



Present:

President:	Jeff Roemer ('95):	Public Safety Consultant, RW Mgmt Grp
President-Elect:	Mark Evans ('02):	Dir. Tech. Services, Madison Metropolitan School District
Treasurer:	Kathy Skiera (05):	Applications Development Manager
Secretary:	Rick Higgins ('02):	Trust Fund Supervisor, WI Dept. of Employee Trust Funds
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:	Debra Shufelt (01):	Deputy Director of Human Resources, City of Appleton
Past President:	Dianne Hughes ('95):	Admin Services Div. Mgr, Eau Claire County Sheriff's Dept.
Others present:	Susan Paddock	Director, Wisconsin CPM Program
	Richard Holden	Community Development Manager

**A. Administration** (Jeff Roemer) meeting began at 09:10 am.

1. Call to Order/Introductions/Announcements - Jeff congratulated Ron on his election as AACPM President for 2007 in the special election.
2. Treasurer Vacancy - Jeff asked for a Board vote for Kathy Skiera as Treasurer. Rick made motion for approval, and seconded by Mark. Passed unanimously.

**B. Consent Agenda Items**

1. Approval of October 24, 2006 WSCPM Board Meeting Minutes. Motion to approve by Dianne and seconded by Debra. Passed unanimously.
2. Approval of October 24, 2006 Conference Committee Minutes. Motion to approve made by Cathy and seconded by Debra. Passed unanimously.

**C. President's Report** (Jeff Roemer)

1. AACPM- annual report is due tomorrow and was handed out to attendees.
2. Oneida Program Update - Jeff reported he's still negotiating with the Oneida Tribe on 2007 classes.
3. Educational Instructor for Board/Annual Meetings – Jeff started discussion on Rick's suggestion that the Board have an educational instructor at future Board meetings so that some members can attend and get paid time off and travel time etc. Discussion by all was this was something to start. Cathy said they do this with her society at their meetings. Mark said he will present a technology class in the future in Word, Excel, etc. Dianne asked if we should put on a longer class at the annual meeting? Discussion was that we should. Jeff stated we will start training with the next Board meeting.

**D. President-Elect** (Mark Evans)

1. Program Committee
  - a. Speaker's Bureau - Mark handed out a new draft of the brochure that included a request form. Susan suggested a link on the WSCPM web site for contact person be added. Mark will send the brochure via e-mail to Cathy W. and Kathy S. for PDF formatting on the Web.
  - b. 2007 Training – Dianne suggested a half day training at the Oct. 9, 07 Board meeting and a half day Board meeting. Susan suggested "Green Building and Organizations" for the October meeting. Debra will contact Dean Garza to see if he could present. Ron will check with John Reindl and Susan with Schweck as possible presenters. Mark asked that suggestions be sent to Dianne for a possible half-day training.

**E. Past President** (Dianne Hughes)



1. Henning Award Nomination – Dianne reminded the Board that Jeff had already been nominated by the Board again for the 2007 award. Ron will review and need additional information on Jeff. He will have the nomination ready by May for submission.
2. 2007 Election Committee – Cathy W. said she is staying and checking on others for possible Board members. She suggested Robbi Dreifurst might be a Member. Dianne said she hopes to have this done by the May meeting. Ron said the AACPM is considering 2 year terms like the WSCPM has for its Board members.

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

1. Membership Report - Rick handed out the current 2007 membership list to all those in attendance and reported there were 37 members, 35 paid, and 2 honorary so far. He said he would send another renewal notice to members on February 1. Discussion on follow-up renewals for members led to others on the Board splitting up the remaining members for personal follow-up also. Susan suggested putting on our web site information on "What's in it for me?" She said to think of other ideas. Jeff said we could look at that maybe in the future.
2. CPM program Membership - Susan reported that the two colleagues groups would become associated members paid for by the UW CPM Program for 2 years. She said she would have someone from her office let us know who the colleagues are so we can bill the UW. Susan said that after the 2 years membership was done, then WSCPM would need to keep track of the CPM Program sponsored associate members for membership renewal. Jeff mentioned we needed to change the by-laws for the new associate membership dues to \$15.00.

**G. Treasurer (Kathy Skierra)**

1. 2006 Final Budget Report – Kathy handed out the WSCPM Treasury Summary and Transaction Report
2. Financial Standing Report – Kathy handed out the WSCPM 2007 Proposed Budget. Discussion on the budget led to several changes for total income and expenses ending with a balance for both of \$10,150.00. For Income changes were made to add Mark doing Oneida IT Classes 2 times at \$1800 each, dues reduced from 300 members to 70 members for a total of \$1,050.00. For expenses, Training was added at a cost at \$1500, Bank Charges had additions of \$60 for 12 months of monthly service charges at \$5 each, and for debit card annual fee charge of \$5. AACPM Conference was reduced to \$3,320.00. Cathy W. made a motion to accept the 2007 Budget, and Mark seconded the motion. Passed unanimously.  
Kathy S. also reported that Sharon Kelley has agreed to audit our financial records again for 2007.
3. Conference Budget Report - Mark handed out copies of the AACPM 2007 Conference budget and went through it. He said Julie Finco is now handling the catering contract and he will verify that cost with her. Cathy W. asked if parking at the Concourse Hotel would be paid for the presenters (speakers)? Mark said he would check with Rose from the Concourse.

**H. Historian (Ron Buchholz)**

1. Report - Ron reported he had nothing on History and he needs a CD of the Louisville conference from Mark.
2. January 9<sup>th</sup> Cohort (Colleague) Group Report - Ron said they met on January 9 and he gave them brochures and talked about the 2007 AACPM National Conference etc. and pitched membership to them.

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

1. Finance Committee Report - Debra said she had nothing to add after Kathy S's reports.

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

1. Communications Committee Report – Web Site- Kathy S. asked us to send any ideas to her and Cathy W.
2. Newsletter - Cathy W. said she needed articles or information for the May newsletter by April 20. Cathy said she will do a member profile article on herself for the next Board meeting in May and use that for the August newsletter.



**K. 2007 Conference Committee (Mark)**

1. Board Action Items

- a. Lodging Reservations status - Mark distributed the latest AACPM Conference planning status report and discussed it. 506 rooms have been reserved through January 29, 07.
- b. Marketing - Mark disclosed March 20 is the target date for the on-line registration and handed out a “Why Come Early” hand out. He said the web site would be a PDF document. He said to send ideas or changes to the Marketing subcommittee along with Susan and Jeff etc. Jeff gave an update that he is communicating with Land’s End for the gift bags and just sent some information to them.
- c. Entertainment update – Susan reported she has made no plans yet for the Iron-Manager competition.
- d. Speaker Presenter update - Jeff reported the Speakers subcommittee should be done in a few weeks with the speaker selections. The "Innovation" category has been completed, the “Communication” category is being finalized, and the “Leadership” category is still being worked on. He said they have added a “Forward in Management” category to the other three categories already selected. Jeff also said we needed to remove the call for speakers from the AACPM web site. Ron said he would take care of that.
- f. Exhibitors – Ron reported that Harold has an acknowledgement of receipt that the Milwaukee Brewers will exhibit. He said that the Dept. of Tourism has purchased an exhibition table and will provide state maps for the gift bag. Jeff started discussion of the Cohort (colleague) groups helping with the conference. It was decided they will help with Registration with Richard, and Exhibitors with Ron.

2. Meeting Schedule - Mark had the conference meeting schedule on his conference planning status report with February 8 at 11 am at the United Way as the next meeting. He asked Rick if the next meeting after that on March 14 could be held at ETF? Rick said he would check on it and let him know, but assumed it was no problem.

**L. Other Issues**

1. Next Board Meeting - May 11, 2007, Lowell Hall at 9:00 am - Jeff will work training into the Board meeting.
2. Graduation - Board will meet the CPM graduates and take to lunch.

Cathy W. made a motion to adjourn, and Dianne seconded it. Passed unanimously.

Meeting adjourned 12:10 pm.

**Respectfully Submitted, Rick Higgins, Secretary**