



Wisconsin Society of Certified Public Managers®

**WSCPM JOINT BOARD
& PLANNING COMMITTEE MEETING**

Rm 306, Pyle Ctr., 702 Langdon St., Madison, WI

Fri., May 13, 2005: 9 a.m. – 11 a.m.

Proceedings –Page 1

Present:

President: **Dianne Hughes ('95):** Admin Services Division Mgr, Eau Claire County Sheriff's Dept.
President-Elect: **Jeff Roemer ('95):** Public Safety Consultant, RW Mgmt Grp
Treasurer: **Debbie Keckeisen ('01):** Human Resources Deputy Director, City of Appleton
Secretary: **Mark Evans ('02):** Dir. Tech.Services, Madison Metropolitan School District
Historian: **Ron Buchholz ('95):** Deputy Admin. Div. of Safety & Bldgs, Dept. of Commerce
Board Member at Large: **Cathy Williquette ('96):** Brown County Register of Deeds
Board Member at Large: **Mike Casey ('97):** Zoning Admin, Oneida Nation of Wisconsin

Others present:

Bill Herman: AACPM President-Elect; Town Admin., New Durham, NH
Lutfi Shiranhi ('02): Dir. Benefit Operations Bureau, Dept. of Workforce Dev.
Elizabeth Snider ('00): Enterprise Technology, Dept. of Administration

Absent:

CPM Consortium Chair-Elect: **Robbi Dreifuerst:** Associate Program Director, Wisconsin CPM Program
Past President: **Richard Holden ('97):** Director of Development, Village of Plover



* unfortunately, this photo is missing Elizabeth, who joined us later in the meeting

1. Call to Order/ Introductions /Announcements (Dianne Hughes)

- Special welcome to: Bill Herman, AACPM President-Elect; member of NH's 1st graduating CPM class in 1998 & has been a member of the AACPM Board for 3 years
Elizabeth Snider 1st time attendee at a Board meeting!
- Special thanks to Robbi for setting up the site for our Board Meeting (& making arrangements for parking)!

2. Consent Agenda Items

Motion made by Jeff to approve items on Consent Agenda; 2nd by Cathy; passed unanimously. Items are:

- a. Approval of March 3, 2005 Annual Meeting Minutes (Mark Evans) [copy sent by email]; note correction on p.5 under #9; Privacy Policy was to become addendum to our By-laws rather than part of that document
- b. 2004 Audit Report [copy mailed]
- c. Treasurer's Report [copy mailed]
- d. Documentation of Future Agenda Items/Topics for Discussion [copy sent by email]
- e. Reminder: Manager of Year Nominations due August 31 to Jeff Roemer
- f. Reminder: Board & Officer Elections for 2006-2007 to be held on October 4



3. Secretary's Report (Mark Evans)

a. Membership Report (w/ Debbie):

- presently at 41 members; Jeff contacted all members from last year's CPM graduating class and all asked for applications
- before June, our updated membership list should be available with password protection, on our Web site; more on this below

b. Demonstration of WSCPM Web site Maintenance:

- Web site background:
 - the WSCPM Web site was upgraded from a Home Account to a Business Account in Mar.2005; features now include password access to documents for the 2007 Conference Committee and common membership & CPM graduation lists; getting the secure file displays to work elegantly has been imperfect as the login screen reappears when one accesses secure files and it shouldn't; Mark has been in contact with 1and1 technical support and expects to have this resolved soon
 - as of early Oct.04, we had just over 500 hits; as of 3Mar.: 792 hits; as of 13May: over 900
 - Mark renewed our 1&1 Web site hosting contract and the registrations of our domain names: WSCPM.org and WSCPM.com
- Web site demo:
 - we reviewed how there are separate logins & passwords for each of 3 types of things: A. general site management, B. using ftp to move files to & from the site's host server, and C. for Board member access to files in our secure directory
 - following Mark's guidance, Cathy accessed our Web site and using WebSiteCreator for general maintenance, made text changes and inserted a new link to one of our sponsors, PackerCountry
 - Mark made an ftp connection and showed files currently hosted on our site but to save time, did not move files
- Discussions regarding site maintenance: it is our objective that others become trained to do site maintenance this year and become the primary site managers by Jan.2006; Cathy is willing to do this and eager to learn, but we will also look for help from within our new CPM graduating class

4. Program Committee Report (Jeff Roemer)

a. Update on Oneida Partnership: the most recent class was last Wed.; there has been 1 every month & billing is on track

b. Report on Training Sessions/Opportunities for the Future

- the 5Oct.05 conference with ROD will be presented by Mark covering public records and associated technology
- Jeff has also been exchanging emails trying to plan for training on verbal judo, following up on suggestions made by Rick Higgins

c. Speakers Bureau/Brochure Update:

- we now have 5 people on our list but we need more bios & need to add to topics
- we have a draft of the brochure, listing 25 topics so far; speaker profits will be split 50:50 with WSCPM and an individual presenter

5. Nomination of Ron Buchholz for Henning Award (Dianne Hughes)

Motion to accept this nomination made by Jeff, 2nd by Cathy; unanimously passed

6. 2007 19th Annual AACPM Training Symposium/Conference Planning (Mark Evans/All)

a. Discussion/Reports

- Our Conference Planning Meeting is on for Tues. Aug.9th at the Capitol Concourse: 9am – 3pm



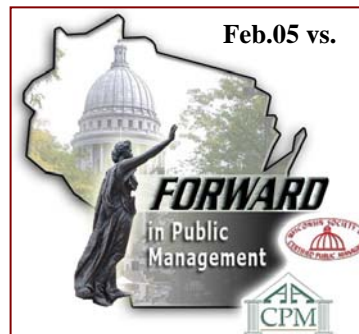
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Proceedings –Page 3

- Aug's meeting agenda: we will have a tour of the facility, have lunch there, and focus on conference preparations for the entire meeting; key issues for this meeting will include:
 - refining our estimate of the number of attendees; we must book the rooms for lodging by Sept.05; Note:
 - if we under-book, due to the Iron-Man race in Madison the weekend prior to our 2007 conference, lodging will be booked by others a long way in advance, likely through Sunday or Monday
 - if we over-book, we and AACPM would risk losing money
 - reviewing our entertainment plans so we can begin aggressively lining up options and comparing booking costs
 - planning our advertising campaign to facilitate booking entertainment and trying to push for high attendance
 - reviewing our tentative conference schedule to insure we are giving all activities sufficient time; we must inform AACPM early this fall of our schedule

- although we agreed at our Feb. Board meeting to accept our logo essentially as is, while focusing on specific recommendations, the changed version was presented and Mark asked all to give any further suggestions, written on a handout of the logo versions; Mark will review suggestions and present the final version in Aug.; the 2 versions are shown here and all suggestions are listed:



- ✓ insert the letters Wisconsin in the capitol bldg windows or some place else on the logo
- ✓ like the trees being on the right with the statue in front of the bldg
- ✓ like the logo from Feb.'s version but prefer the blue sky in the newer version
- ✓ statue's head should not be in front of the trees
- ✓ like the balanced look of trees on both sides of the capitol as in the Feb. version
- ✓ prefer the May logo version as it is
- ✓ prefer the Feb logo version but move the capitol bldg to the left so the Wisconsin statue is visible
- ✓ like the Feb. version but would like to see more of the statue

- to save time in this meeting, we are going to postpone other conference agenda issues 'til our Aug. meeting

b. Action Items:

- discussion of pin for trading/promotion materials: Cathy will be reviewing her pin cost estimate from her source in Manitowoc; expect \$65 for 1x set up charge, plus either \$1.69/pin for 100 or \$1.49/pin for any number over 300; following discussion, it was concluded that we should anticipate 300 pins but Cathy will verify pricing
- Dianne suggested that our WSCPM Society pin be just for WSCPM members but further discussion left it open to decide later if our logo would be a pin &/whether there might be more than 1 collector's pin

7. Get to Know your CPM Board Member: Debbie Keckeisen

- a. Debbie was born and raised on a small dairy farm with 35 head of cows, in northern Wisconsin in the Township of Little River (about 30 miles north of Green Bay). She moved to Green Bay in 1980. One of her 1st jobs was working for the local Chamber of Commerce as the Economic Research Director,



assisting new business start-ups and doing economic research and economic development for about 6 years. After that she worked for a law firm as a Research Paralegal, specializing in labor relations. Debbie then worked for Brown County for the next 7 years in the Human Resources Department and then for one year as the Interim Human Resources Director. While working for Brown County she heard about the CPM program, attended and graduated in 2001. Debbie left Brown County in 1998, taking a position as the Deputy Director of Human Resources for the City of Appleton, where she works now. Debbie's responsibilities include supervising most HR functions including managing recruitment, selection, and hiring, dealing with workers' compensation, benefits, training and managing labor relations. Debbie has also been the Chief Negotiator for many of the city's 15 labor agreements.

Debbie has three children: Melissa who is attending MIAD, the Milwaukee Institute of Art and Design (with hopes of getting in to Computer Graphic Art and Design), Amanda, a Junior, and Joshua, a Freshman, both attending Ashwaubenon High School. Debbie says she enjoys being a mom (...most of the time...), and also enjoys scrap booking, attending her kid's events, exercising and being outside.

b. Mike will share at our Aug. meeting

8. AACPM/Consortium update (Ron Buchholtz)

- Confirm attendees at the AACPM Conference in NH: Jeff & Mark will be presenters; Dianne, Ron (with Mary), Robbi, Susan and Rich will also be attending; attendees need to review their travel plans by ~ June & determine if collaboration on any parts of transportation will help reduce costs [Ron & Mary will be going early, as will Robbi and Susan]
- Basket items brought to the meeting included items from PackerCountry by Cathy and McDonough Mfg, Silver Spring Gardens and Eau Claire Convention & Tourism Bureau by Dianne; Mark brought the next Frank Lloyd Wright replicate stained glass piece for the NH raffle to raise money for AACPM annual conferences; a photo of the piece, which measures 12" x 20" is shown to the right [this piece replicates a part of one of the upper windows in the Unity Temple in Oak Park, IL, a registered National Historic Landmark, built between 1906 and 1908]



9. Confirm Date/Location of next Board Meeting (Dianne Hughes)

Tues., 9 Aug. 2005: Madison Concourse Hotel and Governor's Club: 9am-3pm; this will be our 1st meeting since our blizzard in Jan.05, dedicated just to our 2007 conference planning

10. Adjournment (Dianne)

- Jeff made motion to adjourn, 2nd by Debbie, unanimous at 11am
- We all proceeded to the floor below to join in closing of the last class of this year's CPM graduates; Dianne, Jeff, Ron and Bill spoke and we invited all to join us for lunch at the Angelic before we accompanied them to their graduation at the Capitol

Respectfully Submitted,

Mark Evans, Secretary