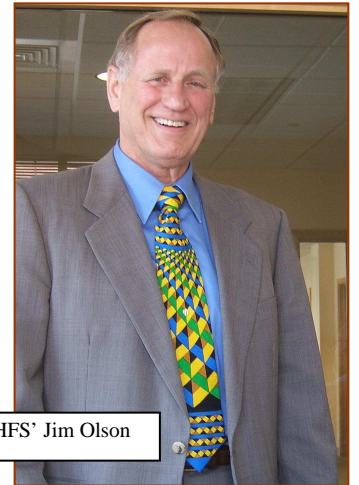
Mark read a letter from Don Percy thanking the WSCPM for his honorary membership in the WSCPM.

Mark talked about the Robert Slottke article in the latest edition of the WSCPM newsletter and that the memorial service for Robert was held last Saturday.

- B. Consent Agenda Items** [Due to having only 3 Board Members present, there was not a quorum. Rick will send an e-mail vote to all Board members in the near future.]

1. Review and approval of 28Feb.2008 WSCPM Board Meeting Minutes - There was one change to the Board meeting minutes to change the date of today's meeting to Thursday, May 1.
2. Review and approval of 2008 WSCPM Budget

Mr. Tie-Man, DHFS' Jim Olson



**C. President's Report** (Mark Evans)

1. AACPM newsletter article submitted 3Mar.2008 - Mark talked briefly about the Wisconsin Manager of the Year article on Kathy Skiera he submitted to the AACPM for their newsletter.
2. Corrected mailing labels sent to Becky Bryant in Jan.2008
3. AACPM Conf. Committee discussions about sharing conference materials including speaker info, budgets, etc. -
4. WSCPM newsletter article - Mark submitted a WSCPM newsletter article to the AACPM last Monday, April 28. He asked if others think of ideas for articles to please let him know.  
Ron will send in an article about Don Percy for the summer issue of the AACPM newsletter and Mark will provide other information.

**D. President-Elect** (Lutfi Shahrani)

1. Program Committee
  - a. Speaker's Bureau - Lutfi reported that he received speaker's information about themselves and that nothing further has been done with this yet.
  - b. Update on Oneida:  
Robbi reported that the CPM Program has decided to discontinue offering classes for the Oneida Nation. Contract negotiations stalled in February and Robbi has had no word from ONCEC director Don Hahnke since a March 10 phone call. The March, April & May classes have had to be cancelled. CPM classes will be offered at an alternate site in northeastern Wisconsin beginning in September. If the budget allows, the program hopes to involve the Society in a coordination function for these classes. Robbi will keep Lutfi abreast of developments in the planning process.  
Mark said there were 3 key points relative to WSCPM's relationship with CPM:
    1. The WSCPM will continue to do all it can to support the CPM Program.



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2. If and when appropriate, the WSCPM wishes to continue collaborating with the CPM Program in providing courses. [Robbi said she believes there will be opportunities for the Society to assist in training in Fox Valley later this year.]
  3. When possible the WSCPM would be interested in providing other training classes when they don't conflict with the CPM Program.
- c. 2008 Training:
- Planned events: Lutfi discussed the next class on May 8 taught by Will Strycker, and that some attendees will not be supervisors since we didn't put a requirement that attendees be a supervisor in the brochure, and we had a lot of interest and sign ups for the class. Lutfi said we could market to the attendees that if they like the class there will be more opportunities to train in the CPM Program and with the WSCPM.
  - Lutfi said Kathy had contacted the ten people who had signed up for the class after the first 30 people to let them know the class was full. She asked them if they would be interested in taking the class around the end of May with several dates listed for them to choose from so Lutfi can determine another class date if there is enough interest. He sent confirmation to the first 30 people who signed up for the class with parking information etc. Shirley who works at DWD with Lutfi is helping him with this class and future ones as well. Lutfi said revenue for this class should be approximately \$1,000. He said Will Strycker will teach the next class also hopefully in May and that class may end up a break-even class. Lutfi is talking to Will about teaching 1 to 2 different classes in the future. Robbi said she would give Lutfi the CPM Program's schedule of future classes so there will be no conflicts between us and them.
- d. Renewed discussion between Kathy S. & Lutfi about partnering training with others; options include WCMA (WI City/County Management Association) and AGA (the Association of Government Accountants).  
Mark suggested getting other groups involved as partners and that we could list them on our Web site. Lutfi said he recommends we not have any classes that cost more than \$99.

**E. Past President (Jeff Roemer)**

1. Mark reported in Jeff's absence that in April Jeff became Sec.-Treasurer for the International Association of Fire Chiefs: Great Lakes Division
2. Mark also reported that Jeff was also named Interim Fire Chief for Green Bay

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

1. Membership Report - Rick reported that current membership is at 138 members. There are 4 honorary, 47 certified, and 87 associate members, with 38 as new members. Ron asked for one Certified member to contact to see if they had been sent the AACPM membership packet and Rick gave him a member to contact.
2. CPM program - Robbi reported there would be 21 new Colleagues starting May 12 called the Southeast Wisconsin Police Management Group.

**G. Treasurer (Kathy Skiera)**

3. 2008 Budget Report - Mark handled out the 2008 Budget Report vs Actual in Kathy's absence. He also handed out a WSCPM Treasurer Summary. A review was done of both documents by those present and changes were noted for the May Promoting Supervisory Excellence session for gross and expenses on the 2008 Budget vs Actual. Corrections were also made to the "Starting Book Balance" and "Book Balance" totals and the "Change" balance for the WSCPM Treasurer Summary. Jim Olson will review this with Kathy in the near future.



Mark said the Transaction Detail report was finished and we appreciated Jim Olson reviewing this with Kathy S.

**H. Historian** (Ron Buchholz)

1. Historian's Report - Ron reported he had secured a second volume of history book and updated it with information from 2006 and 2007.

**I. At Large – Finance** (Debra Shufelt)

1. Finance Committee Report - Debra was absent.

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

1. Mark reported in Cathy's absence that for the Communications Committee Report, any articles or information to be included in upcoming WSCPM newsletters be emailed to Cathy by the following due dates and information for AACPM newsletters be emailed to either him or Cathy and they'll get information forwarded.

- WSCPM Newsletter:

Planned issues:	Due date for articles:
Spring 2008	April 25, 2008
Summer 2008	July 25, 2008
Fall 2008	October 24, 2008

- AACPM Newsletter:

Planned issues:	Due date for articles:
Summer 2008	May 8, 2008
Fall 2008	July 16, 2008
Winter 2008	November 16, 2008

**K. Other Issues**

1. AACPM: Mark reported on the following:
  - Society Assessment & member dues were paid for 2008 for 46 members so far.
  - WSCPM 2007 Annual Rpt was submitted.
  - Roster of WSCPM members for 2008 was submitted.
  - Signatures required for 2008 Henning Award Nomination for Jeff Roemer. Mark handed out the nomination paper for signatures from the Board members present.
  - Seeking 2009 AACPM Board Candidates. Ron said there were 2 candidates for President Elect, 1 for treasurer, and 1 for Member at large so far. He said the AACPM was still looking for additional candidates.
2. Discuss summer training/picnic options - Mark asked when, where, and what? Robbi suggested WSCPM member Ty Letto doing a session on Emotional Intelligence. Ty has taught several times for the CPM Program and would do a great job. Robbi said she would talk to Susan Paddock if this type of training would be okay and that the class could be held in late July or August this year, maybe at a site somewhere north of Madison. Robbi will contact Lutfi following discussions with Susan. Lutfi said the idea of having this as a picnic also with various activities might be a nice idea. He'll review this further with Mark after hearing back from Robbi.
3. Next Board Meeting - The next meeting is scheduled for October 23 from 10-12 at a location to be determined.

**L. Training Topic:**

1. Round table: Key projects each person is focused on in our agencies in the next 6 months; what are our key challenges? - Mark asked those in attendance these questions. Richard, Ron, Rick, Lutfi, and Mark briefly talked about what was happening in their work units. Mark said he'd think about how to present this topic for future meetings.



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Meeting adjourned at 12:25 & we shared a lunch of Glass Nichol Pizza.