



Wisconsin Society of Certified Public Managers®
WSCPM BOARD MEETING
Plover Municipal Building

Tuesday, October 9, 2007: 12:15 p.m. – 3:40 p.m.
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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
Past-President	Dianne Hughes ('95):	Admin. Services Div. Mgr, Eau Claire County Sheriff's Dept.
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
Historian:	Ron Buchholz ('95):	Deputy Admin. Div. of Safety & Bldgs, Dept. of Commerce

Others present: Richard Holden, Lutfi Shahrani, Jim Olson, Jim Thompson

A. Administration (Jeff Roemer) meeting began at 12:15 p.m.

1. Call to Order/Introductions/Announcements - Jim Olson and Jim Thompson introduced themselves to all in attendance.

B. Consent Agenda Items

1. Approval of August 17, 2007 WSCPM Board Meeting Minutes, and the August 17, 2007 Conference Committee Meeting Minutes. Motion to approve by Mark and seconded by Dianne. Passed unanimously.

C. President's Report (Jeff Roemer) Jeff passed around a thank you card from Mark and a thank you from the AACPM Board for all the work and hosting of the 2007 ACPM Conference.

1. AACPM - Society Officers - Jeff informed everyone of the upcoming AACPM special election for Board Officers in a few weeks.
2. Oneida Program Update - Jeff reported there were 6 months of classes planned with revenue of \$1800 for those classes. Two classes were canceled so the revenue was reduced to \$1200. Dianne said this resulted in a loss of \$600 in revenue for the WSCPM.
3. 2008-09 Election - Dianne and Jeff formed the Election Committee for this election. Jeff handed out ballots for everyone in attendance to vote. Jim Olson asked why the ballots weren't distributed to all the membership? Jeff explained that the elections were held following the Society by-laws. The results of the election were as follows:
President - Mark Evans
President-Elect - Lutfi Shahrani
Secretary - Rick Higgins
Treasurer - Kathy Skiera
Board Member at Large - Cathy Williquette
Board Member at Large - Debra Shufelt
A motion to approve was made by Dianne and seconded by Cathy. Passed unanimously.
4. 2008 Ohio Conference Attendance- Delegates - Discussion was held on who the four delegates for the 2008 conference would be. After discussion it was decided Mark, Lutfi, Kathy, and Debra would be the delegates (Debra would be the alternate). Motion to approve was made by Dianne and seconded by Rick. Passed unanimously.
5. Annual Report - Jeff reported he'll be handling this for 2007 and that it's due to the AACPM by January 31, 2008. He said the 2007 AACPM Conference close out report was due October 25, 2007 for the next AACPM newsletter, and that Jeff and Mark would handle that.

D. President-Elect (Mark Evans)



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1. Program Committee

- a. Speaker's Bureau - Mark reported the newest flyer version was not on our Web site yet. Cathy was reviewing a flyer, and Mark will ensure that by the end of October he will have this on the Society Web site. Discussion was held on ways to distribute the flyer and Cathy said she'd get it to the Register of Deeds group, Jeff would handle the WCMA, Rick suggested asking the WSCPM members for ideas, and Jim Olson suggested asking for volunteers to staff the classes.
- b. 2007 Training - Mark reported that the spring 2007 training had been canceled due to insufficient registrations, and there was no subsequent training held in 2007 due to all the work and preparation for the 2007 national conference.
- c. 2008 Training - Mark said "Verbal Judo" taught by Jeff Roemer would be held in February 27, 2008 at the Concourse Hotel in Madison. He said the class cost \$2200 and the room reservation fee was about \$225. Mark said he'd be putting the information on the WSCPM web site soon. Discussion ensued on the cost to attend the class, and Mark said he'd send the Board figures later this week for consideration for the class cost etc.

Cathy suggested Alan Probst present a class entitled "Performance Based Budgeting." She said he wouldn't charge a fee. Mark proposed having a theme with more than one presenter.

Ron reported that he had heard nothing but good comments about the AACPM conference training and how Kathy handled the finances.

2. Manager of the Year presentation - Mark announced Kathy was the 2007 Manager of the Year winner. He listed her accomplishments as follows:
Treasurer of the WSCPM and filled in the remaining term for Dave Ryan when he resigned due to retirement.
Worked 15-20 hours a week on the AACPM conference on financial transactions etc.
Did several jobs for the WSCPM and AACPM web sites starting in 2006 until present.
3. Transition Management - Mark reported Jeff will send his WSCPM files to him

E. Past President (Dianne Hughes).

1. Henning Award Nomination - Dianne nominated Jeff for the Henning Award again. Dianne made the motion to accept Jeff and Mark seconded. There was no discussion. Motion was approved unanimously. Dianne reminded the Board that the paperwork for the award needed to be submitted by June 2008.

F. Secretary (Rick Higgins):

1. Membership Report - Rick reported the current membership for 2007 had 124 members, another new record membership total. The breakdown in members is: 54 certified members, an increase of 13 over last year, 68 associate members, an increase of 60, and 2 honorary members.
2. Ron reminded the Board we had voted to give Don Percy an Honorary membership for his help as a late replacement speaker at the AACPM National Conference. Ron said had already sent Don a thank you. Discussion ensued on when to present him with the membership and that we would give him a conference messenger bag, CPM license plate holder, membership packet, and a certificate on a plaque. Mark said he'd get back to the Board on when and where to have a membership presentation for Mr. Percy.

G. Treasurer (Kathy Skiera)

1. Conference Budget Report - Kathy handed out the conference report and discussion was held on different items of the budget. She reported there was still no final determination on the final budget. She will check with the AACPM on the conference insurance payment.
2. Kathy handed out the 2007 WSCPM budget versus actual and the Treasurer summary.

H. Historian (Ron Buchholz)



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1. Ron reported he had collected documents to put in the history book from the conference.
2. Next year he'll start on the WSCPM SOP based on the AACPM's and bring it to the Board for approval.
3. He'll also sort the Academy records for the WSCPM.

I. At Large – Finance (Debra Shufelt)

1. Finance Committee Report - Deb reported Sharon Kelley completed an audit of the WSCPM and it still needs reviewed by Kathy. She said Kathy and Sharon would be looking at documenting the audit for the future.

J. At Large – Communication (Cathy)

1. Communications Committee Report - Cathy reported that there had been a lot of work done for the conference.
2. Web Site - Kathy and Cathy are still updating it.
3. Cathy put conference evaluations on a report and handed out flyers for the speaker's bureau.
4. Deb handed out overall conference evaluations.
5. Newsletter dates - articles for the newsletter are due by October 26 for the November issue.

K. 2007 Conference Committee (Mark)

1. Closing Report - Mark thanked everyone involved with the conference. He said Kathy and him would keep in touch with the AACPM Treasurer for any items needing addressed.
He said he has 250 photos that he will put on the WSCPM web site. He said to send any photos we may have to him and he can add them to the Web site collection.
He said he'd be putting video clips of the Monday morning opening ceremony (including Don Percy's speech) on YouTube.
Cathy asked when she should delete the 2007-conference link from the WSCPM web site. After discussion it was decided to leave it up for now. Mark also discussed the possibility of archiving the conference web site and will discuss this with Kathy further.
Rick asked what to do with the leftover items from the conference. Discussion was held on these items and it was decided that some items would be sold via our Web site, used at future training sessions, or provided to new members.

L. Other Issues

1. 2008 Board Meeting Schedule - next meeting at the United Way Building, Madison WI, Feb. 28, 2008. The May CPM graduation is still to be announced (TBA). The October Board meeting is TBA.
2. Presidents Closing Remarks - Jeff thanked everyone for their help the past 2 years of his term and handed out gifts to the Board members.
Mark said he was grateful to Jeff and Dianne for their help to him as President-Elect.
3. Rick suggested the Board consider a summer picnic or retreat next year for the membership to get more involvement from the members and we'd all get to know one another better and network etc. The Board agreed to give this consideration in the future.
4. Richard let the Board know he wouldn't be doing the Wisconsin basket for the 2008 conference, so someone else would need to volunteer to take on this responsibility. Rick will e-mail members soon to seek a volunteer to handle the receipt of items etc.
5. Jim Thompson suggested a Brewer's outing next season and everyone agreed that we would consider that in the future also.

Meeting Adjourned at 3:40 - Motion made by Dianne and seconded by Cathy. Vote to adjourn was unanimous.

Respectfully Submitted, Rick Higgins, Secretary