



Wisconsin Society of Certified Public Managers®  
**WSCPM BOARD MEETING**  
**Madison United Way**  
**2059 Atwood Avenue, Madison, WI 53704**  
**Thurs. 5Mar.2009: 10:03 a.m. – 12:10 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
Immediate Past-President:	Jeff Roemer ('95):	Public Safety Consultant, RW Mgmt Grp
Board Member at Large:	Cathy Williquette ('96):	Brown County Register of Deeds

Ex-Officio:

Historian: Amy Banicki ('06): WI Adjudication Manager, WI Dept. of Workforce Dev./UI

Others present:

Ron Buchholz, Dianne Hughes, Richard Holden, Virginia (Ginny) Nachreiner

**A. Administration:** Mark Evans

1. Call to Order/Introductions/Announcements: Mark welcomed Ginny Nachreiner.
2. Special congratulations were given to Cathy Williquette: 2008 WI Newspaper Association Badger Award for openness in government! Congratulations, Cathy!
3. Mark welcomed our new 2009 Ex-Officio Board Member: Historian, Amy Banicki

**B. Consent Agenda Items:**

1. Approval of Oct. 2008 WSCPM Board Meeting minutes: Jeff made a motion for approval with Cathy W. seconding the motion. Passed unanimously.

**C. President's Report:** Mark Evans

1. Mark discussed the 2 recent CPM graduations: Fri. 12 Dec.2008 in Madison & Fri.13Feb.2009 in Janesville. Rick said that he was doing follow-up recruitments for all new CPM grads for WSCPM Certified membership.
2. Mark said that Susan Paddock suggested we look at having different chapters of the WSCPM throughout the state. Discussion was that this was a good suggestion to be looked into in the future.



Cathy with the Crystal Badger

**D. President-Elect:** Lutfi Shahrani

1. Program Committee
  - a. Speaker's Bureau – Lutfi had nothing to update for 2009. Jeff talked about the purpose of the Bureau.
  - b. 2008 Training:
    - Summary of 2008 training: Lutfi said the 2 “Basics for Supervisors” classes were very successful & profitable; he couldn't get a follow-up class together for the fall of 2008
    - 2009 plans:
      - Lutfi talked about the upcoming class for “Performance Improvement Plans” to be held March 26 at the GEF-1 building in downtown Madison; class brochure was sent to several people to review. Ginny Nachreiner & Dianne Hughes said they would review again & get any changes to Lutfi by tomorrow so Rick could distribute next Mon. if Lutfi had it ready.
      - Dianne suggested a class on “Performance Management” & said Eau Claire Co. Administrator would be a possibility to present; She said July to October were possibilities for the class. Lutfi will look into it with Dianne.
      - Lutfi said if anyone had suggestions for training topics to let him know. He encouraged us to get our bosses to become more aware of the CPM program
      - Lutfi reported he had sent out a survey in 2008 for potential class topics and had a limited response. He hoped to get more suggestions in the future.



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2. Other social activities:
  - a. Breakfasts: Lutfi reported there had been 2 breakfasts so far, each with a small group of attendees, however, he hopes others will attend in future breakfasts & that this will grow.
  - b. Lutfi is open to other ideas for social events. He said we discussed having a summer picnic last year but it was dropped due to time limits getting it together, etc. He led discussion re. having one this summer. Lutfi asked for ideas about a picnic to be sent to him by the end of April.
  - c. Jeff suggested regional WSCPM meetings may make sense. He suggested video conferencing may help this in the future. Everyone agreed this was a good idea.

**E. Past President: Jeff Roemer**

1. Jeff had nothing to report.

**F. Secretary: Rick Higgins**

1. Membership Report: 153 total, 42 certified, 108 Associate, 3 Honorary
2. CPM program: Rick reported there are 80 new CPM candidates enrolled as colleagues. He suggested he send new members most of their membership materials by e-mail to save money and be greener. Mark suggested inserting hyperlinks to our Web site for articles etc. Everyone agreed this was the way to proceed.

**G. Treasurer: Kathy Skiera**

1. 2008 budget: Kathy handed out the 2008 final Budget vs. Actual report
2. 2009 budget: Kathy handed out the 2009 Budget vs. Actual report for discussion. Jeff said it needed 2009 membership dues & 2 training classes for revenue. Mark suggested inserting a revenue line and either putting in the 2008 actual as a projected 2009 amount, or using \$0 until Rick provided a more accurate dues revenue estimate. Kathy said she would update the 2009 budget to reflect projected revenue. Jeff made a motion to approve the 2009 budget pending those projected corrections and Cathy seconded it. Passed unanimously.
3. WSCPM Treasury Summary: Kathy handed out a report dated March 5, 2009 & said we had account funds from the 2007 AACPM Conference and suggested putting it in a CD. Cathy, Ron and others said this was a good idea. After discussion it was decided Kathy & Debra Shufelt will review best options & email them to the Board & the Board will vote via e-mail. Mark said they aim get this done before the 1<sup>st</sup> of April.

**H. At Large – Finance: Debra Shufelt**

1. Finance Committee Report: Debra was unable to attend & there was nothing to report.

**I. 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 2009	April 24, 2009
Summer 2009	July 27, 2009
Fall 2009	October 26, 2009

3. AACPM Newsletter:

Planned issues:	Due date for articles:
Spring 2009	Feb. 17, 2009
Summer 2009	Unknown
Fall 2009	Unknown
Winter 2009	Unknown

Mark submitted our article to Barbara Pepper on 11 Feb.

Mark to verify other AACPM newsletter due dates and report them to Cathy & Rick



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4. Society Web site:

- a. Cathy said if anyone had anything to change or add to our Web site, send it to her or Kathy
- b. Kathy reported the WSCPM Internet domain names [www.wscpm.org](http://www.wscpm.org) and [www.wscpm.com](http://www.wscpm.com) were up for renewal & asked if we wanted to renew both extensions again or just [.org](http://www.wscpm.org) ... & if so, for 1 year or 5? She provided cost estimates & led the discussion. Kathy, Jeff, Mark & Ron all agreed we should protect our domain names because other societies and organizations would quickly seek to acquire and use them, potentially confusing people seeking our Web site. We all agreed on the wisdom of keeping both. Kathy & Cathy will check into validating dates for renewal & update the Board.
- c. Jeff made a motion to approve having both domain names renewed before they expire. Rick seconded it. Passed unanimously.

J. **Historian:** Amy Banicki

1. Historian's Report: Amy received past WSCPM materials from Mark last November and Mark provided a new folder of additional documents at this meeting. Rick also provided some additional pictures.

K. **Other Issues**

1. WSCPM SOP:

- a. a condensed, 39 page draft SOP file was posted to [www.wscpm.org](http://www.wscpm.org) last Sept. for initial discussion at our Oct. Annual Board Meeting in Portage
- b. at our Oct. meeting, Jim Olson, Jim Thompson & Cathy Williquette agreed to serve as a committee at Mark's request, to review this draft & make recommendations taking into account:
  - purpose of a Society SOP (Standard Operating Procedures) vs. Bylaws
  - organizational structure of SOP
  - content areas which may be irrelevant to our Society or for which others should be added
  - format suggestions
  - next steps editing this draft & suggested timeline
- c. Cathy handed out Jan. 2009 draft copies & thanked Jim Olson & Jim Thompson for their collaboration & help with this over the past few months via 4 phone calls & considerable personal work. They also met on Dec. 17, 2008 & made final changes to this draft
- d. Cathy asked those in attendance to read the SOP & send any comments back to her for possible draft revisions; Mark asked that suggestions be gotten to Cathy by April 20, 2009 & Kathy will provide any updated drafts
- e. Ron pointed out the SOP draft was missing subsections & Cathy said she would fix that
- f. Ron said if we were considering setting up Society charters we should add that to the SOP. Mark suggested this might be a separate topic for discussion. Likely our SOP should reflect how we are trying to operate now. As we evolve as a society, we can reflect new operating procedures in a changing SOP. Charters might be a topic for our Annual Meeting.

2. WSCPM Bylaws:

- a. Mark mentioned our concerns raised last fall regarding:
  - the membership/dues/notification process between Treasurer & Secretary
  - possible lack of clarity re. voting responsibilities in Bylaw sections 6.6 e, g, k & 6.7 a & c
- b. Mark asked Society members to send any possible changes to him by May 20th; Ginny said she would review these sections & report back to Mark; Mark will draft changes to the Bylaws for a possible emailed discussion &/or vote by the membership
- c. Jeff suggested we vote on these issues at the annual meeting in the fall & Mark agreed this may be the best approach & we would discuss this at our next meeting

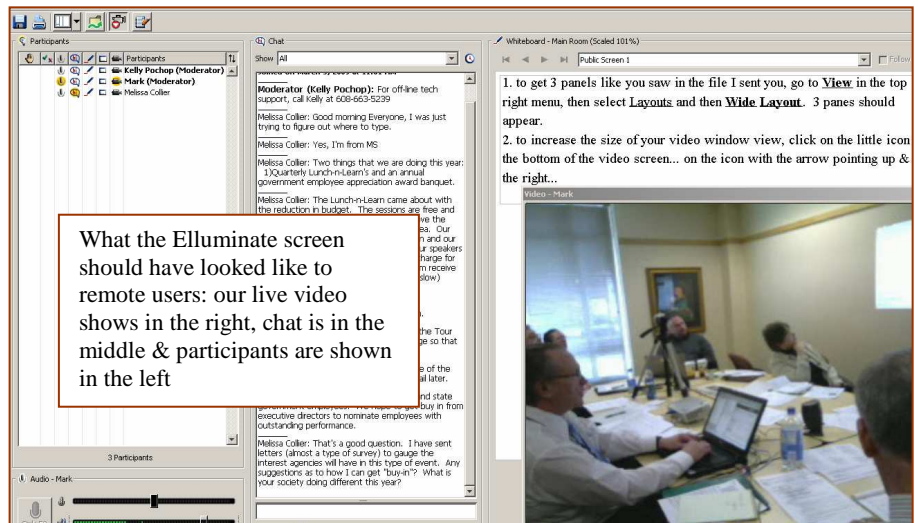


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3. AACPM:
  - a. Sept.08 HOD in Columbus, OH: our WSCPM representatives, Mark, Lutfi, Kathy & Dianne as Alternate continue to be our Society's House of Delegates representatives until the beginning of the 2009 FL Conference
  - b. following discussion at our October Annual Meeting, HOD representatives from the beginning of the FL Conf. until the 2010 UT Conf. will be Mark, Lutfi & Rick with Kathy Skiera as Alternate
  - c. Recipe book for FL: contributions? Mark said Deb from New Hampshire had very few responses for recipes so far & reminded us to send any contributions to him or Cathy Williquette
  - d. AACPM strategic plan: Mark reported he is serving as Co-Chair on an AACPM committee for this & that we will be getting an online survey to offer feedback to the committee likely in late March or early April
4. election 2009 planning: at our fall 2009 WSCPM Annual Meeting we will have new elections for our 2010-2011 Board [see Bylaws: 10.3]
5. next Board Meeting: the next meeting will be determined after Mark speaks with the CPM Program to verify whether there is a May graduation; Mark will schedule our spring meeting by early April
6. our Annual Meeting will be at Firehouse 6B in Green Bay on October 21, from 10-12; we will plan to use on-line video conferencing to conduct our meeting
7. Rick asked what we should do with our remaining 2007 Conference polo shirts & tote bags. Following some discussion, Mark made a motion that all new Certified members get a choice of either a tote bag or shirt & any new attendees at a Board meeting have a drawing to receive 1 of these items. Cathy seconded the motion. Passed unanimously.

**L. Training Topic: Using Online Collaboration Tools**

1. Elluminate:
  - in our 1<sup>st</sup> effort at modeling the use of an on-line conference tool, Mark emailed other CPM society presidents on 24Feb. inviting them to participate in our society meeting from 11am to 11:30am; access instructions were sent via email with the invitation being for each society to be prepared to describe 1 thing they had done in 2008 or planned to do in 2009 which they believed was educational or of special interest to their membership
  - Mellissa Collier joined us from MS via chat mode & said 2 things they have done were their quarterly Lunch-n-Learn sessions (participants BTO & sessions move around the Jackson area & they get 1 hr CPM elective credit) & their annual govt employee appreciation award banquet [Happi Hanson from UT phoned & tried to participate but for unknown technical reasons, could not see our Web site]
  - Mark used Elluminate, an on-line video conferencing tool to allow remote users to see us & for us to see & hear them (if they used a cam & mic) or see chat in a text box. Mark will provide a separate summary of this trial in an email to our society membership, the AACPM Board & other society presidents and write up a summary of this for upcoming WSCPM & AACPM newsletters; as Mark pointed out to those emailed in





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Feb., this was a trial....; if we knew how enough to have no technical glitches, this would not have been a trial. To see a recording of this session, visit:

<https://sas.illuminate.com/p.jnlp?psid=2009-03-05.0750.M.AFAF3CBC1C30AA142A74C1C92BC2D5.vcr>

2. Mark also included a short demonstration of the use of an on-line collaboration tool, [www.wiggio.com](http://www.wiggio.com) which he uses with 10 other AACPM members for the AACPM Strategic Planning Committee. It's free & worth exploring. Mark will show folks more about this at a future meeting.

Meeting adjourned at 12:10 pm & we shared pizza.



for Elluminate, we used an Elluminate mic on a tripod on the table, a Logitech cam on a tripod at 1 end of the room & projected our Elluminate screen on the conference room wall