



Wisconsin Society of Certified Public Managers®

WSCPM BOARD MEETING

United Way of Wisconsin

2059 Atwood Avenue, Madison, WI

Thurs. 28Feb. 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 |
| Treasurer: | Kathy Skiera ('05): | Applications Development Manager |
| Secretary: | Rick Higgins ('02): | Trust Fund Supervisor, WI Dept. of Employee Trust Funds |
| Past-President: | Jeff Roemer ('95): | Public Safety Consultant, RW Mgmt Grp |
| Board Member at Large: | Cathy Williquette ('96): | Brown County Register of Deeds |
| Board Member at Large: | Debra Shufelt ('01): | Deputy Director of Human Resources, City of Appleton |
| Ex-Officio: | | |
| Historian: | Ron Buchholz ('95): | Deputy Admin. Div. of Safety & Bldgs, Dept. of Commerce |
| CPM Director: | Susan Paddock | |
| Others present: | Dianne Hughes, Harold Coltharp, Robbi Dreifuerst, Don Percy | |

A. Administration (Mark Evans)

1. Call to Order/Introductions/Announcements - Meeting Opening and Welcome by Mark
2008 Honorary WSCPM member Robert Slotke; photo from Web site: www.caringbridge.org/visit/robertslotke
2. Special Presentations:
 - Don Percy Honorary Membership for Keynote at the 19th Annual AACPM National Conference was provided by Ron Buchholz, Past President of AACPM; Don was given a WSCPM Membership Certificate Plaque, a Society pin and 2 framed photos from the Conference (a view of the Capitol from the Concourse and a photo of Don speaking during the Opening Session in the Assembly Chambers); Don was also given a Membership Packet by Rick Higgins
 - Jeff Roemer, WSCPM Past-President, was given a Past President's Award (an engraved acrylic clock) by Mark [see lower right photo]
 - Dianne Hughes, as an out-going member of the WSCPM Board, was given a Certificate of Appreciation by Mark [see lower left photo]



B. Consent Agenda Items

1. Approval of October 2007 WSCPM Board Meeting Minutes - Review and approval of 10/27/07 Board Meeting Minutes
2. 2008 Honorary Membership to Robert Slotke - Discussion by Mark of Honorary Membership Presentation made to Robert Slotke by himself and Lutfi Shahrani in January; Board previously approved this action by email vote.

C. President's Report (Mark Evans)

1. AACPM- annual report - Copies of the 2007 WSCPM Annual Report were distributed by Mark.



D. President-Elect (Lutfi Shahrani)

1. Program Committee
 - a. Speaker's Bureau - Lutfi asked for copies of the Names and BIOs for those who provided



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them. Jeff will Send to Lutfi. (Jeff has done so)

- b. Update on Oneida (Jeff Roemer) - Oneida Update - Presented by Jeff - Continuing for 2008 with tentative dates set for 2008 classes. Contract being negotiated. Need to determine who will cover classes when Jeff cannot. Discussion about possibly paying those who do administer program for Society (travel expenses, set fee, etc.)
- c. 2008 Training:
 - Wed.27Feb. Verbal Judo event - 2/27 Verbal Judo Class - Success with 17 participants. Session made a small profit. Inn on the Park facility worked well and was less costly than the Concourse.
 - Planned events - Lutfi provided copies of a draft document entitled "Promoting Supervisory Excellence" and a proposed announcement for a Society sponsored class that will be held for DWD Supervisors (tentatively scheduled for May 8, 2008). It was noted that there was a conflict with a CPM Program training class that day. The date may be moved to 6/4/08.

E. Past President (Jeff Roemer)

1. Henning Award Nomination for OH, Sept.2008 - Board previously approved nominating Jeff Roemer. Ron B and Dianne H will work on nomination submittal for 2008 and Dianne will ensure it gets submitted n time. Securing of required signatures by Board Members will be done at next Board Meeting: June 20, 2008 submission deadline date for Nomination.

F. Secretary (Rick Higgins):

1. Membership Report - Rick reported there are approximately 118 members. He'll have to verify associate members with Robbi D. to verify the correct amount.
2. CPM program - The program submitted a draft MOU for associate membership to the WSCPM for edit and approval. Discussion was held and Rick will get back to the CPM program with the WSCPM's draft for final approval between the WSCPM and the CPM program.

G. Treasurer (Kathy Skiera)

1. 2007 Final Budget Report - Kathy Skiera provided updated financial report for 2007 Final Budget and 2008 proposed budget. Board reviewed and discussed the proposed 2008 Budget. 10 classes for the Oneidas were inserted in the Budget. The Gift Basket/Conference amount was increased from \$100 to \$300 based upon past experience. The AACPM Conference amount needs to be adjusted based upon other changes made. Kathy will update the Budget document and send out to the Board for approval vote.
2. 2008 Budget Report – Kathy provided the 2008 proposed budget. Board reviewed and discussed the proposed 2008 Budget. 10 classes for the Oneidas were inserted in the Budget. The Gift Basket/Conference amount was increased from \$100 to \$300 based upon past experience. The AACPM Conference amount needs to be adjusted based upon other changes made. Kathy will update the Budget document and send out to the Board for approval vote.

H. Historian (Ron Buchholz)

1. Historian's Report - Work is now underway to update second Society History Book to include documents and information through calendar year 2007, including the AACPM Conference.

I. At Large – Finance (Debra Shufelt)

1. Finance Committee Report - Debra Shufelt noted that we will need to secure the services of a CPA for next year's CPA review of the Society Financial Records. She will be contacting James Olson to ask to do the audit for us.

J. At Large – Communication (Cathy Williquette)



1. Communications Committee Report - Any articles or information to be included in upcoming newsletters should be emailed to Cathy Williquette by the following due dates:
2. WSCPM Newsletter:

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

3. AACPM Newsletter:

| Planned issues: | Due date for articles: |
|-----------------|------------------------|
| Spring 2008 | February 14, 2008 |
| Summer 2008 | May 8, 2008 |
| Fall 2008 | July 16, 2008 |
| Winter 2008 | November 16, 2008 |

4. Additional uses for Society Web site - Mark talked about the creation of a blog on our website.

K. 2007 Conference Committee

1. 2007 AACPM Conference Budget Final Report (Kathy Skiera)
2. 2007 AACPM Conference Final Report to AACPM (Mark)
3. Web site: pictures & video (Mark Evans)

L. Other Issues

1. WSCPM By-Laws:

Mark submitted the following suggested changes to 7.2 of the WSCPM By-Laws:

7.2 COMPOSITION. The Board of Directors shall consist of seven (7) members, including the President, President-elect, Secretary, Treasurer, Past President, two At-Large Board Members, the Historian and the Director of the Wisconsin CPM Program. The Historian and the CPM Program Director are ex-officio Board Members. The President and President-elect of the Society shall serve as Chair and Vice-Chair of the Board of Directors, respectively. All Board Members, except the ex-officio Board Members, will serve as voting members. The At-Large members will be elected by a majority of the voting membership of the Society present at the election meeting. Only voting members of the Society are eligible to be elected to the Board.

to:

7.2 COMPOSITION. The Board of Directors shall consist of seven (7) members, including the President, President-elect, Secretary, Treasurer, Past President, **and** two At-Large Board Members, ~~the Historian and the Director of the Wisconsin CPM Program.~~ **In addition,** the Historian and the CPM Program Director are ex-officio, **non-voting** Board Members. The President and President-elect of the Society shall serve as Chair and Vice-Chair of the Board of Directors, respectively. ~~All Board Members, except the ex-officio Board Members, will serve as voting members.~~ The At-Large members will be elected by a majority of the voting membership of the Society present at the election meeting. Only voting members of the Society are eligible to be elected to the Board.

WSCPM By-Laws - The Board by motion, second and vote approved the change to Section 7.2 as indicated in the Meeting Agenda with addition of the word "Immediate" before "Past President" in the second line.

2. AACPM:

- a. Fall 2007 election update (Mark Evans) - A Special Election was conducted by the AACPM in the fall subsequent to the 9/12/07 HOD Meeting for the positions of Academy President-Elect, Secretary, and At Large Board Member for Member Affairs. The following members were



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elected as a result of the Special Election, took their offices as of January 1, 2008 and were officially sworn in at the February 2008 AACPM Board of Directors Meeting in San Diego, California:

| | |
|----------------------------|---------------------|
| President-Elect | Stephen Mastro (NC) |
| Secretary | Debra Bourbeau (NH) |
| At Large Board Member - MA | Debbie Smith (OK) |

3. Next Board Meeting - The next meeting was scheduled for Friday, May 1st. Board agreed that United Way Building location worked well for all. Mark will try to schedule a room in the United Way Building for 6/1/08 meeting.

M. Training Topic: Introductory Discussion on Web 2.0: Social Networking in Business & Government

Mark led a discussion & provided readings and a demonstration of some of the following:

- Blogging & del.icio.us - Board members enjoyed pizza and an Internet/Social Networking/Blog presentation and demonstration by Mark.

Meeting adjourned at 12:40.