Wisconsin Society of Certified Public Managers®

WSCPM ANNUAL MEETING

Green Bay Fire Station # 4
2650 West Point Rd., Green Bay, WI 54313
Wed. 21Oct.2009: 10:00 a.m. – 12:00 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
Immediate Past-President:	Jeff Roemer ('95):	Public Safety Consultant, RW Mgmt Grp
Board Member at Large:	Cathy Williquette ('96):	Brown County Register of Deeds

Others present:

Jim Thompson (xx):	Tech Serv Supervisor, WI Dept. of Transportation
Jim Olson (xx):	Fed Prog Adv, WI Dept. of DHFS/DES/BFS
Richard Holden (xx)	Community Devel.Mgr, Village of Plover

Tried remote participation via Elluminate:

Treasurer:	Kathy Skiera ('05):	Applications Development Manager
Kathleen Weidling	Training Officer Senior:	WI Dept. of Workforce Development

Absent:

Board Member at Large:	Debra Shufelt ('01)	Deputy Director of Human Resources, City of Appleton
Historian:	Amy Banicki ('06):	WI Adjudication Manager, WI Dept. of Workforce Dev./UI
CPM Policy Board:	Dianne Hughes ('96):	Eau Claire Co. Sheriff's Office

A. Administration: Mark Evans

1. Call to Order/Introductions/ Announcements: Mark announced Ron Buchholz and Dianne Hughes were unable to make today's meeting due to other commitments.
2. Live, video participation by remote meeting attendees – The attempt to

   ttps://sas.elluminate.com/m.jnlp?sid=
   592&password=M.12345478689BC21
   D099A661756A096

   have the meeting attended via Elluminate was unsuccessful after numerous attempts.
3. Welcome to new attendees – There were no new attendees.

B. Consent Agenda Items:

1. Approval of June 09 WSCPM Board Meeting minutes: Cathy W. made a motion for approval and Lutfi seconded it. Passed unanimously.

C. President's Report: Mark Evans

1. Mark had nothing new to report.

D. President-Elect: Lutfi Shahrani

1. Program Committee
   a. Speaker's Bureau – Lutfi had nothing to report.

b. Training – Lutfi reported the two Performance Improvement Planning classes were well attended and made a profit for WSCPM.
Rick suggested a Procedures writing class with Ron Buchholz teaching it and who is currently looking into possibly doing this for us and discussion was held on the feasibility of this. Jeff said the CPM Program already did a class on this subject and Lutfi said he would look into it.
Mark suggested a WEB 2.0 in December 09 or January 2010 related to government. Cathy W. recommended this class too. Lutfi will look into this as well.

2. Other social activities: Nothing to report.

E. Past President: Jeff Roemer

1. Jeff talked about interim management requests that he gets at his business, RW Management Group (RW) and seeing if our members would be interested in Jeff placing them on interim management projects. Jeff asked if we thought we should do a survey and get members feedback? Discussion ensued and we all agreed WSCPM should go forward and pursue this. Jeff will send a request out to all CPMS to see if they are interested in RW placing them on interim management projects.

F. Secretary: Rick Higgins

1. Membership Report: Rick reported we ended the year with 176 total members, 50 certified, 123 associate, and 3 honorary. Jeff said the certified membership stayed the same for 09 and discussion ensued about recruitment efforts the past few years to get more certified members. Lutfi suggested and all agreed it was a subject we would look into in the future again. Rick reminded everyone that our total membership was at an all time high.
2. CPM program: Susan & Robbi attended the annual meeting of the National CPM Consortium in Orlando on Sept. 19-20.

New program initiatives in 2010:

- Offering an online cohort CPM Program (to include face-to-face sessions for orientation & graduation) in addition to our cohort/colleague group format and traditional open-enrollment format.
- A new Management Competency Assessment: the current Curriculum Committee--comprised of grads appointed by Susan--has created a Competency Assessment that measures a student's current & desired ability in the 7 Competencies of the National CPM Consortium. Assessment tool will be piloted at Nov 11 "Management Assessment" class. Results of the assessment will help the student develop his/her professional development plan. An optional follow-up workshop will be offered to help students develop their plans. One of the resources offered to the student to help address his/her identified management deficiencies will be a CPM grad who's been trained to serve as a coach/mentor.

  Lutfi spoke of mentoring CPM students and that he would be working with the CPM Program to do all he could to help and present this idea to the WSCPM which is what he did at the meeting and this would provide possible revenue and training for members.

  Jim Olson is working on the curriculum committee for the CPM Program and testing competencies. Mark had question on the scope of this and Jim said that society members will have to assess if they might be interested in serving as mentors. Lutfi said the CPM Program would provide one hour training for any mentors. He said the mentors would focus on any area of incompetencies of the students. After further discussion by all Lutfi said he will let the CPM Program know the WSCPM Board had consensus to move forward with this proposal.

G. Treasurer: Kathy Skiera – Could not attend the meeting via Elluminate

1. 2009 budget: Mark handed out the 2010 budget. For the Budget vs Actual Mark said the expenses may go up $100-150 at most and be under projections.
2. WSCPM Treasury Summary: Mark said there needed to be a change in the date of the report from 07/08/09 to 08/21/09.
   WSCPM Transaction Report: There needed to be a change in the through date from 03/05/09 to 10/21/09.

2010 Budget Draft: Mark asked us to think about things that would be valuable to membership to spend WSCPM money on? He said Kathy S. would keep a list of the ideas given to her and present them at the next Board meeting. Jeff spoke about the Speaker's Revenue and that we needed to get the information about that out to members. Mark asked if the new President-Elect should pursue this? Cathy W. said it wasn't appropriate to have this listed in the budget yet. She suggested we delete the Speaker Revenue and increase Training Revenue to $4,000.
Jeff made a motion to approve as amended and Kathy seconded it. Motion was approved unanimously.
Further discussion on spending WSCPM money ensued. Mark asked if we should consider changing the WSCPM dues? Jeff suggested we take excess money and invest it. Cathy suggested sending one more person to the National AACPM Conference each year.
Mark suggested additional members going to the conference and paying for their registration only, or an alternate HOD delegate be paid for the budget's AACPM Conference expense that currently shows $3,000. Jeff asked if the HOD delegates would be paid in full then? Jeff pointed out the Board used to cover all costs in the past for HOD delegates and that we should again. Rick agreed as the three delegates to this year's conference had to pay out of pocket expenses over what was their stipend. Jim Thompson suggested using this as an incentive for membership recruitment.
Mark suggested changing it to $4200 and if it's less than that for expenses would get that plus additional $1000 divided between four WSCPM members.
Cathy W. suggested we keep the budget as is and make an amendment for transfer of money at the spring Board meeting. She suggested we use Survey Monkey with help from Kathy S. to survey our membership what they thought? Jeff made an amendment to Cathy W.'s to transfer $1,200 to the AACPM Conference expense.

H. At Large – Finance: Debra Shufelt.

1. Finance Committee Report: – Not at meeting and nothing to report.

I. At Large – Communication: Cathy Williquette

1. Communications Committee Report:
2. WSCPM Newsletter: Cathy reminded everyone to have any articles for the next newsletter to her by Oct. 26. Mark said he would submit an article about the conference.

Planned issues:	Due date for articles:
Fall 2009	October 26, 2009

3. AACPM Newsletter:

Planned issues:	Due date for articles:
Fall 2009	
Winter 2009	

4. Society Web site:
   a. Mark suggested that if you had the old WSCPM web site saved with Jeff as President, you delete it and resave with the new version.

J. **Historian:** Amy Banicki - Could not attend.

1. Historian's Report: Mark reported that he was supplying Amy with pictures from the June 09 Board meeting and the 09 AACPM conference and making CD's.

K. **CPM Policy Board**: Mark spoke for Dianne Hughes who provided the following:

1. Discussion items:

- Might WSCPM consider there being value in a CPM Advanced Program for CPM graduates? Besides networking opportunities, some graduates may need CEC which might be handled this way. Discussion was held by the attendees and Rick reported that at the AACPM convention this subject was a hot topic and the consensus was that only the CPM Consortium has the right to confer the CPM certification as some delegates wanted to remove a CPM's certification if they didn't continue with their education and training. However, societies could look into conferring an advanced CPM curriculum for their members. Consensus for the WSCPM meeting attendees was the WSCPM will support this if the Wisconsin CPM Program wishes to pursue it.
- CPM Policy Board is considering implementing a mentoring component for current students which might connect the WSCPM membership more closely to students.
- Dianne suggests: maybe the Program Committee Chair would work with appropriate person in CPM (Robbi, probably?) to develop this further? & we may want some income from classes to help our budget (?) but the program itself needs that too, so this is just an early idea for consideration; results of our discussion & feedback Mark will pass to Dianne & she can report on our discussion at the next Policy Board meeting on 27 Oct. This was discussed during the Secretary's report.

L. Other Issues

1. Approve WSCPM SOP: Cathy handed out the SOP By-Law final report and thanked Jim O. and Jim T. for their assistance and Ron Buchholz also. She said the committee had made all changes that were suggested. Discussion on 15.0, Membership Dues, led to changing the wording to "Annual dues are due and payable to the Society Treasurer prior to January 31 of the calendar year their dues are securing. "
2. 10.0, Voting, discussion led to changing the wording to "Each member of the House of Delegates is entitled to one vote in person on all questions brought before duly called meetings of the Academy or by mail/email for the election of an Academy President-Elect should that office become vacant (see Academy SOP Section 10.00)."

Special thanks to Kathy, Jim O. & Jim T. for all of their work in 2009 on our ByLaws & SOP!

3. Amend WSCPM Bylaws: Discussion was held and changes were made to 4.2. Inserted a new second sentence "Prior to January 31 of the calendar year those dues are securing." Also inserted in sixth sentence after treasurer "or secretary."
   Reported that 6.6.J had new verbiage adding the SOP to the duties of the secretary.
   Added 6.9 for Immediate Past-President and their duties.
   Changed 8.3 from "Special Committees" to a whole page titled "Responsibilities, Authorities of Committees."
   Jeff made a motion to approve the SOP and By-Laws and Mark seconded. Passed unanimously.

4. Next WI CPM graduation: Fri. 11Dec.2009: WI DOR, Badger Rd. Mark reported this was the next graduation date and that Board members would meet the grads for congratulations, recruitment, and to take to lunch along with attending their graduation.
5. AACPM:
   a. Sept.09 FL Conference highlights
   b. WI Askew Award: Sarah M. Klavas: WI Dept. of Tourism
   c. FL HOD discussion highlights
   d. 2010 AACPM Officers:
      Joyce Doakes Smith: President
      Jeffrey Kramer: President-Elect
      Debra Bourbeau: Secretary
      Reva Tisdale: Treasurer
      Barbara Pepper: Member at Large: Conferences/ Communications
      Linda Jefferson, NC: Member at Large: Members Affairs
      Steven Mastro, CA: Immediate Past President
   e. Discussion of AACPM Strategic Planning work on blog site – Mark discussed what has happened and will continue to happen with this committee.
   f. And the winners are:
      - Dianne won 2 books & a CD from Allisan Blankenship from Precision Speaking
      - Kathy Luedtke is the winner of a FL door prize … a combo CD player-headset phone
      - Mark won the UT basket
      - (Steve Mastro's wife won the WI basket)

Mark, celebrating winning the UT basket with Lutfi & Dianne

6. Election of our new WSCPM 2010-2011 Board [see Bylaws: 10.3]
   Election results:
   President-Elect – Kathy Skiera
   Treasurer – James Olson
   Secretary – Rick Higgins
   Member at Large - Communications – Cathy Williquette
   Member at Large - Finance – Amy Banicki
7. Next Board Meeting: TBD in January of February 2010
   Mark made a motion to elect HOD delegates at the first WSCPM Board Meeting in 2010 and Cathy W. seconded it. Passed unanimously.
   Jim T. suggested we send this information to new recruits or renewals as an opportunity for them to be considered for a delegate. Rick said he would look into doing that.
   Jeff made a motion to adjourn and Cathy seconded it. Passed unanimously.

Meeting adjourned at 12:30 pm & we went out to lunch together at Gallagher's Pizza.