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DOC – Division of Prisons

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NCSCPM board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
March 6, 2008

Attendees: David Osborne, President; Anita McNeil, Terry Bell, Jenny Rollins, Tina Pickett, Phil Henry

Anita McNeil called the meeting to order at 10:15 AM.

A quorum was present. Phil Henry, from DOT was sworn in as a new Board member.

President's Report

The Board was asked to submit nominations for someone to fill Dan Thomas' unexpired position on the board which ends in 2008. Phil Henry was nominated and accepted the position. The board welcomes Phil who was sworn in today.

Becky Bryant of the AACPM, is a Business Manger in Arkansas that has requested a couple of items from David. One request was for a list of the officers, with address and email. This task has been completed.

The second item requested is articles for the AACPM. David plans to work with the Program Committee member to get feedback and generate ideas for the articles.

The February 21st Strategic Planning Meeting was not held because the number of Board members present was not enough for a quorum. David, Anita and Dan were present with Sarah coming later. David and Dan changed over the account signature cards. The budget was reviewed. The possibility of different meeting dates and times was discussed. The board voted to move the monthly board meetings to the first Thursday of the month beginning at 3:00 PM.

The AACPM has requested members to nominate officers for three positions, President Elect, Treasurer and Member at Large for Communication & Conferences. Nominations must be submitted by June 30, 2008. If interested in running for one of these positions please contact David.

Treasurer's Report

The proposed budget is based on 75 associates and 4 friends and fellows. The projected budget for 2008 is based on \$5990 receipts. In the budget, there was discussion about removal of one of the two lines labeled Plaques & Honors listed under Administrative Expenses and again under Education & Information for Members Expense. It was determined that in the past the Board had requested that both these line items be broken out in the budget. The consensus of the Board was to leave both lines items in place so that funds could be transferred to either Plaques & Honors location as needed and the budget will still reflect the origin of the expense.

There was a discussion of the need to transfer checking account money over to the money market account. The Board plans to wait to hear from Dan for insight on how much should be transferred. Anita made a motion to adopt the 2008 proposed budget. The motion had a second and was passed unanimously by the Board.

Membership Committee Report

There was no report from the Membership Committee.

Program Committee Report

We received a memo from Sarah encouraging our members to proceed with the volunteer activity at UNC-TV or with the NC Food Bank in Raleigh. Participation in these activities would be an opportunity for us to create awareness of the NCSCPM. The Program Committee has developed the Spring Program. It will be at Wake Commons. The speaker will be Dr. Willow Jacobson on Tuesday, April 8, 2008.

Ways and Means Committee

Dan sent an inventory of the merchandise the NCSCPM currently has in inventory. A plan is in place to order golf shirts for the coming year.

Ethical Practices Committee Report

Terry stated there is no report at this time, the Ethical Committee is a work in progress. She asked for some clarification on the responsibilities of this committee. David stated in the past the committee reviewed the Bylaws and developed the code of ethics and conflict of interest policies. The committee has not yet developed procedures, forms, a method for reporting and investigation of member ethical violations. Currently we have a policy in place without existing procedures. The Ethics committee is responsible for investigating allegations of ethical violations.

Public Relations / Publication Committee Report

There was no report for this Public Relations / Publications Committee. The committee has no chair at the moment. Robin Haden left and Sarah is still in charge of updating the web site for this committee. We need to recruit someone for this area. The committee is responsible for two newsletters per year and updating the website. The committee does a couple of biographies on some members. They also collect and distribute profiles on the members.

Old Business

There was a discussion about the Strategic Plan. It was suggested that the Plan be sent out for the Board to read and come back with suggestions.

An earlier version NCSCPM Strategic Plan covered a 4 year period of 2003-2006. The last formal action process was in 2005. At that time, there was a comprehensive review of the plan and it was referred to as the "2005 Strategic Plan".

There is uncertainty as to whether the 2005 version was good through 2005 & 2006 or if the 2005 version should replace the 2003-2006 version?

David will email the 2005 Strategic Plan we now have for Board review. Before the next plan can be developed, input from the Board on the following items is needed. David requested that comments be sent to him and he will give a report at the April meeting.

Questions to consider include but are not limited to:

- Do we need a complete new plan?
- Do we need to revisit the goals and address strategy to achieve each of them?
- Does the existing plan need adjustment?
- What should the time frames for the Strategic Plan be? (Example 3, 5 or 10)
- Should there be long term and short term plans?
- Should there be measures that correlate to the activities of the plan?

New Business

- The proposed 2008 Budget submitted by Dan was approved.
- Strategic Planning Meeting will be rescheduled once some of the questions concerning the direction the Board should take with the plan.
- Date and Time to Schedule Meetings. The Board discussed schedule and time conflicts. It was decided to continue meeting on Thursday but the time was changed from morning to afternoon. Following the meeting, we may be able to enjoy some social time and hopefully we will be able to attract more of our members to join us. Also, when CPM classes are going on and participants are in town overnight, we can invite them to join us for refreshments. Future meetings will be from 3 to 5 PM on the first Thursday of the month. The next schedule monthly meeting will be on Thursday, April 3, 2008 from 3 to 5 PM at the Division of Prisons on Morgan Street.
- The PMP is now taking applications for new members. Applications should be submitted by April 11, 2008.
- Phil Henry and Anita McNeil each need a copy of the policy and procedure manual.



NCSCPM board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
May 1, 2008

Board Members Present: David Osborne, Sarah Smith, Beverly Hall, Jenny Rollins, Dan Thomas, Kim Gillispie and Amy Sawyer
Others Present: Charlene Shabazz, Linda Jefferson

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David Osborne called the meeting to order at 3:00 p.m.

A quorum was present. No quorum was available for the March or April meetings and no minutes were prepared during April.

President's Report – David Osborne

David will provide the President's report to submit to AACPM and will have completed by May 8th for submittal.

David expressed that everyone should complete the AACPM survey for their 2011 conference planning. The board discussed potential attendees for the upcoming conference in Columbus, OH from September 7-10th. Many did not know if they could travel due to the expense. David Osborne and Sarah Smith are planning to attend. Beverly, Amy and Jenny may try to attend, also. We need to have at least three to four attend because we have three House of Delegate seats and one alternative seat. The Askew winner is normally supported by CPM budget to attend. Ann Cobb will also attend the conference because she is the Chair of the CPM Consortium.

Treasurer's Report- Dan Thomas

Primary activity was from the last education workshop. We had 49 attendees. Our expenditures for the workshop were 1123.07 under budget. Currently in our checking account we have \$6,853.34 and the money market has \$17,974.81 in its account. In the budget, there was discussion about removal of one of the two lines labeled Plaques & Honors listed under Administrative Expenses and again under Education & Information for Members Expense. It was determined that in the past the Board had requested that both these line items be broken out in the budget. The consensus of the Board was to leave both lines items in place so that funds could be transferred to either Plaques & Honors location as needed and the budget will still reflect the origin of the expense. A transfer of \$4,000 from the budget to the money market account was also made. Amy Sawyer motioned to approve the report and Jenny Rollins seconded with approval by the Board.

Membership Committee Report- Kim Gillespie

Kim provided two presentations to the PMP students last month and has scheduled three for the month of May. She is still acquiring information for the baskets for the convalescent homes for a volunteer community service project. Beverly Hall stated that Ed Burt wanted to discuss with membership their strategy for recruiting new members for the Lion's Club and how we may be able to identify new members with this information. We currently have 59 members and associates.

Program Committee Report- Sarah Smith

Sarah reviewed the evaluation sheets from the spring workshop and compiled the information and made a suggestion that we may want to update our evaluation form. Overall, everyone was pleased that were involved with the workshop. We do need to consider more vegetarian meals at next event. Again, we had 49 attendees. We collected \$2030 and still owed \$130.00. We would still like to discuss with Ann Cobb about supporting an event with CPM Society and the Consortium.

Ways and Means Committee-Dan Thomas

Dan sold some merchandise at the spring workshop. We need to think ahead for upcoming graduation for potential gifts from the Society. Dan is also in process of updating the website with revised merchandise information.

Ethical Practices Committee Report- no report

Public Relations / Publication Committee Report-

There was no report for this Public Relations / Publications Committee. The committee has no chair at the moment. Robin Haden left and Sarah is still in charge of updating the web site for this committee. We need to recruit someone for this area. The committee is responsible for two newsletters per year and updating the website. Linda Jefferson is our newest roving reporter and would like to do article for our In the Spot Light segment.

Old Business

Sarah has posted everything on the website with exception to the networking information. Sarah also asked Kim to circulate the membership report.

New Business

- Partner with OSP for a workshop and need for MOA- This may not be best time due to cost of speakers and the agencies may be more selective on training due to budgetary issues. Board also discussed a price point for the high end workshops to keep people interested in workshop but not be a budgetary burden. Board agreed we need name recognition for the program or event to bring more folks to the events. A suggestion was also made that education credits should also be considered for better attendance. Board also brain stormed on potential speakers Beverly recommended Paula from Public Instruction and Linda recommended Jim Johnson. Board decided that we should wait until next year to roll-out a bigger event.

- Dan Thomas made a motion for Beverly to come back as Past President since Pete Burke could not fulfill this position. The Board agreed with the motion and David gave the oath of office to Beverly. One of the first orders of business for Beverly is the Henning Nomination which is due by June 20th.
- The Board set August 7th at 9:00 a.m. at DOC (David's work place) for the review of the Strategic Plan.

Sarah gave the motion to adjourn and it was 2nd by David and meeting closed around 4:45 p.m.



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NCSCPM board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
June 5, 2008

Board Members Present: David Osborne, Sarah Smith, Beverly Hall, Jenny Rollins, Dan Thomas, Kim Gillispie, Anita McNeil, Tina Pickett, Terry Bell, Phil Henry and Amy Sawyer
Others Present: Ann Cobb

Anita called the meeting to order at 3:10 p.m.

A quorum was present, therefore Dan Thomas motioned to approve the May minutes as amended. All agreed and minutes were approved.

President's Report – David Osborne

David gave an update about the AACPM Ohio conference coming up in September. He also sent an email link to everyone for their review. David, Beverly, Jenny and Amy are planning to attend the conference and are planning on driving to Columbus. Anita and Sarah are also planning to attend.

David also provided a newsletter article to be published in the AACPM paper.

Treasurer's Report- Dan Thomas

Currently in our checking account we have \$6,867.97 and the money market has \$18,019.91 in its account. The only expenditure was the web hosting fee for June through November for \$89.70. Membership expenses of \$29.19 which was given to Kim Gillespie. The treasurer's report was approved by the Board.

Membership Committee Report- Kim Gillespie

Kim stated that we are working on the care baskets for the convalescent homes. Kim will email a flyer for all to place in their work places for this service project. She would like to collect the goods for the baskets over the month of June and put the baskets together around 1st of July and send out. Kim also reported that Ed Burt gave ideas to her about recruiting membership. He suggested that we restructure the meetings, have speakers at the Board meetings, shorten the meetings, have expectations of offices (i.e. Strategic Plan), and give the people reason to want to join (i.e. community service) and finally, ideas for training on performance review/programs.

Program Committee Report- Sarah Smith

Sarah stated that the May program finally closed out with \$1,120.33. She would like for the next program to be of higher profile. She suggested we hold the meeting sometime in October and possibly at the McKimmon Center. Ann Cobb was also present and discussed with the Board the meeting that she and Sarah had about the programs the CPM conducts. Ann agreed with Sarah that we should try to broaden the scope of the meetings for midline and higher managers but the timing is not ideal. She felt that people are distracted due to elections and etc. She stated that with new administration coming in that it would be a good opportunity to promote this initiative with the new Governor. Suggestions were made for speakers for the Spring workshop (Jim Johnson, William Jacobson, David Ammons). The statewide management conference is still an aspiration with OSP and CPM. Ann also stated that OSP needed help with 2009 enrollment for the CPM program. She stated that eight slots are still available.

Ways and Means Committee-Dan Thomas

Dan had no report.

Ethical Practices Committee Report- Terry Bell

Terry would like to recruit some committee members for the ethics committee and to review the ethics policy.

Public Relations / Publication Committee Report-

Sarah stated that everyone should look on the CPM website for information and announcements. Linda Jefferson did write an article on the care baskets for the In the Spot Light segment.

Old Business – no old business

New Business

- Beverly was placed in charge of the gift basket for the Ohio conference. Beverly suggested we purchase a gift basket from Southern Supremes.

David gave the motion to adjourn and it was 2nd by Sarah and meeting closed around 4:15 p.m.



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NCSCPM board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
September 4, 2008

Board Members Present: David Osborne, Beverly Hall, Kim Gillespie, Tina Pickett, Terry Bell, and Amy Sawyer

Others Present: n/a

David called the meeting to order at 3:10 p.m.

A quorum was present. Kim made a motion to approve the minutes with her name spelling correction and Beverly seconded the motion. The minutes for June were approved as amended.

President's Report – David Osborne

David gave an update about the AACPM Ohio conference coming up in September. The delegates for the OH conference are David, Beverly, Anita and Sarah is the alternate. David stipulated that each delegate for the OH conference should vote but requested to review the candidate qualifications carefully. Beverly also stated that she purchased the gift basket for the OH conference from Southern Supremes. The cost of the basket was around \$100.00. Beverly motioned to approve the president's report and Kim seconded and the report was approved.

Treasurer's Report- Dan Thomas

Dan could not attend today's meeting but he provided his report via email. Dan provided the updated budget spreadsheet for September. He also explained that the Society had three expenditures this month: AACPM conference registration fee for Askew winner (\$340), house of delegates fee for Beverly (\$25), and AACMP membership dues (\$60). The current balances for our Society are: Checking \$6,428.95, Money Market \$18,165.44 and Share \$30.23 Report approved.

Membership Committee Report- Kim Gillespie

Kim stated that we distributed the care baskets to the convalescent homes on July 11th. Eight baskets went to the City of Oaks. We also received thank you notes for the baskets from the facilities. She suggested that we do more for a Christmas project. Membership drive begins October 1st and she is in the process of updating the current membership list to send out to everyone. Our total membership is up to 61 members and this does include the honoraries. Report approved.

Program Committee Report- Sarah Smith

Sarah emailed the information regarding the upcoming October 21st workshop. This will be our Fall workshop and it will be held at the NC Rural Center located at 4021 Carya Drive, Raleigh. The topic of the workshop will be Change Management.

Ways and Means Committee-Dan Thomas

No report.

Ethical Practices Committee Report- Terry Bell

No report.

Public Relations / Publication Committee Report-

No report.

Old Business –

- The Strategic Plan was discussed and everyone should review and send any changes to Amy so we can approve as the new plan at our next meeting. The strategic plan was reviewed on August 7, 2008.

New Business

- There has been a change in membership cost at the AACPM level. The cost will be \$5.00 more than we have previously been paying for membership. Therefore, this cost will go from \$15.00 to \$20.00 a person. Our Society agreed to keep the membership the same for our members and not pass the extra \$5.00 on to the current membership since our dues are already around \$45.00 or so. This would be a cost of approximately \$305 based on current membership.
- The slate of officers was approved with a motion for approval made by Kim and seconded by Tina. The slate of officers and ballot has been emailed and it should be returned by the 17th of September.
- CPM Graduation is October 6th at 2:00 at the Museum of History, Raleigh.

Tina gave the motion to adjourn and it was 2nd by Kim and meeting closed around 4:00 p.m.



NCSCPM board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
October 2, 2008

Board Members Present: David Osborne, Sarah Smith, Beverly Hall, Tina Pickett, Dan Thomas, Anita McNeil, Phil Henry and Amy Sawyer
Others Present: n/a

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Anita called the meeting to order at 3:15 p.m.

A quorum was present. David made a motion to approve the minutes with changes and Anita seconded the motion. The minutes for September were approved as amended.

President's Report – David Osborne

David gave an update about the AACPM Ohio conference. The conference was excellent and David was very impressed with the quality of presenters and with the overall quality of the conference. David attended the President's meeting at the conference. He reported that Washington DC is no longer considered a member Society. Virginia and the State of Washington are in good standing. There are approximately 1550 members from 19 states. The average society membership is approximately 81. The Society membership report is sent to AACPM in January. On occasion some society's report larger memberships but do not pay for all of their members.

Tony Smith of KY has been elected to the Education Foundation Board. This Board has been formed to solicit donations to support workshops and conferences at the AACPM level. Greg Hyland requested an update to the Strategic Plan of the AACPM. The AACPM voted that the committee of President's should update the plan. AACPM has cancelled the quarterly Public Manager publication. The AACPM was paying for one publication to be sent to each society at the cost of \$4500 yearly. If the societies want to continue this publication they will have to pay for their membership.

The AACPM Election results:

President – Steve Maestro of CA formerly NC
President Elect – Joyce Smith of OK
Treasurer – Reva Tisdale of ID
Member at Large – Barbara Peppers of MS

The next AACPM news letter article is due October 18th.
Our Askew Award winner, Michael King won the NC Basket and Beverly won the KY basket at the AACPM conference. The basket raffle creates seed money for the next year's AACPM conference.

Treasurer's Report- Dan Thomas

Dan provided an updated budget spreadsheet for October. He explained that the primary activities this month were dues received by one associate and six members. The Society sent a check in honor and memory of Justin Straus in the amount of \$100.00. The AACPM annual conference cost was reduced by \$25.00 because Beverly returned the House of Delegate fee not utilized. The current balances for our Society are: Checking \$6,650.21, Money Market \$18,216.33 and Share \$30.27

Membership Committee Report- Kim Gillespie – no report

Sarah sent out membership reminders. Next CPM Graduation is Monday, Oct 6th.

Program Committee Report- Sarah Smith

Sarah discussed the upcoming October 21st workshop. This will be our Fall workshop and it will be held at the NC Rural Center located at 4021 Cary Drive, Raleigh. The title of the workshop is "Change Management: Back to Basics." Rich Walsh from the Center for Creative Leadership will make a presentation based on the book *Leading with Authenticity in Times of Transition*. The attendees will receive a book with their registration. We will have a four speakers and the attendance goal is 80 people.

Ways and Means Committee-Dan Thomas

The previous relationship with Brand Fuels has been severed and they will no longer provide our merchandise. Dan is working with a new company called Primo Promos. Dan is researching stainless steel travel mugs and key rings for the CPM graduates.

Ethical Practices Committee Report- Terry Bell

No report.

Public Relations / Publication Committee Report-

Sarah needs pictures from the OH conference to place on the website. Linda Jefferson is working on the newsletter for the upcoming publication.

Old Business –

- The Strategic Plan – Amy was requested to PDF and send back out to the Board.

New Business

- Greg Hyland of AACPM HOD emailed the president's about a concept brought forward by Dennis McGee. The concept is being members of the AACPM and not as much as the NC Society. The concept is to think larger and not individualistic for example like being an American as opposed to a Texan. The AACPM would like feed back from the Presidents therefore an ad hoc committee will formed to review the concept. Beverly stated that this would bring bigger memberships but would not affect the consortium and the CPM designation. Tina brought out a good point regarding dues and where would they be paid and what type of local support would be present at the State level. Sarah felt is a move in right direction to recast the Image, however, Dan stated that AACPM needs to

feed down to the State levels more. Phil Henry expressed that may assist in the recruitment of membership. David will take back everyone's thoughts and express to AACPM and especially the membership importance.

- CPM Graduation is Monday, Oct 6th at the Museum of History and it begins at 2:00 pm.
- David will be addressing the CPM graduates this year.
- Margaret J. Bailey award represents outstanding service to the Society but does not have to go to a Society member. Beverly nominated Jean Waters for the award for all her assistance to the Society and to the CPM graduates and the PMP students as they go through the CPM courses. The Board was in agreement with the nomination.
- Update of the Elections – Beverly has received 17 ballots and all ballots are due by October 24th.
- Membership dues are due by December 31st in the amount of \$45.00.
- Annual meeting was discussed. David suggested having the meeting in conjunction with a luncheon. Phil will check on the cost to have the Luncheon Meeting at the Cardinal Club and Anita will check on the Capital City Club. Beverly announced that Paula Collins will speak at the Annual Meeting.
- David and Beverly will work together to get the plaques from Mort's for the departing officers.

Meeting adjourned at 4:45 pm.



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NCSCPM board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
December 4, 2008

Board Members Present: David Osborne, Beverly Hall, Kim Gillespie, Dan Thomas, Sarah Smith, Jenny Rollins, Felicia McLean, Phil Henry, and Amy Sawyer
Others Present: n/a

David called the final 2008 meeting to order at 3:05 p.m.
A quorum was present. Pete Burke former president was given an award and David will make sure he receives his award. The Oath of office was prepared to swear in any remaining officers but all have been sworn in at the Annual Meeting. The October minutes were approved by the Board.

President's Report – David Osborne

David gave a report at the November 12th Annual Meeting. David would like all the committee reports to complete the annual report for the AACPM prior to the Christmas Holidays. The 2009 AACPM dues will go up this coming year and will need a final membership count by March of 2009. Dan will send the \$100 assessment that is due in January to the AACPM. National dues are \$20 but we pay for honoraries not associates. David read the email from Jean Waters when she received the Margaret J Bailey award. Jean was very thankful and humbled. Beverly motioned to approve the president's report and Kim seconded and the report was approved.

Treasurer's Report- Dan Thomas

Dan provided the updated budget spreadsheet. Dan will send the AACPM assessment of \$100 that is due in January. The current balances for our Society are: Checking \$4,851.91, Money Market \$18,311.54 and Share \$30.36 The Society had to order new checks with a cost of \$41.00. We over spent our budget by 1118.90 due to the fall workshop and the annual meeting. Report approved.

Membership Committee Report- Kim Gillespie

Kim stated that we currently have 25 paid members and 2 affiliates. She is continuing the work of the care basket drive. She will send an email to get volunteers to assist in assembling the baskets. The potential date for the assembly will be the 18th. Kim had a question from a member regarding lifetime membership. At this time the Society has not considered lifetime memberships and unfortunately there is not a retired category either. Kim also provided a current list of the members. Report approved.

Program Committee Report- Sarah Smith

Sarah reported that we had 2 workshops this year and we actually made money on the Spring workshop which should help offset the costs of the Fall workshop. We did have to provide 6 refunds. We did have 40 attendees at the fall workshop. We ordered 80 booklets for this workshop and have 25 books left over. She also stated that the evaluations for the workshop have been reviewed. The people like the food, the venue and the content. The fall workshop held at the NC Rural Center located at 4021 Carya Drive, Raleigh on October 21st. The topic of the workshop will be Change Management.

Ways and Means Committee-Dan Thomas

Dan has ordered new travel mugs and they will cost \$5.00. He has also ordered wooden maple key rings at a cost of \$4.00 each. He suggested that we send the key rings as a gift to the graduates with a letter and an application to the society. This could be done through interoffice mail.

Ethical Practices Committee Report- Terry Bell

No report.

Public Relations / Publication Committee Report-

Sarah has updated the website. Linda Jefferson is working on the Newsletter to send electronically to all our members on the current list serve.

Old Business –

- Beverly Hall sent Paula Collins, our speaker at the annual meeting, one of our CPM mugs and a \$25.00 gift card to Borders. This will be represented on the next Treasurer's report.
- David stated that he felt the fall workshop was one of the best that we have had. Sarah suggested that we need to continue to be creative with technology for our future programs.

New Business

- Sarah will update the SOP books and provide to new board member Felicia McLean.
- Amy explained to Kim that there is a CPM mail box located at Peace Street that the secretary should check periodically.
- Every one should look over the Strategic Plan and the committees should address how to meet their goals and objectives.
- Sarah spoke to Ann Cobb at the annual meeting and for now the PMP program has been fully enrolled.
- January the Board will name a Board Chair and confirm committee chairs.
- A conflict of interest statement will also need to be signed by all
- The remainder of Jenny's term on the Board will need to be filled since she will be President Elect.

- The new meeting schedule will be discussed in January so bring your calendars.
- Next meeting scheduled will be January 8th from 3-5pm at DOC.

A motion to adjourn was made by Dan and it was 2nd by Amy and meeting closed around 4:30 p.m.