



PRESIDENT

Sarah Smith
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Administration

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DENR – Radiation
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PAST – PRESIDENT

David Osborne
DOC – Division of Prisons

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Dan Thomas
DOT – Transportation
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SECRETARY

Kim L. Gillespie
DOT – PDEA

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Amy D. Sawyer
DENR – Radiation
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BOARD MEMBERS 2009

Terry Bell
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Joel Herron
Department of Corrections

Linda Jefferson
Office of State Personnel

Felicia McLean
DOC – Div of Community
Corrections

Tina Pickett
DHHS – Controllors Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
January 8, 2009

Board Members Present: David Osborne, Sarah Smith, Kim Gillespie, Tina Pickett, Linda Jefferson, Jenny Rollins, Joel Herron and Felicia McLean

Others Present: n/a

Sarah called the meeting to order at 3:30 p.m.

A quorum was present. The December Board Meeting minutes were not available and will have to be approved at the next board meeting.

A nomination for the Board Chair was presented: Amy Sawyer had accepted the position. David made a motion to approve the nomination; Tina seconded it. Amy was approved as the Board Chair. Joel Herron was sworn in as a new Board member.

President's Report – Sarah Smith

For the new Board members, Sarah discussed how the Board meetings are normally conducted. She also stated what each committee does.

Treasurer's Report- Dan Thomas

Since Dan was out of the country, the Board discussed the financial report he submitted at the December meeting. Sarah explained all budget items. She also stressed that each committee chair should scrutinize in which programs/events each committee wants to be involved to determine this year's committee budget. Each committee budget needs to be submitted to Dan Thomas.

Membership Committee Report- Kim Gillespie

Kim stated that the Membership Committee distributed care baskets to a convalescent home on December 12th and 22nd for the Christmas Care Basket Drive. A total of forty baskets went to the City of Oaks Health and Rehab Center. She declared this volunteering would be a good idea to engage in again this year, but she would also like to try to do some type of volunteering involving youth. She also stated that the membership committee would also conduct presentations to the PMP program participants this year.

Our total membership is up to 48 members (this includes the honoraries) as of December 23, 2008. She will forward the membership roster to the Board members for their use.

Program Committee Report- Jenny Rollins

Sarah addressed this topic as Jenny is new to the Program Committee. Sarah stated the Program Committee determines topics, speakers and other items needed for our workshops. Linda stated putting together packets also gives time for members to network.

Ways and Means Committee-Dan Thomas

No report.

Ethical Practices Committee Report-Terry Bell

No report.

Public Relations / Publication Committee Report- Linda Jefferson

Linda stated she would like to keep the newsletter going. Sarah affirmed she has updated the website, and that this committee needs help. Linda would like to give the newsletter a name. She would possibly ask members to come up with a name as part of a game, and the winner would win a prize (NCSCPM T-shirt, etc., perhaps) Linda thought it would be a good idea to try to get their news on the AACPM newsletter cycle.

Old Business –

- The group approved that the Board meetings would continue to be held on the first Thursday of every month at the Division of Prisons, Randall Building. The Board will not meet during the month of July.

New Business

- It was suggested that we try to expand our members statewide. We also needed to check where the concentrations of members/past members are located. Felicia stated we needed to have programs in other areas to expand our membership. Jenny suggested doing charity work in other areas of the state could increase our membership.
- Someone suggested that we examine the idea of subscribing to the Public Manager to give members something to study (possibly monthly or quarterly) to keep members abreast of new ideas and to entice membership. This can be made possible since AACPM has ties to the American Society of Public Administrators (ASPA).
- David brought copies of the Conflict of Interest Statement for Board members to sign. This task was done to ensure every Board member is aware of the code of ethics and the responsibility for full disclosure of financial interests. The annual disclosure process ensures that when dealing with vendors, Board members have fully disclosed any financial interests from which they would gain personally. The Ethical Practices Committee Chair is in charge of keeping the signed copies. Each Board member present signed the statement. Sarah stated she would like the Ethics Committee to draft a Standard Operating Procedure for the annual Conflict of Interest disclosure process.
- Beverly Hall's retirement party is being held tomorrow (January 9, 2009). The Board made a motion today to recognize her for her dedication and service to the Board. (Sarah wrote a letter with this recognition and forwarded it to Jenny and Kim on Friday, January 9, 2009; Kim read the letter and presented the framed letter to Beverly at the party.) Jenny also forwarded an email address to where we could send a note for a scrapbook for Beverly if we chose.

- Board members suggested we needed to consider conducting phone or video conferencing for future meetings, workshops, etc. This may help increase our membership. We need to determine what has to be done, and the cost, to conduct phone/video conferencing or even teleconferencing.

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



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Corrections

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DHHS – Controllors Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
February 5, 2009

Board Members Present: David Osborne, Sarah Smith, Kim Gillespie, Amy Sawyer, Linda Jefferson, Jenny Rollins, Joel Herron and Felicia McLean

Others Present: n/a

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

A quorum was present. Linda made a motion to approve the January Board Meeting minutes after review, and Jenny seconded it. The January Board Meeting minutes were approved. The December Board Meeting minutes were not available and will have to be approved at the next board meeting.

President's Report – Sarah Smith

Sarah informed the Board that Ann Cobb is now the Deputy Director of the Office of State Personnel (OSP), Gerry Fisher is the acting Human Resources Director for OSP, and Kathi Parker heads up the CPM program. We have invited Ann to the next Board Meeting, and she has said she would try to attend it.

Sarah reiterated to inform her if any Board member plans to attend the AACPM Annual Conference being held in Orlando, FL, September 20-22, 2009. (The House of Delegates meeting is held on September 23, 2009.) She stated the AACPM and other coordinating institutions are all under budget crunches at this time, and they need to determine the number of attendees to keep their conference budget up to date. She also informed the group that the Society will pay the conference registration for the Askew Winner.

Treasurer's Report- Dan Thomas

No report.

Membership Committee Report- Kim Gillespie

Kim appointed Felicia McLean as Regional Coordinator. The Society Regional Coordinator assigns members to regions for outreach purposes to other areas within the state. These outreach programs are designed to create a support and feedback mechanism to encourage networking among members, and to stimulate interest in the Society and its workshops. Felicia stated she was unsure if the number of regions outlined in the Policies and Procedures Manual (SOP) would be too large to handle with the number of members and with the current State budget restrictions on travel. Sarah stated the SOP can be changed because it wasn't a bylaw. The group agreed that the number of regions listed needed to be reduced. Felicia addressed trying to meet with the members outside of the Triangle via some sort of teleconferencing. David stated the State Operator could be used; however, this use is not free and can be expensive.

Kim also posed (via Felicia and from the January Meeting) getting free subscriptions to the website. There are a number of magazines that will give free or reduced-rate subscriptions via their websites (“Overcoming Buffaloes”, “Government Leader Magazine”, “Governing Magazine”, etc.). Kim stated she would look further into determining which magazines could be tapped and their costs.

Kim stated that the membership committee would conduct more presentations to the PMP program participants this year. She acknowledged these presentations usually occurred at the end of the PMP program. Jenny asked if we could make contact with the students earlier during the program. Kim answered yes, and she recalled a pamphlet formerly created in a threefold format. She said each fold had information on the PMP program, the Society, and the Askew Award Winner separately. Kim stated she would research this topic as well.

Our total membership is up to 54 members (this includes the honoraries) as of February 5, 2009. She will forward the updated membership roster to the Board members for their use.

Program Committee Report- Jenny Rollins

Jenny and Felicia had discussed ideas for upcoming programs earlier, and Felicia stated that she could get in touch with Jane Bozarth. Felicia was able to speak with Jane via email, and she gave Felicia several good ideas for program topics and how to have attendees with travel restrictions. Jane, however, stated she does not do “webinars”. Jenny asked the Board if it was a good idea to have Jane attend our next Board meeting to discuss her ideas; the Board agreed to have her at the March (5th) meeting. Linda and Sarah explained that webinars are seminars that allow the attendees to, in a sense, make “instant messages” to the presenter from their own computer. David stated the Society may be able to fund the type of workshop Jane wants to present.

Ways and Means Committee-Dan Thomas

No report.

Ethical Practices Committee Report-Terry Bell

No report.

Public Relations / Publication Committee Report- Linda Jefferson

Linda presented a draft of the latest newsletter. She highlighted some of its articles (David as 2008 President, editorials, the fall workshop, & distribution of care baskets). She said that she would distribute the newsletter electronically. She also illustrated a game in the newsletter where she asked members to come up with a name for the newsletter; the group thought it would be a good idea if the winner would win a prize (NCSCPM T-shirt, etc.). Linda will try to get this newsletter on the latest AACPM newsletter.

Old Business

Amy signed her Conflict of Interest Statement.

New Business

- Sarah suggested we create a resolution to recognize Ann Cobb for her past work with the Society and the PMP Program. Sarah made a motion to create this resolution; Jenny seconded it. The Board approved creating a resolution for Ann Cobb.
- Joel wanted to know if the Society could make its own recognition for the Askew Award Winner. The Askew Award Winner of 2008 is Dennis Igbuko. He is a Public Officer with DENR. Sarah said the Askew Winner is always recognized at the Annual Conference. However, the group decided we could make some kind of certificate to present at Mr. Igbuko's job.
- Kim asked if appointment of the Regional Coordinator needed to be voted on by the Board. The group said no.
- David stated we needed to advocate the PMP program and the Society more than ever now, due to State budget cuts. The benefits of the program and the Society need to be voiced to the upper management (i.e., Gov. Perdue). We need to let them know the program and the Society help develop leaders and good managers. They also help workers have the tools they need to be accountable.

David gave the motion to adjourn and it was 2nd by Jenny; the meeting closed around 4:30 p.m.



NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
March 5, 2009

Board Members Present: David Osborne, Sarah Smith, Kim Gillespie, Amy Sawyer, Linda Jefferson, Jenny Rollins, Terry Bell and Dan Thomas
Others Present: n/a

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Felicia McLean
DOC – Div of Community
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Tina Pickett
DHHS – Controllars Office

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

A quorum was present. The December and February minutes were reviewed. David made a motion for the December & February minutes to be approved, and Linda seconded. The minutes were approved.

President's Report – Sarah Smith

Sarah informed the members that Ann Cobb was unable to attend the meeting as shown in the meeting Agenda, but let us know that Kathi Parker will attend for Ann at our April meeting. Sarah said that the CPM Consortium Annual Meeting will be held in Raleigh March 9-10, 2009 (Monday & Tuesday). Currently, 3 people will possibly attend the AACPM Annual Conference. Sarah let us know she contacted this year's Askew Award winner (Dennis Igbuko), she found out he works at DENR (in Air Quality), and she said he is not sure if he'll attend the AACPM Annual Conference. She is working on sending out a congratulations letter. However, we will need to follow up with him. Sarah will send the Board the draft congratulations letter to Mr. Igbuko. Kim had spoken with Mr. Igbuko, and answered his questions about the conference and membership.

Treasurer's Report- Dan Thomas

Dan forwarded a draft Annual Budget for the Society. He reduced the proposed webpage expenses, increased the proposed cost for the Annual Meeting (due to future outreach), and reduced the Membership/Outreach proposed expenses. Dan stated the income was based on 65 paid members and 3 honorees, and the expenses were based on 68 members.

The Board discussed most of the Proposed Budget lines. Sarah wondered if Gerry Fisher should be an honoree in lieu of Ann Cobb, due to the recent hiring switch. The Board will consider this for the April meeting. Sarah stated the Annual Meeting Registration should remain as is, as should our \$1200 expense for the Annual Conference. The Board agreed with Sarah's statement. The Board also agreed the Workshop/Conferences expense covers both the Spring & Fall Workshop expenses. Someone asked what the Spring Board Retreat line was for. Sarah stated the Spring Board Retreat was the Strategic Planning Meeting with Food.

Sarah motioned to accept the proposed budget. Terry & Tina seconded the motion. The budget was accepted. Later during the meeting, Sarah wanted to amend the approved budget by reducing the AACPM conference expenses to \$1000, and increase the Membership/Outreach expenses by \$200. Sarah made the motion, and Kim seconded. The amended 2009 Budget was approved.

Membership Committee Report- Kim Gillespie

Kim stated she contacted some publications for free access to their publications for NCSCPM members. She received answers from two publications: Governing, and another one she couldn't identify from the email received. The contact person for Governing informed her access to Governing is free for anyone. The contact person for the other publication sounded like someone who was trying to network with NCSCPM, instead of giving us free access to their publication. The Board accepted access to Governing's free publications, but turned down the networking publication. The Board also thought Kim should let our members know they have free access to Governing's publications, instead of automatically setting up access to those publications for them. Kim read a thank you card from Beverly Hall for our recognition of her work at her retirement party.

Our total membership is up to 58 members (this includes the honoraries) as of March 5, 2009.

Program Committee Report- Jenny Rollins

Jenny updated the Board on the introductory webinar held by Jane Bozarth on Monday (3/2/09) at 2:30pm. Most attendees thought it was good and would be a good way to hold our Spring Workshop and keep costs down for attendees. Jane had given us 4 topics from which to choose for our Spring Workshop: emotional intelligence, managing multiple priorities, inspiring and retaining staff, and e-learning for e-xecutives. The Board chose "inspiring and retaining staff" for our Spring Workshop topic, and chose "emotional intelligence" as the topic for our Fall Workshop. The Board agreed the topic of "emotional intelligence" would need to have some face-to-face interaction, but could also be offered as a webinar for those who may still have travel restrictions at that time. The Board chose the date of May 7th at 2pm for the Spring Workshop, and to have the Board meeting as a conference call afterwards. An alternate date of May 14th at 2pm (with Board meeting conference call afterwards) was chosen for Jane's benefit.

Ways and Means Committee-Dan Thomas

Dan will take photos of the items for sale in order for Linda to add them to the website. Dan asked if Kim would write a cover letter for the new PMP graduates, to go along with the key chains as gifts. Kim agreed to write the cover letter. Terry enlightened the Board of her work on her Master's in Public Administration, and wanted the Board's advice on getting new members via her classmates. The Board informed Terry any classmates who wanted to join could join as Friends of the Society for \$35. The Board also stated the classmates who join can receive certificates. Sarah updated the Board that any PMP graduate could use the certification as 9 hours credit towards a Public Administration Degree at NCSU.

Ethical Practices Committee Report-Terry Bell

Terry informed us the Ethics Committee had 2 additional committee members. A committee meeting will be held March 27th, where they will discuss ethical problems and create a draft ethics statement. Terry would like to present the draft at the April 2nd Board meeting. David stated that this ethics statement is very relevant, considering how transparent NCSCPM and the State is getting.

Public Relations / Publication Committee Report- Linda Jefferson

The Winter Newsletter is out. Linda notified us that this newsletter will be featured twice at the (AACPM) national level! She created a contest for a newsletter name, but will need to extend the contest until the end of March. That name will be considered at the April Board meeting. She is looking for members for Spotlight pieces. David submitted Joel Herron as a spotlight person. Linda accepted him as one, and also wanted members who are on active deployment.

Old Business

None to report.

New Business

- Kim reported that Felicia has contacted members for help with the Society regionalization. She also stated Felicia has not received any answers from members in other parts of the state. Kim did tell Felicia she would help in the Western area, due to family members being located in that area. The regions of the state are still being determined.
- Sarah discussed the Strategic Planning meeting. She stated that all committee heads need to discuss the Strategic Plan with their committee members in order to come up with ideas for the Plan. The Board determined to have the Strategic Planning meeting on August 6th from 1-4:30pm. Lunch will be served.
- Linda wondered what we could give the “Your Opinion Matters” contest winner. The Board decided on a T-shirt, a mug, and a key chain.

Jenny motioned to close the meeting. Terry seconded the motioned. The meeting ended at 4:30pm.



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DHHS – Controllars Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
April 2, 2009

Board Members Present: Kim Gillespie, Linda Jefferson, Tina Pickett, Joel Herron, David Osborne, Jenny Rollins, and Felicia McLean
Others Present: n/a

Jenny stood in for Amy Sawyer as Board Chair, and called the meeting to order at 3:30 p.m.

A quorum was present. The March minutes were reviewed. The only change needed is to add Tina Pickett's name to the attendees. Felicia motioned the March minutes to be approved, and David seconded. The minutes were approved.

President's Report – given by David Osborne

Sarah told David that Kathi Parker will attend for Ann Cobb at a later date. She is still determining the call number for the Board meeting members to call after the May workshop webinar. Sarah also conveyed to David that she has not drafted the congratulations letter to Askew Award winner Dennis Igbuko.

Treasurer's Report- budget was distributed by Kim via Dan Thomas

As stated in last month's minutes, Dan stated the income was based on 65 paid members and 3 honorees, and the expenses were based on 68 members.

Membership Committee Report- Kim Gillespie

Kim emailed Society members to inform them that they have free access to *Governing's* online publications.

She is currently working on updating a flyer for PMP students &/or new members. She forwarded copies of the flyer to the Board meeting attendees and the Membership committee for review. Felicia stated the flyer needs more information as to why a student or non-member would want to become a member. Board and Membership Committee members will work with Kim on updating the flyer. Kim plans to email PMP students the flyer by mid April.

Kim spoke with Jean Waters to determine dates to make presentations to the PMP students. The dates available are: April 8th, 21st, 22nd, 30th, May 6th, 7th, 20th, and 21st. The underlined dates are those Kim suggested to the Board and Membership Committee members as best to conduct the presentations. (Since the Board meeting, Kim found out she could not make the aforementioned May 21st presentation date. Therefore, she would have to make this presentation on May 6th.) She also requested others for help at the presentations; they are to give a 1-5 minute talk on

why they became a Society member. Joel suggested the Society (or Membership Committee) conduct a mentoring session early in the PMP process. Kim will talk to Kathi Parker about performing this session.

The Board discussed whether or not Gerry Fisher should be an honoree in lieu of Ann Cobb, due to the recent hiring switch. David suggested the Board should leave Ann as an honoree until 2010 for dues and to view her job responsibilities that would influence the Society in her new job, and then we can discuss her honoree status. David motioned this action; Tina seconded. Ann will remain as an honoree until 2010. The Board may also consider making Gerry Fisher a fourth honoree.

There are 62 members (59 paid and 3 honorees) as of April 2, 2009.

Program Committee Report- Jenny Rollins

Jenny updated the Board that the date of May 14th at 2pm (with Board meeting conference call afterwards) was chosen for the Spring Workshop webinar. So far, only 12 people have registered for the workshop as of Monday, March 30th. Jenny and Felicia agreed a reminder is needed for registration, and the due date is April 23rd. The Board also agreed to open up registration to the general public from April 24th through 30th. Felicia stated \$100 is needed to pay the webinar producer, and Jane Bozarth would submit an invoice to us closer to the workshop date.

The Board discussed the draft workshop agenda. They agreed a brief program would precede the webinar – a welcome, introduction of Board members, and Society updates. Linda volunteered to do the welcome, the Program Committee would do the Board member introduction, and Jenny or Felicia would do the introduction for Jane. The Program Committee would give the closing remarks, which would include giving an email address to attendees for a quick survey for comments on the webinar/workshop. The closing remarks would also discuss the reasons for conducting a webinar workshop (travel, etc.).

Ways and Means Committee-Dan Thomas

None to report.

Ethical Practices Committee Report-Terry Bell

None to report.

Public Relations / Publication Committee Report- Linda Jefferson

Linda notified us that articles from the Winter newsletter were featured in the (AACPM) national newsletter. She extended the contest for a newsletter name until the end of March, and then asked Board members to vote on the names given. The winning name was:

“CPM Buzz”!

She is looking for members for Spotlight pieces.

Old Business

None to report.

New Business

- Felicia has only had one response for help with the Society regionalization: Debra DeBruhl in Asheville. Ms. DeBruhl did offer to help with regionalization. Jenny suggested letting PMP students know about the upcoming workshop via the PMP presentations. Linda advised the Board to possibly giving the students a reduced rate for any workshop. Even though the webinar workshop is free to all attending, Society membership for PMP students is a reduced cost (\$35 compared to \$45 for Fellows). Society membership for PMP students will allow the students to have reduced rates for future workshops that have attendees meeting face-to-face.
- The Board was reminded the next meeting will be held as a phone-in meeting immediately following the May 14th workshop.

David motioned to close the meeting. Jenny & Felicia seconded the motioned. The meeting ended at 4:55pm.



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NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
May 14, 2009

Board Members Present: Kim Gillespie, Linda Jefferson, Tina Pickett, Joel Herron, David Osborne, Jenny Rollins, Amy Sawyer, Sarah Smith, Terry Bell, Dan Thomas, and Felicia McLean
Others Present: Kathi Parker

Amy called the teleconferenced meeting to order at 3:35 p.m. A quorum was present. The March and April minutes were reviewed. The only change needed to the April minutes is to change the winning name of the newsletter. In the April minutes, the name was listed as “The CPM Buzz”. Its proper name is “CPM Buzz”. Jenny motioned the March and April minutes to be approved, and David seconded. The minutes were approved.

President’s Report – given by David Osborne

Sarah asked the Board members to make sure to respond to the AACPM survey for the AACPM Conference. She informed the members this conference was still going to occur, and then she introduced Kathi Parker to the members. She is the Human Resources Partner for the Office of State Personnel Human Resource Development Department, and stepped into Ann Cobb’s shoes as CPM Program Director when Ann became State Personnel Deputy Director.

Kathi updated us about the Public Managers Program. She stated that leadership is a passion of hers, so this program means a lot to her. She has been focusing upon a number of priorities:

- revising the Managing Effective Performance (MEP) program, which is a prerequisite to the CPM
- continuing to serve as a CPM faculty member (e.g., as the sole instructor for the CPM Problem-Solving course)
- concluding the current class of CPM participants and making sure their graduation is still a outstanding one, considering the current cost constraints
- determining strategies to ensure resources are available for timely CPM completion for the class of 2010. The group is halfway through. Surveys are being distributed to the supervisors of these students to make sure program fees and travel funds are available.
- preparing for the upcoming CPM class, which will consist of a single group of 19 individuals
- an intensive revamp of the CPM Program to focus on a more blended format beginning with the class of 2011. Quick validations of the competencies and other instructional revisions will be needed, and we are looking for input from the Society. We may need Board members to be on an advisory committee.

The information from Kathi sparked a number of questions:

- Dan wondered how Kathi wanted to revamp the program. Kathi stated that extensive e-learning resources would be used, and that the bulk of the student's classroom time would be interactive instead of listening to a lecture. She thought the students would appreciate getting specific and ongoing feedback on their work.
- Linda asked Kathi how would the revamp impact the cost of the program for each student (specifically, would the revision reduce this cost), and would there be a reduction of classroom time? Kathi stated we strive to address the cost issue with cheap, free, easy, user-friendly, and concise instructional resources. When Linda asked if using an e-class or webinar would be a revision to reduce classroom time, Kathi answered yes. Kathi also solicited our advice for answers for these questions. Kim and Linda stated how much they favored the Society Spring webinar.

Kathi stated a survey can yield good information about CPM revision strategies (i.e., cost, instructional materials, documentation of before and after of the program). Sarah suggested that the Human Resource Development Department interact with people for feedback. Kathi continued the CPM Program needed (1) access to us for updates, and (2) focus groups to validate key competencies for NC state government managers work in State Government. She declared that her door is always open. She stated how she can be reached:

- ❖ kathleen.parker@osp.nc.gov
- ❖ (919) 733-8333
- ❖ @ the Personnel Development Center (PDC)

She also asked for help from anyone who is willing. Amy asked if this information was ready for public viewing. Kathi answered not at this time. Kim asked if she wanted her to email the minutes for her review. Kathi answered affirmatively.

Sarah concluded her report with a request that the members keep in mind anyone in their agency who would be interested in getting into the program.

Treasurer's Report-Dan Thomas

Dan distributed the latest budget, with a decrease to the 2009 Dues to be paid to the AACPM for national dues. Sarah motioned to approve the revised budget, and Jenny seconded. The revised budget was approved.

Membership Committee Report-Kim Gillespie

Kim informed Board members that four presentations have been made to the graduating PMP class, and another presentation will be made on May 20th. Linda informed the group she will join Kim for that presentation.

Kim also attended a program given by the City of Oaks Health and Rehab (Convalescent) Center on April 22nd to thank the many people who have contributed to the Center. She accepted a certificate and goodies on behalf of the Society for the baskets made for those living at the City of Oaks. She will bring those items to the next face-to-face meeting held. She informed the Board members that she is considering making more baskets, as

people have been forwarding toiletries to her for baskets. The Membership Committee will have to discuss this further.

Program Committee Report- Jenny Rollins

Jenny thought the webinar was a success, even though there were challenges with email and participants who were accidentally dropped. She thanked Felicia for working so hard on this program. Sarah thought Jane did a good job conducting the webinar. Kim stated the webinar was great. David was glad to see that a number of the participants were PMP students. Other Board members mentioned the Society presentations to the PMP students may have had an impact on their presence for the webinar. Felicia wondered about paying the webinar producer the \$100 due her. Sarah asked if there was a form that Dan needed for the payment. Dan answered he needed an invoice. (In the April Board minutes, it was stated “Jane Bozarth would submit an invoice to us closer to the workshop date.”) Jenny stated she would get an invoice from Fiscal. Dan asked if we should give Jane something as a thank you. The group decided we should give Jane a travel mug.

Felicia informed the members that if they wanted to find out what the webinar participants thought of the seminar, the group can use the website for Survey Monkey, and sign in (username: *public_manager*; password: *cpmworkshop*). She stated we had 36 participants. Sarah stated the information from the website did not show a broad scale. Jenny wondered if we should do this again in the fall. Sarah said we should definitely move forward to do this again in the fall, and maybe one of the webinar speakers could be a PMP faculty member. (She wondered if we should perhaps have two webinars later in the year.) David informed the group the DOC ITS department awarded a contract to a company available to do webinars; this may be a company the Society could use. Dan added that NCDOT uses “Go-webinar”, and that the company conducting “Go-webinar” hasn’t determined how to charge their users, so it’s free for now. The group agreed that another webinar should definitely be done later in the year.

Ways and Means Committee-Dan Thomas

The group decided to give Jane Bozarth a travel mug as a thank you for conducting the webinar. Jenny reminded the group that the photos of vending items needed to be added to the web. Dan stated this work is in progress. Linda asked which items were to be given to Phil Henry for winning the Newsletter contest (see more information below). Kim reminded the members the decision of giving the winner a T-shirt, mug, and key chain as was shown in the March 2009 Board minutes. Dan stated he would forward these items to Linda for Phil.

Ethical Practices Committee Report-Terry Bell

Terry stated she has researched several organizations for ethics guidelines for the Society, including the CPM Academy’s code of ethics. She stated our guidelines will need governance. She also enlightened the group of a district attorney as one of the committee members for legal advice. She anticipates a guidelines draft for the Board for the next meeting. Sarah reminded the members that the conflict of interest forms have been completed by each Board member, and that something is needed for the SOP.

Public Relations / Publication Committee Report- Linda Jefferson

Linda informed us (as shown earlier) that Phil Henry was the winner of the Newsletter contest. She stated that he sent a thank you email in response of finding out that he was the winner. She is working on the CPM brochure, as well as the CPM buzz. Sarah told Linda she would forward her a President's report soon.

Old Business

None to report.

New Business

- Sarah wondered if the group would like to conduct more teleconferenced meetings. The group affirmed her question. The Board members decided to have their next meeting via teleconference from 3-4:30pm. Sarah would work on getting the phone number for each member to use.
- Sarah asked if the March and April Board minutes have been added to the Web. Linda asked for Sarah's help to complete this task
- Kim told Linda she would contact her about the CPM brochure.
- Sarah would mail AACPM brochures to the Program, Membership, and Public Relations Committees. (The Membership Committee received copies on May 19th.)
- David and Sarah mentioned an email received from Steve Mastro discussing the upcoming national conference. It appears the conference may run a loss. The Academy is calling for a vote from the 2008 House of Delegates (HOD; our HODs last year were Anita McLean, David Osborne, and Beverly Hall). Sarah stated the conference is either from September 20-23 or September 21-23.
- David informed the group that he is expecting 2 more grandkids!

Terry motioned to close the meeting. Kim seconded the motioned. The meeting ended at 4:35pm.



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Jenny Rollins
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David Osborne
DOC – Division of Prisons

TREASURER

Dan Thomas
DOT – Transportation
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Administrative Office of the
Courts

Joel Herron
Department of Corrections

Linda Jefferson
Office of State Personnel

Felicia McLean
DOC – Div of Community
Corrections

Tina Pickett
DHHS – Controllars Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
June 4, 2009

Board Members Present: Kim Gillespie, David Osborne, Jenny Rollins, Amy Sawyer, Tina Pickett, and Felicia McLean
Others Present: N/A

Amy called the teleconferenced meeting to order at 3:03 p.m. A quorum was present. The May minutes were reviewed. Felicia motioned the May minutes to be approved, and Tina seconded. The minutes were approved.

President's Report – given by Amy Sawyer

Amy recalled that Sarah wanted to discuss the possibility of electing Linda Jefferson as an AACPM Member-at-Large. Amy continued the Board is expected to pay for Linda to attend the annual conference and any campaigning expenses. David reminded the group funding is available for Linda's needs, but was unsure if the funds would come out of this year's budget. The only person he could recall running was Steve Mastro, and he was unsure if the Board paid for him to run. Tina remembered when she was Treasurer the Board paid for some items for Steve, but was unsure which items. Amy stressed the Board needs to determine the cost of campaigning before deciding whether the Board will pay for it.

Both David & Kim were okay with the Board paying expenses for Linda. David was unsure of the degree the Board needed to pay for expenses for Linda. Kim stated Linda running for Member-At-Large would bode well for the Society. Amy reminded the Board members Linda has not decided whether she would definitely run for AACPM Member-at-Large. David asked if the Board could determine the minimum cost for Linda to run for AACPM Member-at-Large. Amy referred the group to Sarah for that answer. David thought Linda would have to use out-of-pocket expenses for campaigning.

Treasurer's Report - Dan Thomas

None to report.

Membership Committee Report - Kim Gillespie

Kim informed the Board members the Membership Committee is collecting toiletries to make more baskets for those in convalescent centers and those who are at home. Felicia asked if baskets can be distributed to other places within the State as a part of our outreach all over the State. Kim answered affirmatively; she continued she would send out an email stating anyone who knows anyone in convalescent centers and those who are at home across the state can receive baskets as well.

Kim also sent a draft of a Society brochure to Linda Jefferson for her review. Kim will also send a copy of this brochure to the Membership Committee for their review.

Program Committee Report - Jenny Rollins

Jenny forwarded an invoice to Dan addressing the payment the producer is due for the Spring Workshop Webinar.

Felicia wondered if the members had look at the Survey Monkey website for our survey results for our workshop. One of the questions asked by a workshop participant was how often a webinar would be held. Some participants stated they would like to have a webinar anywhere from 2 to 4 times a year. Some recommended Workshop Topics from the survey were:

- Hiring/interviewing tips.
- Management, Communication.
- Maintain Employee Morale in Tough Economic Time.
- Working with different personalities/ different generations.
- Emotional/Social Intelligence.
- Managing employees experiencing life events that impact daily performance (aging parents, divorce, family illness.)
- How to avoid burnout for Managers.
- How to introduce and initiate change to upper management.
- Motivating employees, handling difficult customers, dealing with problem employees, planning and organizing work to meet deadlines.
- Stress.
- Strengths based.
- How to document concerns about employees without stress.
- Succession Planning.
- EQ.

Ways and Means Committee - Dan Thomas

None to report.

Ethical Practices Committee Report - Terry Bell

None to report.

Public Relations / Publication Committee Report - Linda Jefferson

None to report.

Old Business

None to report.

New Business

- The discussion of Linda possibly running for AACPM Member-at-Large continued. David suggested the Board could give up to \$1000 to Linda for her run (\$300-\$500 for the conference, and she can use the remainder for buttons, etc.). Amy reminded the group Linda had not stated whether she would definitely

run for AACPM Member-at-Large. David added up a possible cost for the conference for Linda: \$120-\$250 for the flight to Orlando, \$100/night for the room, and the conference registration fee. Amy stated Linda was unaware she would have to campaign for office. Kim suggested \$1000 could be a good starting point. Amy and Jenny agreed. Tina found an email stating the Board forwarded \$125 to Steve Mastro when he ran for office. David stated the members of the AACPM Board do a lot of teleconferencing, but there are some meetings they have to physically attend (i.e., Annual Conference and the Spring Board Meeting). He stated the costs of any meetings she would have to physically attend (except the Annual Conference) would have to come out of her pocket. (Sarah informed us later that the AACPM supports travel to AACPM Board meetings for its officers, not the local society.) He continued her term would begin next year for the AACPM Member-at-Large.

David made a motion that the Society Board pays for Linda's expenses (conference and campaigning) up to \$1000 should she decide to run for the AACPM Member-at-Large. Kim seconded the motion, and all members present approved the motion.

- David informed the group (as Past President) that people are needed to run for officers and Board members of our Society. He will be in contact with members to discuss this item.
- Amy asked about the nomination for the Henning Award. The group agreed on a person whose name will be submitted to the Academy as the Henning Award nominee. She will contact Beverly Hall on how to properly submit that person's name.
- The Strategic Planning Meeting will be held August 6, 2009 from 1-4:30pm at the Division of Prisons. Lunch will be served. David suggested using the test kitchen at the Division of Prisons. He said they fix hot meals every day. Kim suggested using Roly Poly to cater the luncheon. Amy asked if David could coordinate using the test kitchen (for convenience). David answered affirmatively, and said the food could be brought upstairs. Amy said David will need a head count. Felicia said she would not be able to attend the meeting, but all other members agreed to use the test kitchen for lunch that day. David said he would send out an email for a head count.

David motioned to adjourn. Felicia & Jenny seconded the motioned. The meeting ended at 3:54 pm.



NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
August 6, 2009

Board Members Present: Kim Gillespie, David Osborne, Jenny Rollins, Amy Sawyer, Sarah Smith, Dan Thomas, and Terry Bell
Others Present: N/A

PRESIDENT

Sarah Smith
UNC General
Administration

PRESIDENT – ELECT

Jenny Rollins
DENR – Radiation
Protection

PAST PRESIDENT

David Osborne
DOC – Division of Prisons

TREASURER

Dan Thomas
DOT – Transportation
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SECRETARY

Kim L. Gillespie
DOT – PDEA

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Amy D. Sawyer
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BOARD MEMBERS 2009

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Joel Herron
Department of Corrections

Linda Jefferson
Office of State Personnel

Felicia McLean
DOC – Div of Community
Corrections

Tina Pickett
DHHS – Controllars Office

Amy called the meeting to order at 1:52 p.m.

A quorum was present. The June minutes were reviewed. Terry motioned the June minutes to be approved, and Jenny seconded. The minutes were approved.

President's Report – Sarah Smith

Sarah stated the AACPM House of Delegates (HOD) ballots were being distributed. These ballots are to be turned in at the AACPM Annual Conference in Orlando during the AACPM HOD meeting.

Sarah stated that Linda Jefferson is currently working on her campaign for AACPM Member-at-Large. Sarah continued that Linda would probably conduct her campaign using open letters.

Treasurer's Report - Dan Thomas

Dan distributed an updated 2009 budget to the Board members. This budget showed where 64 members paid, 3 of which are honorary, and 3 are associates and/or friends. He continued that our dues to the AACPM are up to date. Dan paid for 2 new members and for the AACPM Annual Conference registration fees for the NC Askew winner, Dennis Igbuko. The workshop and conference fees were added into the budget, and were shown on the distributed report.

Sarah motioned the revised Budget to be approved, and David seconded. The revised 2009 Budget was approved.

Membership Committee Report - Kim Gillespie

Kim stated the basket drive has concluded, and that quite a few toiletries were collected. She informed the group of a program that was held at the City of Oaks Convalescent Home to thank all who had helped them during the year. Kim showed the Board members the certificate and gifts that were received as a part of the program.

Kim sent the draft copy of a Society brochure to the Membership Committee for their review. She stated that most were happy with the brochure. She will revise the border of the program by request, and forward that change to the Committee and to Linda Jefferson, who has been helping update the brochure.

Program Committee Report - Jenny Rollins

Jenny stated those who attended the Spring Workshop Webinar would like to attend future online seminars from our Society. Some members stated they would like the Society to hold at least one more webinar before the end of the year.

Jenny was concerned about the cost of future Society webinars. She stated the Spring Workshop Webinar was gratis, but she knew any future webinars would have a fee. She wondered what our cap would be for paying speakers for future webinars and our fee for future attendees. Terry stated we would need to know the companies' fees before deciding our fee for future attendees and for our cap. Sarah said we may need to charge attendees, but the charge needed to be low. She stated we needed to offer these seminars to members and currently enrolled students. At the request of an attending Board member, Sarah confirmed that a budget line had not been established to support travel to the AACPM conference.. Dan confirmed that we shouldn't be too concerned about losing money at a future webinar for this year. Sarah declared if the attendees were not charged a registration fee, the Society could give up to \$1500 to the speaker for the webinar. Dan stated approximately \$1300 (including balances) would be a good cap for any speaker's payment.

Ways and Means Committee - Dan Thomas

Dan is working on taking photos for the website of our items for sale.

Ethical Practices Committee Report - Terry Bell

Terry forwarded suggestions (via email) from Attorney Laura Skinner for possible ethics guidelines. Any ethics questions posed above have their answer in *orange italics*:

- 1) Make an addition to the Society's by-laws/canons: The duty of each and every member to submit a formal complaint to the society if they are provided information (directly or indirectly) regarding an ethics violation of another member of the society? *The Board agreed to this addition, but both Sarah and David stated the complaint should be submitted in writing. The Board also agreed. Sarah stated all members should have access to the current membership list. However, there are members who specifically asked for their names not to be shown in the AACPM directory; therefore, those names and addresses should be excluded from access to the NCSCPM members.*
- 2) Complaints can come from the Office of State Personnel or any member of the public.
- 3) Complaints need to be directed to the current President of the Society and/or to the Chair of the Ethics Committee. {Atty. Skinner suggested we create a formal complaint form that is standard, so that a basic set of information is gathered in every complaint. Also allows language to be included putting complainant on notice that their information will be shared with the member if formal proceedings are pursued}
- 4) Upon receipt of a formal complaint, the President and the Chair of the Ethics Committee will meet within 15 days of receipt of the formal complaint, and decide if the allegations arise to a violation of the Society's Canons of

Professional Responsibility. [If determine the answer is no- send letter to complainant] [If determine answer is yes- then proceed to formal investigation]

Note/Thought: Do we need to notify members of each and every complaint received, even if the complaint is dismissed before an investigation begins?? *David suggested that all complaints received by the Board would be investigated. Members would be notified and appropriate action will be taken, if necessary, based upon the final Standard Operating Procedures (SOP).*

- 5) Under Yes, (in 4 above)- copy of complaint and a copy of the canons alleged to have been violated are mailed by certified mail to the member-

Option A- member has 15 days to submit a formal written response?

No response = admission

Can admit and provide mitigating details

Can admit and voluntarily agree to a suspension

And/or

Option B- must notify committee chair of their choice of 3 proposed hearing/meeting dates (which were included in the letter from the society). All evidence from both sides is presented at the meeting. All hearing/meeting dates will be set at least 60 days out from the date of the mailing of the letter to the member to provide sufficient time for investigation/ preparation.

David stated he liked Option A. The Board agreed.

If a hearing is conducted, the Board of Directors will preside and will render their decision within 10 days of the hearing date. A decision will be in writing and provided to the member, the complainant, and a copy retained in the membership files.

- 6) Insert language or a provision/policy that states any member who is convicted of a felony crime {and or misdemeanor crimes involving moral turpitude ((*embezzlement, etc*) which can be listed in detail)} in any state will automatically be removed from the society. *David agreed with this revision, but thought that the phrase "automatically removed" was too harsh. To soften the language, he suggested the phrase "may be removed" be used instead.*

After review by the group, Sarah stated that any bylaws changes must be approved at the Annual Meeting in November or December. The proposed change is sent in advance of the meeting. (Kim asked when the SOP could be revised. Sarah told her the SOP could be revised by a regular action of the board.) Terry stated the complaint form and revised ethics section of the SOP can be posted on the website. She concluded she would propose these revisions to the Ethics Committee, and that she would submit a report by October for the Board to review.

Public Relations / Publication Committee Report - Linda Jefferson

None to report.

Old Business

None to report.

New Business

Sarah emphasized the importance of archiving any Society information, even with the upcoming Fall events (Annual Meeting, Graduation, elections). She continued archiving is a job of the Past President. She asked, however, if anyone had Society information that could be archived (ballots, treasurer's reports from the previous year, past SOP and/or bylaws, minutes from each meeting of the past year, etc.), to please inform her or David. David asked for the group to send any archive information to him in September. Sarah showed David that information on archiving was in the back of Section 5 of the SOP. Sarah stated she still had workshop supplies. Kim stated she had a lot of information, especially past members' information.

- Sarah stated the AACPM brochures could be distributed at the Professional Development Center. She continued these brochures could be given along with the NCSCPM brochures the Membership Committee is creating. The group agreed both brochures should be given to the new graduates at the October graduation in an envelope.
- Jenny showed information from the NCSRT (North Carolina Society of Radiologic Technologists) as an example for member recognition. Amy reminded the group of the CPM Spotlight. Jenny stated the NCSRT recognizes members more formally than the CPM Spotlight does by having members submit an application about the person to be acknowledged. The Board thought this was a good idea for member recognition, recruitment, and retaining.

The next meeting will be held on September 3rd at 3pm at Division of Prisons, 831 W. Morgan Street.. Sarah motioned to adjourn. Terry seconded the motioned. The meeting ended at 2:44 pm. The Annual Strategic Planning Meeting was held following this Board meeting.



PRESIDENT

Sarah Smith
UNC General
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PAST PRESIDENT

David Osborne
DOC – Division of Prisons

TREASURER

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BOARD CHAIR

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BOARD MEMBERS 2009

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Courts

Joel Herron
Department of Corrections

Linda Jefferson
Office of State Personnel

Felicia McLean
DOC – Div of Community
Corrections

Tina Pickett
DHHS – Controllars Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
September 3, 2009

Board Members Present: Kim Gillespie, David Osborne, Jenny Rollins, Amy Sawyer, Sarah Smith, Dan Thomas, Joel Herron, and Felicia McLean

Others Present: N/A

Amy called the meeting to order at 3:08 p.m.

A quorum was present. The August minutes were reviewed. Changes needed were the following:

- Pg 2 (Program Committee Report): “At the request of an attending Board member, Sarah confirmed that no funds have been established for Linda to attend the AACPM Annual Conference.”
Correction: “At the request of an attending Board member, Sarah confirmed that a budget line had not been established to support travel to the AACPM Conference.”
- Pg 3 (last paragraph of Ethics Committee Report): “After review by the group, Sarah stated that any bylaws changes must wait for discussion at the Annual Meeting in November or December.”
Correction: “After review by the group, Sarah stated that any bylaws changes must be approved at the Annual Meeting in November or December. The proposed change is sent in advance of the meeting.”
- Pg 4 (last paragraph): “The next meeting will be held on September 3rd at 3pm at the Radiation Protection, 3825 Barrett Drive, Raleigh, NC 27609.”
Correction: “The next meeting will be held on September 3rd at 3pm at the Division of Prisons, 831 W. Morgan Street, Raleigh.”

Dan motioned the August minutes with said changes to be approved, and Felicia seconded. The minutes were approved.

President’s Report – Sarah Smith

Sarah stated the nominees for AACPM officers and board of directors are openly campaigning. She also stated that Anita McNeil is no longer able to attend the AACPM Annual Conference, due to lack of travel support from her agency. Sarah said she would work on getting another person to represent NC at the Conference and the subsequent HOD meeting. Dan asked who could attend the HOD meeting. Sarah said the person had to be a member who is in good standing. She informed the group that Ed Burt, Tish Hagler, and Steve Mastro are NC members of the HOD. She also informed the Board the Society will receive the Traveling President’s Plaque for Steve Mastro.

Treasurer’s Report - Dan Thomas

Dan distributed an updated 2009 budget to the Board members. The only differences shown on the budget was the income to Administration –

Checking Interest (\$27.35), and the expenses for Administrative Expense – Annual Conference (\$740.00), - Checking Service Charge (\$8.00), and - Spring Board Retreat (\$23.30). The amount in the checking account is \$4,941.79, in the money market account is \$18,640.80, and in the share account is \$30.75.

Sarah motioned to accept the Treasurer’s report, and David seconded. The Treasurer’s report was approved.

Membership Committee Report - Kim Gillespie

Kim stated the baskets for the basket drive have been composed. She continued the baskets would be given to the City of Oaks Convalescent Home. (Kim and Felicia distributed the baskets to the City of Oaks the next day.)

Program Committee Report - Jenny Rollins

Jenny stated Tami Hinton is working on nominating someone from the Society for the Governor’s Volunteer Program. Jenny continued that Tami found out from the contact person (Caroline Lee), however, that the deadline for name submission was July 31 of this year. Jenny said Tami would therefore continue to work on this program for next year.

Jenny stated Linda Jefferson and Charlene Shabazz would work on putting a package together based off of information from the NCSRT (North Carolina Society of Radiologic Technologists) for member recognition.

Jenny spoke with Jane Bozarth about future webinars. She stated Jane agreed to do another webinar for this month. She said Jane gave a webinar topic of stress reduction. Jenny is unsure of any impending charges. Sarah stated current members and PMP graduates should be invited for the webinar. Kim agreed to forward the graduates list to Jenny. (Kim forwarded the graduates emails and current members list to the Board members on Friday, September 4th.)

Ways and Means Committee - Dan Thomas

Dan took photos of our items for sale for the website. However, he said they didn’t come out well, so he’s working on getting better photos.

Ethical Practices Committee Report - Terry Bell

None to report.

Public Relations / Publication Committee Report - Linda Jefferson

Even though Linda was not present, Sarah stated Linda may have the latest newsletter coming out soon, even with her AACPM conference attendance.

Old Business

Sarah discussed the Strategic Plan that was discussed last month. She went over each goal (copies of the goals were distributed before this month’s Board meeting; a copy of the goals is attached to the minutes).

For Goal II, Sarah emphasized a person is needed who is savvy with social media. She stated that the Public Relations & Membership Committees could join together to complete Goal II. We could use Survey Monkey to contact past members.

Goal III was addressed by Jenny's earlier statement: Linda Jefferson and Charlene Shabazz are working on a package based off of information from the NCSRT (North Carolina Society of Radiologic Technologists) for member recognition. They are concerned about the look of the document, and are trying to determine where the responsibility lies for doing this task on an annual basis.

Sarah said she would complete the task for Goal IV.

David asked if Terry would conduct a survey for the members for ethics issues.

Sarah asked the group if we wanted to put the title of persons on the Goals spreadsheets (to show the people responsible for the task). The group thought this would be a good idea. Jenny suggested creating a sign up list that can lock the person in for their responsibility for that year. The group agreed with this idea, too.

David stated he has asked members about filling upcoming positions. He also asked if anyone from the group was interested in any of these positions. From the discussion held, the following people will run for the prospective position:

- President Elect – Amy & Felicia
- Treasurer – Linda
- Board Members – Cynthia Bostic, Nelse Grundvig, Charlene Shabazz, Dan Thomas

Kim, as stated earlier in the minutes, emailed the latest membership to David (at his request) and the Board members. David will use Sarah's fax number for return of ballots via that method. He is also working on documents for archiving.

New Business

- Sarah discussed the Bailey Award. She revealed the proposed Bailey Award Committee members: Ed Burt, Beverly Hall, and Tami Hinton. Dan motioned to approve the Bailey Award Committee members, and David seconded. The committee members were approved. Sarah continued that the Bailey Award package went out last week, and that she will be submitting a nomination. The deadline to distribute the nomination is September 30th. Nominating a past winner is allowed.
- Sarah stated the NCSCPM Annual Meeting should be in December because of the upcoming Board position nominations. However, David said the nominations should be done by mid October. Sarah agreed the nominations should be done by that time to give us the option of having our Annual Meeting in November. Sarah asked the group for names of any speakers for this meeting. Felicia, Joel, and David agreed to help reserve the Apex space for the Annual Meeting.
- Dan (when asked) said the annual audit has not been done yet. Sarah stated Armenous & Tami have done the audit in the past, and could do it again this year.

- Sarah said a basket had been ordered from Southern Seasons for the AACPM Conference; it has been sent to Florida. She asked for financial support for attending the AACPM Conference, due to the State's financial burden and no support from her agency. A healthy discussion followed the request: David was concerned that the Board should only support those that have said they are attending the conference, and later agreed that anyone who was a delegate or duly-appointed Board member should be aided. Dan was in approval of sending anyone who was willing to attend the conference. Amy felt support could be given on a case-by-case basis.
The Board agreed that financial support should come from the Board for the conference at these levels (from most important to least): 1) Askew Winner, 2) Delegate (HOD), 3) Board & its officers, and 4) Society members. David motioned to approve giving Sarah financial support up to \$750. Felicia and Amy seconded the motion; Sarah abstained. The motion was approved. Dan asked from where the money should be taken. David motioned to move \$750 from the money market account to the checking account for Sarah's financial support. Amy seconded, and the motion was approved. Tina suggested increasing the AACPM Annual Conference budget line item for next year.
- Jenny asked for dates not available to the webinar during September. The group said the webinar should not held September 20-23 due to the AACPM Conference. The group agreed 2pm is a good time of day to hold the webinar.

The next meeting will be held on October 1st at 3pm at the Radiation Protection Office, 3825 Barrett Drive, Raleigh, NC 27609. Dan motioned to adjourn. David seconded the motion. The meeting ended at 4:25 pm.



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Department of Corrections

Linda Jefferson
Office of State Personnel

Felicia McLean
DOC – Div of Community
Corrections

Tina Pickett
DHHS – Controllars Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
October 1, 2009

Board Members Present: Kim Gillespie, David Osborne, Amy Sawyer, Sarah Smith, Joel Herron, Tina Pickett (via phone) and Linda Jefferson
Others Present: N/A

Amy called the meeting to order at 3:12 p.m. A quorum was present. The September minutes were reviewed. David motioned the September minutes to be approved, and Amy seconded. The minutes were approved.

President's Report – Sarah Smith

Sarah, Linda, and David gave tidbits about the AACPM Annual Conference held in September in Orlando, Florida. Sarah announced that at the AACPM Annual Conference, Linda won the Member at Large position! Linda exclaimed how much she enjoyed the campaign. She distributed campaign buttons to the Board while telling the group how much she enjoyed the conference. David stated he felt attending the conference was a great experience.

Sarah reviewed the AACPM Conference House of Delegates meeting.

- The bylaws committee presented a motion to change the process to determine the Henning Award winner. The HOD voted against the motion – there will be no change to the process.
- The elections committee presented a motion to change the composition of the elections committee. The HOD voted against the motion based on current process whereby a person running for office cannot be on the election committee removing any potential conflict.
- Sarah was nominated for the Henning Award for our Society.
- Steve Mastro won the Traveling President's Award. Sarah will present the plaque to Kathi Parker at the CPM Graduation.

Dennis Igboko was able to attend the conference, and sent us thanks for introducing him to the conference and the Society. (Kim sent him a membership application today.) We are planning for the Annual Meeting at the Office of Staff Development and Training in Apex. We are trying to set the date in November (possibly Nov. 5th), and possibly combine the Board Meeting with the Annual Meeting.

Treasurer's Report - Dan Thomas

Dan distributed an updated 2009 budget to the Board members via email. The main difference (other than the interest/service charge) was the \$750 expenditure on the line item "AACPM Annual Conference" for Sarah Smith. He also stated these funds have been transferred from the money market account to checking, as there are sufficient funds in the checking account for this expense. He concluded he would transfer the funds to the

checking account during the upcoming month if the funds so warrant it. Sarah motioned the revised 2009 budget to be approved, and Tina seconded. The Treasurer's report was approved.

Membership Committee Report - Kim Gillespie

Kim stated she and Felicia distributed the baskets for our Summer 2009 Care Basket Drive to the City of Oaks Convalescent Home on September 4th. Neeta Womble of the City of Oaks called Kim on September 30th to thank the Society again for the baskets. (She had given Kim a thank you note on the delivery day.) Ms. Womble distributed items in each basket to the residents, and she said they loved it! Ms. Womble also asked if anyone knew of a singing group (choir, etc.) who could or would be willing to perform at the City of Oaks. Tina offered to be a contact for Ms. Womble.

Kim asked the Membership Committee members about conducting a second but different type of volunteering that would involve kids. She had received in the mail information about Feed the Children, where shoe-box gifts for kids could be put together. Most of the responses from the committee members were positive, so this volunteering will occur during the next Holiday Season (2010). Kim has printed out brochures for the upcoming Graduation and is putting together packets (including the AACPM brochure and our membership application) to distribute to new graduates. She sent a thank you letter to Eileen Dannacker for her help in assembling the care baskets for the Summer 2009 Care Basket Drive.

Program Committee Report - Jenny Rollins

Jenny gave Sarah handouts for the October 12th webinar to distribute at the Graduation. Jenny said seats were still available for the webinar. Linda and Charlene Shabazz are working on a recognition program for our members.

Ways and Means Committee - Dan Thomas

None to report.

Ethical Practices Committee Report - Terry Bell

None to report.

Public Relations / Publication Committee Report - Linda Jefferson

Linda stated she delivered prizes to Phil Henry for giving the winning name for the newsletter ("CPM Buzz"). She is working on the upcoming newsletter edition. David stated he could give information on Joel Herron for the Spotlight article. Linda asked the group for ideas on newsletter additions. One idea she gave was showing motivational quotes in the newsletter, which the group agreed would be a good idea. She asked if the SOPs were available on the website. Sarah answered affirmatively, stating they were in the Archives tab as a PDF on the website.

Old Business

David stated he emailed ballots out to members for the upcoming elections. The ballots are due on October 28, 2009. Some Board members said they couldn't read the attachment to the email. Sarah suggested that David save the attachment as a Word '97 document to ensure all can read the attachment. The email itself may need to be revised.

New Business

- Sarah informed the Board of the computer networking tool called LinkedIn. She has asked Society members to join LinkedIn via the Society. So far, she has received 2 responses. She stated this may be a way to network, as well as give a person the ability to post queries, problems, or solutions on the networking tool. Linda thought it would be a good way to keep the Society in the know with younger generations via professional communications.
- Sarah reminded the group of the CPM Graduation occurring on October 5th. Anyone helping out needs to be there by 1:30pm (Graduation begins at 2pm). Helpers will hand out brochures. Society items will be available for sale. Before the certificates are given to the graduates, Sarah will speak and present Steve Mastro as the winning traveling President of AACPM. As stated earlier, she will present this award plaque to Kathi Parker.
- Sarah noted the Askew Award Winner medallions were not engraved with the award winner's name this year. As discussed at the AACPM HOD, there is interest among the CPM consortium members to distribute the medallions at their graduation or other local event. More discussions should be held with Kathi Parker regarding North Carolina's plans for recognition of the annual Askew winner. She suggested the Board to pay to have Dennis Igboko's name engraved on his medallion. She made a motion for the NCSCPM to pay the cost of engraving the Askew Award Winner name on the medallion. Linda seconded, and the motion was approved. She continued that the 2010 AACPM Annual Conference will be held in October in Oklahoma. She concluded that Judy Cain would join the NC Society from Louisiana.
- Linda informed the Board that the Office of State Personnel's Young Employees Initiative will align with the NC Food Bank at the State Fair this year. The Initiative will have a bin to collect canned foods for the NC Food Bank for state employees on Thursday, October 22nd. She suggested the Society could align with this Initiative as recognition for the Society by having a separate bin for canned goods for state employees only. Society Members wanting to help can use Community Service Leave if NCSCPM is able to get a bin for CPM members. (However, we found out we were not able to work out the details for the proposed collaboration.)
- Linda notified the group that Raleigh Rocks, a part of the Raleigh Wide Open 4U, will have a walk-a-thon. She stated this could be an opportunity for us to promote the Society by walking in this walk-a-thon, and wearing CPM t-shirts. She concluded this will also promote wellness for the Society.

The next meeting will be held on as a part of the NCSCPM Annual Meeting in Apex. Sarah motioned to adjourn. Joel seconded the motioned. The meeting ended at 4:10 pm.



PRESIDENT

Sarah Smith
UNC General
Administration

PRESIDENT – ELECT

Jenny Rollins
DENR – Radiation
Protection

PAST PRESIDENT

David Osborne
DOC – Division of Prisons

TREASURER

Dan Thomas
DOT – Transportation
Planning Branch

SECRETARY

Kim L. Gillespie
DOT – PDEA

BOARD CHAIR

Amy D. Sawyer
DENR – Radiation
Protection

BOARD MEMBERS 2009

Terry Bell
Administrative Office of the
Courts

Joel Herron
Department of Corrections

Linda Jefferson
Office of State Personnel

Felicia McLean
DOC – Div of Community
Corrections

Tina Pickett
DHHS – Controllars Office

NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
November 5, 2009

Board Members Present: Kim Gillespie, David Osborne, Amy Sawyer, Tina Pickett (via phone) Felicia McLean, Charlene Shabazz and Linda Jefferson

Others Present: N/A

Amy called the meeting to order at 3:10 p.m. A quorum was present. The October minutes were reviewed. David motioned the October minutes to be approved, and Linda seconded. The minutes were approved.

President's Report – given by Linda Jefferson

The annual report for each committee is needed before the Thanksgiving break. Linda mentioned a new technology where a survey can be conducted with a personal (computer?). The technology was being tested and those observing it were trying to decide if they wanted to purchase it. Those using the technology have to be present for its use (since it takes one device per table). The technology could be used in a large active group. This is a technology that could be used for future seminars/webinars.

Amy stated a conflict of interest statement needs to be written into the Standard Operating Procedures (SOPs). Terry is currently working on this item.

Amy said a packet containing key chains and an invitation to join the Society were sent to 66 graduates. Seven of the 66 packets were returned; Amy said Sarah would remail them this week.

Amy continued that Sarah emailed a draft 2010 calendar to the Board, asking for any needed items to the calendar. In this email, Sarah noted one item to be added was that the conflict of interest certification for Board members should be completed by the second monthly meeting (February 2010). David told the group he can send to Terry (and cc Jenny) the conflict of interest form.

Treasurer's Report - Dan Thomas

None to report.

Membership Committee Report - Kim Gillespie

Kim stated the Holiday Care Basket Drive for the City of Oaks Convalescent Home began on October 6th. She also gave a framed resolution to Phil Henry at his retirement party on October 27th. Phil emailed the group expressing his appreciation to the Society for the well wishes and resolution.

Program Committee Report - Jenny Rollins

Jenny said that the October 12th webinar had 35 participants, and that she received good comments from a number of the attendees. She continued that some of the participants were PMP students. Completion certificates were sent to the attendees electronically. Jenny asked if the Board should give a thank you gift to Jane Bozarth, and if so, what should the gift be? The group agreed to give Jane a NCSCPM T-shirt. Jenny agreed to contact Dan about the T-shirt.

Ways and Means Committee - Dan Thomas

None to report.

Ethical Practices Committee Report - Terry Bell

None to report.

Public Relations / Publication Committee Report - Linda Jefferson

Linda said she is working on the Winter newsletter edition, and informed the group of the November 15th deadline for submitting information for the newsletter. She stated she will relay to David a request for beginning a “Mentoring Beyond The Borders” for a person in Florida. Linda also asked the group for ideas on name recognition. She also reminded the Board to bring canned goods to the Annual Meeting. Kim reminded the group to bring toiletries to the Annual Meeting for the Care Basket Drive.

Old Business

Amy reiterated the resolution issued that recognized Phil Henry for his retirement and his accomplishments with the Society.

New Business

- The nominated Board members will be:
 - Felicia McLean: President-Elect
 - Linda Jefferson: Treasurer
 - Cynthia Bostic: Board Member
 - Tina Pickett: Board Member
 - Charlene Shabazz: Board Member

Tina has an option to choose whether she will accept the nomination. She will let David know her choice in a week or so. If Tina declines the nomination, David will choose the next person on the list. Because Felicia and Linda will vacate their Board Member positions for their nominated positions, their positions will have to be filled. David said Dan Thomas and Nelse Grundvig will serve in Linda’s and Felicia’s places.

Someone asked which should approve replacing Board members: the old Board or the incoming Board. Amy stated once the new Board is sworn in, then the spots are open. David asked if the existing Board wanted to approve Dan and Nelse filling the open spots in advance. Amy answered the Board should wait for Tina’s choice before approving any substitutions. David said we can meet right after the Annual Meeting to discuss this issue. The group decided to do David’s suggestion.

- The NCSCPM Annual Meeting will be held on Wednesday, December 9, 2009 from 10am-3pm at the SECU Operations Center (across the street from Trader Joe's on Wake Forest Road). All who want to attend must email Sarah no later than November 30th. The monthly Board Meeting will coincide with the Annual Meeting, so the monthly Board Meeting that would normally be held on December 3rd will be cancelled. There is a limit of 40 participants. Attendees are asked to bring care basket toiletries and Food Bank items (canned goods). A mug will be provided to the guest speaker (Norma Houston, UNC School of Government and UNC System) as a gift. The main dish of the luncheon will be Honey Baked Ham. Books left over from a previous seminar can be given to attendees.

The next meeting will be held as a part of the NCSCPM Annual Meeting in Raleigh. Jenny motioned to adjourn. Linda seconded the motioned. The meeting ended at 3:53 pm.



Minutes of the 2009 Annual Business Meeting
December 9, 2009
State Employees Credit Union Operations Center
3101 Wake Forest Road, Raleigh

Attendees:

Sarah Smith, Anita McNeil, Tina Pickett, Kim Gillespie, Felicia McLean, Nelse Grundvig, Gloria Butler, Tami Hinton, Jenny Rollins, Dan Thomas, Amy Sawyer, Dennis Igboko, Tish Hagler, Cynthia Bostic, Charlene Shabazz, Pani Tademeti

At 12:55 pm, the December Board Meeting was called to order. The 2008 Annual Meeting and the November 2009 Board Meeting Minutes were reviewed. Because a quorum was present, Felicia was able to make a motion to approve both sets of minutes, and Tina seconded. The minutes were approved.

President's Report – Sarah Smith

Sarah gave highlights of 2009 as the Annual Report:

- Linda Jefferson being on the National Board
- Steve Mastro receiving the Traveling President's award
- The Program Committee did great this year with the webinars
- The Society was able to keep our annual fees at the same rate while the AACPM fees increased
- The Society needed to be more mindful of our finances for the coming year
- The Board Members completed a Conflict of Interest form

She informed the group the National CPM Consortium is looking for a new logo as a contest. The submittals are due February 12, 2010; the winner receives FREE registration to the Oklahoma Annual AACPM meeting!

Treasurer's Report - Dan Thomas

Dan stated the dues section of the Treasury Report appears to be in deficit status. However, some of the 2009 dues were collected in 2008, which would not be reflected in this report and yield a deficit. He also discussed extra expenses given Sarah for the AACPM conference.

Sarah motioned to accept the Treasurer's report, and Jenny seconded. The Treasurer's report was approved.

Membership Committee Report - Kim Gillespie

Kim stated the Membership Campaign kicked off in October with the PMP Graduation. Outreach and exposure were conducted via charity programs, distributing applications & brochures (email and snail mail), and presentations to PMP students. As of December 7, 2009, the Society had 30 members.

Program Committee Report - Jenny Rollins

Jenny stated the committee experimented with webinars this year. The use of webinars was also a way to try and recruit more PMP/CPM students and people from other areas of the state. She was glad Jane Bozarth, the webinar director, charged us very little for webinars. Jenny concluded the committee is also working on a package for member recognition.

Ways and Means Committee - Dan Thomas

Dan is considering expanding our Society merchandise. He would also like to have information about the merchandise, photos and order forms on our website.

Ethical Practices Committee Report - Terry Bell

None to report.

Public Relations/Publication Committee Report – given by Sarah Smith

Sarah asked for attendees to always keep an eye out for members who have a talent, or an interest in website design. Amy reminded the group about the naming of the Society newsletter (CPM Buzz). She also reiterated Linda's resilience at getting the Society's name out with the CPM Buzz, the Food Bank, and via the Office of State Personnel.

Old Business

Amy suggested the Society should do a resolution for David Osborne's retirement. Sarah stated the Board needed to approve the resolution. Dan made a motion for the Society to issue a resolution for David Osborne's retirement. Felicia seconded. The motion was approved.

New Business

The 2010 Officers and Board Members in attendance were sworn in. They are:

Jenny Rollins, President
Felicia McLean, President-elect and Program Committee Chair
Sarah Smith, Past-President
Secretary, Kim Lash Gillespie
Treasurer, Linda Jefferson

Board Members

Cynthia Bostic
Joel Herron
Charlene Shabazz
Dan Thomas

Sarah explained highlights of the election process for the Society. Of the five officer positions, the Secretary and Treasurer are two-year terms, while the President is a three-year commitment. Two board seats will be filled with appointees for the remaining year of the two-year terms. The slots were vacated when Felicia McLean was elected President-elect and Linda Jefferson was elected Treasurer.

The two Board seats vacated by Felicia and Linda brought a big discussion. Nelse Grundvig is interested in filling one of the open slots. However, the group decided to table the discussion until next year (2010). Sarah motioned to table the new Board substitutions until the January 2010 meeting. Tina seconded, and this vote was approved.

Sarah informed the new members to review their Standard Operating Procedures (SOPs), for any conflicts of interest, and to know the roles and responsibilities of each officer and Board member. She continued and discussed the committee member's role for each committee. She also conferred the Nomination & Election Committee, as well as the Margaret J. Bailey award. Amy suggested the Board Members should contact people to join the Society. Someone reminded the group a Board Chair is needed.

Sarah asked the group for the reasons they joined the Society, and for other comments they may have had. Felicia stated she learned a lot during her first year as a Board member.

Tina stated being a member reminded her to have and keep an open mind about issues, and she enjoys being a member because Society members are easy to talk to and meet with.

Amy stated new members can give new vision, which can help the Society grow. Old members can help the new members implement their ideas. She concluded the new members can help with visibility.

Tish thanked the group for keeping the vision alive. She said when the Society started 20 years ago, she found the members really appreciated one another. She continued she was almost intimidated by those she met at the AACPM conference & within the NC Society.

Jenny said Beverly recruited her, and found a mentor in Beverly. She suggested to the group to find a mentor to help you go through the process.

Sarah stated she tried to keep the procedural discussions low during meetings.

The 2010 meetings will be held at the Division of Radiation Protection conference room, located at 3825 Barrett Drive, in Raleigh, NC. All Board meetings are open for any Society member to attend.

Felicia motioned to adjourn. Jenny seconded the motion. The annual business meeting ended at 2 p.m.