



Present:

President:	Jeff Roemer ('95):	Public Safety Consultant, RW Mgmt Grp
President-Elect:	Mark Evans ('02):	Dir. Tech. Services, Madison Metropolitan School District
Treasurer:	Dave Ryun (05):	Jail Administrator, Wood County Sheriff's Dept.
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:	Mike Casey (97):	Zoning Administrator, Oneida Nation of Wisconsin
	Susan Paddock	Director, Wisconsin CPM Program

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

1. Call to Order/Introductions/Announcements - Mike Casey and Susan Paddock were in attendance.

**B. Consent Agenda Items**

1. Approval of May 5, 2006 WSCPM Board Meeting Minutes. Motion to approve by Cathy and seconded by Dianne. Passed unanimously.
2. Approval of August 11, 2006 Conference Committee Minutes. Motion to approve made by Cathy and seconded by Dianne. Passed unanimously.

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

1. AACPM-Society Officers notification - nothing has changed for WSCPM and Jeff will take care of next month sending information to AACPM.
2. Oneida Program Update - Jeff reported we need to pick-up three classes to stay on budget. \ There is a class on Nov. 15 that Mark is teaching on Technology and it's running the same way as the Speaker's class. Jeff reports he is still struggling to get the Oneida coordinator to respond to inquiries about scheduling classes. He says Robbi Dreifurst is going to meet with the next class on their CPM requirements. Mike Casey reported he is working on getting more Oneida management staff to enroll in the CPM program.
3. 2006 Conference Review - Mark handed out copies of a compilation of thoughts and feedback on prior ACPM conferences for us to consider for the 2007 AACPM Conference. Ron reported the AACPM Board approved our conference budget we submitted and the social events. He said we split profits with the AACPM and brought us pictures of the 2006 conference to view. Jeff said the 2007 conference presentation he gave to the attendees was well received. He said we need to generate excitement in our state of Wisconsin, that we should try to get 50 Wisconsin CPM grads, WSCPM members, and CPM students to attend the conference. Jeff said Kentucky got only 32 people from their state to attend their conference. Jeff also reported he is trying to get Wisconsin City Manager's Association (WMCA) members to attend the conference. Dianne reported that the telephone reservation went over very well at the conference and that we gave out the prize basket
4. 2007 Election Committee - Jeff asked Dianne to assist him and she agreed. Jeff said they need to work on this early in the next year due to the AACPM National Conference work.

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

1. Program Committee



- a. Speaker's Bureau - Mark handed out a draft brochure. Jeff will send them to the WMCA, Fire & Police, and the Register of Deeds groups.  
Susan suggested switching topics page to where officers' page is located, and putting why we have these topics on the brochure.  
Mark will have final draft done by Thanksgiving.
- b. 2006 Training - Mark reported three events scheduled for 2006 were canceled due to low attendee registrations. He said the marketing was good so he didn't know why registration was low.  
Susan responded that all continuing education attendance was down so far in 2006.  
Mark asked that any ideas for presentations be sent to him and Dianne.
- c. 2007 Training - Jeff suggested that there be no classes in 2007 due to the national conference.  
Mark suggested no classes also and to focus on using the Speaker's Bureau instead.
- d. Manager of the Year Presentation - Robbi Dreifuert was chosen as Manager of the Year but could not attend today's Board meeting to receive her award due to teaching a class in Madison. Cathy will present the award to Robbi along with Ron and Mark later this afternoon in front of the class she is teaching.

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

1. Henning Award Nomination – Dianne reported she had no information from the AACPM Board yet for the 2007 nomination and would like to see better guidance from them in the future. However, she recommended that we nominate Jeff again now for 2007 consideration.  
Dianne made a motion to accept the nomination, and Cathy seconded the motion. Passed unanimously except for Jeff who abstained.

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

1. Membership Report - Rick handed out the final 2006 membership list to all those in attendance and reported there were 51 members.  
Discussion was brought on getting employers to pay for travel and attendance for Board Members.  
Jeff said to bring ideas for travel etc. to next meeting.  
Susan said to think about doing short training sessions at each meeting in order to qualify for travel and time paid. The WSCPM Board agreed to look into setting this up for future meetings.  
Susan then brought up the suggestion that WSCPM membership fee dues be built into CPM candidate fees so those candidates can become associate members and boost our membership. After discussion the Board agreed this was a great suggestion and Jeff said we would need to change the WSCPM By-Laws. Mark found it was Article 3.1(b) and the consensus was to change the first sentence to the following: "Any person enrolled as an active member in the Wisconsin Certified Manager program." Mark made a motion to accept and Cathy seconded the motion. Passed unanimously.  
Susan said she will look into getting a \$15.00 fee incorporated into the CPM fees, costs, etc.  
Jeff said he will prepare a cover letter for new member registration for 2007 and Rick will update the invoice messages for 2007.

**G. Treasurer (Dave Ryun)**

1. Financial Standing Report – Dave handed out the WSCPM Adopted Budget, the 2007 Proposed Budget, and the CPM Treasury Summary. Dave also said he created a 2007 AACPM Conference account.  
Jeff went over the budget with the Board. After discussion the decision was to let the CD continue as is.  
Cathy made a motion to approve the 2007 budget, and Mark seconded it. Passed unanimously.
2. Conference Budget Report - Mark handed out copies of the AACPM 2007 Conference budget and went through it. Mark changed the number of total registrants to 201. Also will pass the budget to the AACPM Board quarterly to let them know what we are doing.  
Ron is on the AACPM Conference Committee and will keep them informed also.



H. **Historian** (Ron Buchholz)

1. Report - Ron received a disc with pictures from the AACPM conference and will run off pictures and put them in the WSCPM history book.

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

1. Finance Committee Report - Debra handed out a draft of the 2006 WSCPM accomplishments and handed them out to all in attendance. She asked if we could get Sharon Kelley to audit our finances again for 2006? Dave said he would check with her. Dave also said he would check and see if we needed to do anything about filing taxes for 2007.

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

1. Communications Committee Report – Cathy reported any information for the next WSCPM newsletter was needed by that Friday.  
Web Site - Cathy reported all information requested was posted to the web site by Kathy Skiera and herself. Jeff mentioned that Danny Weiss from the District of Columbia suggested setting up only one site for the 2007 AACPM Conference for all AACPM members and to market other items. After discussion the Board decided not to follow this suggestion.

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

1. Board Action Items
  - a. Conference items - Mark distributed the latest AACPM Conference planning report and the conference registration form draft. Mark reported there were a total of 411 room registrations so far as of October 23, 2006.
  - b. Mark thanked Richard Holden and his wife Laura for handling the Wisconsin basket for the 2006 AACPM conference. He mentioned the cow phone went over well at the conference.
  - c. Ron mentioned 128 tickets were sold for Mark's stained glass and that 10% of the tickets sold go to WSCPM so we need to do aggressive marketing for the 2007 conference on any Wisconsin items put up for the ticket drawing.
  - d. Mark said we needed to get Wisconsin people to register for the conference. Mark will give the registration form to Rick and Susan to send to WSCPM members and CPM students.
  - e. Susan recommended that once a month send a reminder to the AACPM members with a focus on a different topic each time and we would put it on our Web site.
  - f. Conference Speakers - Jeff distributed the request for conference speakers in Kentucky. He said if anybody had any suggestions to send them to the speaker committee who will meet in January.
  - g. Exhibitors - Mark reported that Harold Coltharp has sent out solicitations to 48 vendors. If anyone has any suggestions, please forward them to Harold.
  - h. Mark said he will ask the UW Bookstore if they would like to sell UW merchandise at the conference.
  - i. Mark said we will have a second information desk at the conference with information on restaurants etc.
  - j. Registration draft - Mark said he moved the fee listing positions and was looking for any suggestions for the AACPM and other attendees wording on the draft.
2. Meeting Schedule - Mark said he needed to put together the next conference meeting dates still and will e-mail to everyone.

L. **Other Issues**

1. 2007 Board Meeting Schedule – Jeff discussed with the Board dates for 2007 and consensus was reached on the following dates:



Wisconsin Society of Certified Public Managers®

**WSCPM BOARD MEETING**

**Holiday Inn**

**Fond Du Lac, WI**

**Tuesday, Oct. 24, 2006: 10 a.m. – 12:50 p.m.**

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January 9 meeting is now rescheduled to January 30, 10 a.m. at DOR with ETF as a back up if needed. Meet with the CPM program cohort group at 1:30.

May 11, 9 a.m. at the UW Lowell Center

August 7, 10 a.m. at the Concourse Hotel in Madison

October 9, 10 a.m. at the Plover Municipal Building in Plover

2. Miscellaneous - Susan suggested for the 2007 AACPM conference that the conference program committee try to get CPM consortium members to attend the conference.

Susan said she was planning on having the CPM colleague group of 20 be required to attend the conference and asked us to let her know if we had any ideas on how they could help us by January 7, 2007.

Susan also informed us that the CPM Law Enforcement Graduations were scheduled at Franklin, WI on May 23, 2007, and in Wausau on June 12, 2007.

Jeff made a motion to adjourn, and Dave seconded it. Passed unanimously.

Meeting adjourned 12:55 pm.

**Respectfully Submitted, Rick Higgins, Secretary**