



PRESIDENT

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Office of State Personnel

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DOT – PDEA

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Dan Thomas
DOT – Transportation
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BOARD MEMBERS 2009

Charlene Shabazz
Office of State Personnel

Joel Herron
Department of Corrections

Cynthia Bostic
Central Region Office

Nelse Grundvig
NC Employment Security
Commission

NCSCPM Board Meeting
NC Radiation Protection
3825 Barrett Drive, Raleigh, NC
January 14, 2010

Board Members Present: Kim Gillespie, Dan Thomas, Joel Herron, Felicia McLean, Charlene Shabazz, Jenny Rollins, Sarah Smith, and Nelse Grundvig

Others Present: Tami Hinton (via phone), David Osborne

Dan called the meeting to order at 3:05 p.m. A quorum was present. The 2009 Annual Meeting minutes and the December 2009 Board minutes had been written together. The December Board minutes began on the second page of the Annual Meeting minutes, at the line beginning, “At 12:55pm, the December meeting was called to order.” These minutes were reviewed. Felicia motioned the December minutes to be approved, and Sarah seconded. The minutes were approved. The first part of the Annual Meeting minutes will be approved at the 2010 Annual Meeting.

New Business

Dan stated the 2008 & 2009 Society Audit and the payment of honorary dues were sent to the AACPM.

Old Business

Sarah discussed retirement resolutions submitted by the Society in the past (i.e., Beverly Hall and Ann Cobb). Sarah volunteered to compose the resolution for David Osborne, who retired last fall.

Tami discussed the current audit. She stated she, Dan, Tina Pickett, and Armenous Adams met on January 11th to conduct the audit. They determined no 1099 was issued to the speaker (Richard Walsh) at the 2008 Fall Workshop. Dan and Tami agreed to draft a letter and fill out a 1099 for Mr. Walsh, as any expenditure over \$600 must have a 1099 issued by the expending party. The committee also itemized all checks that had not cleared, and verified all documents and expenditures. Tami will submit a formal report to Jenny. The 2008 and 2009 Audit report will be submitted at the end of 2010, possibly at the 2010 Annual Meeting. Sarah stated the Annual Report (which includes the report of the Audit Committee) is due January 2010 to AACPM, and is being done each calendar year.

Jenny would like to refer to the November and December Board Meeting minutes to determine a fiscal calendar year for the Audit Report. If the Audit Report will be turned in this month, our 2008 Audit Report will be late this time, and our 2009 Report will be on time. Tami stated she can review the books and records at any time. Changing the time for the Audit Report requires a change in the By-Laws. Sarah informed the group a majority vote of the Society members is required to change the By-Laws (Section 3 of the Standard Operating Procedures (SOP)), though the Board can change the SOP at any time. Sarah continued the Board always

reports the Audit in March (as long as it's understood the 2009 Audit will be reported in 2010). Dan warned a problem for the new treasurer will be receiving the first part of the audit, which will be done by the former treasurer. The group agreed the 2010 audit needed to be prepared by March 2011. Tami agreed to submit the audit report by the next Board Meeting. David suggested sending the addendum of the 2009 audit report to AACPM. Dan suggested putting all this information with each archival deposit.

David updated the group:

- The Nigerian delegation was able to visit, even though the Division of Prisons had stopped funding the delegation.
- He thanked all for the Margaret J. Bailey award and for their work in the Society.
- He is still working on archival of the Society records, and suggested he could use e-archiving in the future.
- He enlightened the group of using his CPM skills in his "retired" state.

Sarah suggested referring to the SOPs when archiving.

Charlene distributed a Conflict of Interest form (COI form) to the Board for signatures. There were no changes needed to the form. Sarah asked who kept the forms and for how long. Both Charlene and Dan stated they destroy the old ones every year. Sarah informed the Board the Membership chair keeps old applications and the Secretary keeps old minutes. Charlene said she would keep and maintain the COI forms. Jenny introduced changes to pages 31 and 45 of the SOPs, which discuss the COI form. Charlene motioned to approve adding these pages to the SOPs. Jenny seconded the motion. The motion was approved. Jenny also noted archiving issues are listed on page 60 of the SOPs.

Jenny discussed the Committee Chair appointments. Tami Hinton was appointed as the Audit Committee Chair. Jenny is determining a chair for the Margaret J. Bailey Committee (David could be chair). The Research Paper Committee (3 Board members, appointed by the President) is currently not needed. However, Sarah stated this committee could be renewed by working on policy papers. This could be a question to pose to the Society. Nelse stated this committee can be an ad hoc committee.

Ethical Practices Committee Report – Charlene Shabazz

As shown earlier, Charlene distributed the COI forms for signatures of Board members. She stated two members have stated they were interested in joining the committee, and she would contact them next week. She informed the group Terry Bell was working on adding COI to SOPs.

Membership Committee Report - Kim Gillespie

Kim suggested asking Eileen Dannacker to be an Honorary Member or a Friend of the Society. Kim contacted Jean Waters about dates for upcoming grad classes for presentations. She is getting ideas for new presentations from the committee. Joel Herron agreed to be the Regional Coordinator. We currently have a total of 54 members, which consists of 50 Fellows, 1 Associate, and 3 Honorary members. Dan stated he paid for 45 members. Jenny asked how much of the annual members' dues went to national

dues. Dan answered \$20, plus a \$100 assessment fee. He also stated he would send in fees for incoming members at the end of January.

Felicia had asked Kim earlier about using a credit card to pay membership dues over the internet. Kim asked if a merchant account (which would allow for credit card payments) could be set up for the Society. After much discussion, the Board determined the cost for a merchant account would not be worth the benefits. Felicia also wondered how the state would be regionalized. Kim agreed to send both Felicia and Joel the list of members to see where members were located across the state.

Kim showed the award presented to her by the NCDOT Leadership and Management Development Association (LMDA). The LMDA presents a Tree Award every year to any NCDOT employee who exemplifies outstanding community service. The award was presented to Kim for her work with our Care Basket Drive.

Program Committee Report - Felicia McLean

Felicia looked at the topics people sent from previous seminars/webinars for ideas on future seminars/webinars. She also looked at the membership list for those who were interested/on the Program Committee for seminar ideas as well. She is mainly looking for those ideas that come from “outside the box”. She also wants to work on this year’s budget for the committee. She asked if there was a Program Committee Budget Line. There is a Workshop and Conferences Expenses Line in the budget, but not one directly for the Program Committee Budget. She received all Program Committee items from Jenny, and will receive more from Sarah. She sequestered the group for workshop topics.

Ways and Means Committee - Dan Thomas

Dan discussed getting t-shirts for the Society. He discovered most people want polo shirts.

Treasurer’s Report – Linda Jefferson via Dan

Dan discussed the 2010 Budget, and asked the Board to refer to last year’s budget. Sarah suggested Dan to send Board members final budget for committee chairs to use.

Public Relations / Publication Committee Report - Linda Jefferson

Jenny said that Linda will distribute the next newsletter publication on January 31st. Dan reminded committee chairs to get budgets to Linda at the end of January for the Board to approve in February.

Other Business

- Board members were requested to review the Strategic Plan for any changes. The Committee Chairs were reminded to ensure committee goals meet the Strategic Plan.
- The group discussed a time to invite Kathi Parker for an update on the PMP program. The Board thought May or June would be a good time, since she just attended our Annual Meeting. We also thought inviting Meredith Davis, the Askew Winner, to the Board meeting would be a good idea as well.

- The 2010 Board meeting days were discussed. We first decided to meet on the first Thursday of every month. Felicia asked if meeting every month was necessary. Sarah recapped how the Board met every other month one year, but not enough people attended the meetings. She also reminded the group missing 3 consecutive meetings meant discussion to remove the person from the Board. She concluded teleconferencing can reduce this challenge. Jenny asked Board members to let her know one day in advance if they are not able to attend the meeting. She also suggested using Adobe webinar software. Dan stated NCDOT can have webinars, too. The group may conduct business via teleconferencing every other month.

The Board agreed to meet every 2nd Thursday of the month at 3pm, and to meet every month except during the month of July. The meeting dates are:

February 11 th	August 12 th
March 11 th	September 9 th
April 8 th	October 14 th
May 13 th	November 18 th (Annual & Board Meeting)
June 10 th	December 9 th
No July meeting	

Sarah reminded the group to make sure the elections are ready for the Annual meeting.

- The Board discussed honorary members. Dan reminded the Board we paid for honorary members. Jim Savage has retired, and Jack Lemons should remain as an honorary member. We are unsure whether Ann Cobb should remain an honorary member, or if Kathi Parker should take her place. The Board will not pay for friends to the AACPM.
- Kim should put together a paragraph describing what Eileen Dannacker did for the Care Basket Drive for the Board to determine her status in the Society.
- Jenny will put together our New Board list to forward to Barbara Pepper of the AACPM.

The next meeting will be held on February 11th at 3pm at 3825 Barrett Drive. Sarah motioned to adjourn. Felicia seconded the motion. The meeting ended at 4:55 pm.



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Cynthia Bostic
Central Region Office

Nelse Grundvig
NC Employment Security
Commission

NCSCPM Board Meeting
NC Radiation Protection
3825 Barrett Drive, Raleigh, NC
February 11, 2010

Board Members Present: Nelse Grundvig, Kim Gillespie, Linda Jefferson, Jenny Rollins, Sarah Smith, Dan Thomas, Cynthia Bostic, and Felicia McLean

Others Present: N/A

Dan called the meeting to order at 3:17 p.m. A quorum was present. Jenny swore in Linda as a new officer (Treasurer) to the Board. The January minutes were reviewed. The changes are attached to these minutes. Nelse motioned the January minutes with changes to be approved, and Felicia seconded. The minutes were approved.

President's Report – Jenny Rollins

Jenny told the Board Kathi Parker is available to attend our June (10th) meeting to update us on the PMP program. Ms. Parker also wants to use CPM alums

- as assessors in the revamped Management Development Planning Workshop (MDPW),
- for final project reviews (mainly to help with Askew Award selections),
- as mentors (which is voluntary for current CPM participants), and/or
- to pilot new CPM offerings.

Jenny continued Jerrell Cogburn, Associate Professor and Chair of Public Administration at NCSU, will talk to us about the MPA program at our next meeting.

Jenny met with Jane Bozarth, where Jane suggested ideas for future seminars. Jenny stated Jane was willing to do a “managers forum” to discuss a particular issue or problem and have a problem-solving session. Linda suggested having a session called “Fridays with the President” for all members.

Jenny sent the names of the new Board members to the AACPM. She continued the Askew Award Winner will inform us if she will attend the AACPM Annual Conference. She concluded the resolution addressing David Osborne's retirement was submitted to him.

Treasurer's Report- Linda Jefferson

The proposed 2010 Budget was discussed. The line item Administration Income – Merchandise Sales was increased from \$200 to \$300.

Linda wondered if the interest on the money market (\$60/month) should be moved to operating funds. She said she would add \$720 as a line item, and transfer the funds if needed. Sarah stated the interest may have to be transferred to the checking account from the money market. Nelse suggested transferring the money market interest as part of the operating budget or as an emergency fall back. Dan preferred moving the money from the money market to the checking account. Sarah advised the group to recognize having funds available for operating expenses. Nelse also suggested designating the interest into a reserve fund. Sarah counseled to use the verbiage “principal transferred to the operating fund” if the interest will be put into a reserve fund. Sarah stated she liked using that interest to support any operating needs. Dan recommended adding only the amount of money market interest needed to balance the budget.

Linda began discussing the expenses of the budget. She said she would increase the line item Administrative Expense – AACPM Annual Conference amount to \$1500. She continued she hadn't submitted reimbursement fees. Both Sarah and Dan stated she needed to add funds to this line item to account for submitting the reimbursement fees. Linda continued the Board needed to consider who will attend the Annual Conference this year, and any expenses. Sarah stated \$40/person will be needed for anyone attending the House of Delegates meeting, \$320-\$350/person for reimbursement for the Annual Conference registration fee, approximately \$150/night/person for hotel fees, and the Askew Winner registration fees. Dan suggested increasing this line item expense to \$2000.

Linda stated \$20 would be added to the line item Administrative Expense – Checking Service Charge for new checkbooks. The line item Administrative Expense – Plaques and Honors would remain as is. The line item Education & Information for Members Expense - Annual Meeting would be reduced \$200 due to the amount of supplies the Society already has. The Publicity Committee needs a digital camera to record any Society events and to conduct press releases. Linda stated the camera would stay with the Publicity Committee Chair, and estimates the camera would cost \$100. Cynthia suggested purchasing a trolley for the Program Committee members to transport seminar supplies. Felicia thought having the trolley would be a good idea, but wondered where and who would store it. She continued the trolley would only be needed 1-2 times a year.

Sarah wondered if the line item Administrative Income – Workshops & Conference Registration Fees needed to remain at \$2000. Linda asked if the Society would make \$2000 from workshops. The group was concerned about this line item, due to the webinars (most of them are free of charge to attendees) and the economy.

Linda continued to converse about the budget, stating the line item Marketing – Purchase Inventory would be increased from \$100 to \$200 to purchase a camera. She also stated the line item Membership Expense – Membership & Outreach would be increased from \$300 to \$500 via the Membership Committee Chair's request. She continued the line item Membership Expense – National Dues would be based off of 65 fellows and 3 honorary members. She concluded as of February 2010, the checking account held

\$3929.65, the Money Market Account held \$18,826.32, and the Share account held \$31.01.

Sarah motioned to approve the 2010 Proposed Budget as shown as is, with no changes. Jenny seconded, and the Budget was approved as is. Linda stated she would make changes and return this information to the Board next month for approval.

Membership Committee Report- Kim Gillespie

Kim gave information to support having Eileen Dannacker as a Friend of the Society. She discussed Ms. Dannacker's help with assembling the baskets for the Care Basket Drives. Sarah motioned to approve having Ms. Dannacker as a Friend of the Society. Linda seconded. The motion was approved.

Kim discussed, as a way of increasing membership, creating a new flyer depicting the AACPM & NC Society committees. She stated Jenny had given her a number of ideas, where the flyer will promote the Society and Society events. She also made a suggestion of prorating the membership fees after the Society has paid all dues to the AACPM. Nelse suggested sending a congratulatory letter to go with the applications to the new members, emphasizing "the Society is here to help you". Linda suggested contacting new members before, during, and after their Graduation to emphasize the Society's presence. Felicia stated she would help where she could. Nelse proposed including a complimentary copy of a managerial publication with membership. Cynthia recommended giving members a free year of membership at some point. Linda suggested the Membership Committee needed ideas making the Society more visible.

Kim needed help filling out a form from East Carolina University requesting our Tax ID for their purposes of recording their employees for whom they need to issue payments toward our Society.

There are 63 members (59 paid, 1 associate, and 3 honorees) as of February 11, 2010.

Program Committee Report- Felicia McLean

Felicia stated the Program Committee would like to have two seminars held this year:

- One seminar would be web-based, and held in April or May 2010.
- The second seminar would be a formal conference for networking purposes, and be held in September or October 2010.

She has been working with the Committee, but Cynthia is the only one who has been available for the majority of help. Cynthia came up with two possible topics: EIQ (Emotional IQ) and personality traits. Cynthia found an organizational business expert who may be able to make a presentation at our Fall workshop. She is waiting to hear from him, and will forward the receiving email to the Board then. Felicia is continuing to look at web training for the Spring Webinar. She suggested booking the SECU Operations Center again for the Fall Workshop, and extending an invitation to the South Carolina Society.

Felicia informed the Board of her new promotion. Congratulations to Felicia!

Ways and Means Committee-Dan Thomas

Dan is investigating into getting a NCSCPM ring for members.

Ethical Practices Committee Report-Charlene Shabazz via Jenny Rollins

Charlene stated she distributed the Conflict of Interest Forms. Linda collected the signed forms for Charlene.

Jenny stated Charlene met with the Ethics Committee on February 2nd, who consisted of Nancy Astrike, Martha Lamb, and David Johnson. Each member shared their reasoning for wanting to be a part of the committee and ideas on how the committee can carry out its responsibilities. Each committee member was provided with a copy of the bylaws and the committee duties and responsibilities. The committee plans to meet on a quarterly basis, and/or on call as needed. They plan to ensure the canons are distributed, and add information about the State Ethics Committee for members on the board's website.

Sarah posed questions/concerns for the Ethics information in the Society Standard Operating Procedures (SOP):

- Should the canons apply to members or beyond membership?
- Do Board members get a copy of the canons? She suggested the canons could be handed out at the annual meeting.
- She suggested verifying the canons through Jean Waters.
- Should terminating a person based on ethics apply only to members?
- She recommended adding an ethics button on the website.

Linda stated ethics training could occur for Board members, but should it be directed towards all members? Sarah stated giving ethics training for all members should be determined by the Program Committee. Nelse advised creating a Power Point presentation as a link (or webinar) for professional ethics as a training opportunity. Felicia stated an Ethics Power Point presentation should be a general discussion on ethics. Linda posed the Board should consider how ethics affects us as Board members. Sarah suggested informing Charlene to refer to a broad base for links.

Public Relations / Publication Committee Report- Linda Jefferson

Linda is working on the newsletter. She asked Jenny to forward her the President's message. She also asked for committee updates. She informed the group the Institute of Government gave the Society permission to use them in our newsletter. She is looking for press releases. She suggested any type of volunteering should promote the Society, and this can also occur through partnering with others. She suggested to Kim to identify any graduates that are not members to try and reach out to them to increase membership. She also suggested visiting college campuses to inform them of the Society.

Felicia asked if we could forward an article on the Society to State Agencies to get our name out in the open. Linda stated we could do a “shout out” via the State Personnel Office, via any State Agency Public Information Officers. Nelse suggested partnering with the Census 2010, which is free, and to give information on why the Census is important to State Government.

Old Business

Tami Hinton will attend the next Board meeting to discuss the 2008-2009 audits.

Sarah reminded the group to forward comments on the Strategic Plan. She also reminded the committee chairs to ensure the committee goals are in line with the Strategic Plan.

Felicia suggested conducting future meetings as conference calls. The group decided the April 8th meeting will be a conference call. Kim informed the group she would not be available that day.

New Business

- The SOPs will be updated to reflect the Conflict of Interest forms.
- Dan is researching getting CPM rings for members.
- The Board decided to table the discussion on honorary members having that role for a lifetime, as well as discussing Fellows and Friends of the Society.

Felicia motioned to adjourn the meeting. Dan seconded the motioned. The meeting ended at 4:57pm.



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Joel Herron
Department of Corrections

Cynthia Bostic
Central Region Office

Alisa Huffman
Court Programs Div of
NCAOC

Nelse Grundvig
NC Employment Security
Commission

NCSCPM Board Meeting
NC Radiation Protection
3825 Barrett Drive, Raleigh, NC
March 11, 2010

Board Members Present: Kim Gillespie, Linda Jefferson, Jenny Rollins, Dan Thomas, Cynthia Bostic, Charlene Shabazz, Joel Herron (via phone) and Felicia McLean

Others Present: Dr. Jerrell Cogburn, Chair & Associate Professor, NCSU Masters of Public Administration Program

Dan called the meeting to order at 3:06 p.m. A quorum was present.

Dan introduced Dr. Jerrell Cogburn to the members. He is the Chair & Associate Professor of the NCSU Masters of Public Administration (MPA) Program.

Dr. Cogburn updated us about the MPA Program. He reminded the group the CPM certification will reduce the required MPA credits by 6, making a requirement of only 34 credit hours instead of 40 hours. He is recruiting students, and the 15-week semester would hold classes from 6-8:45 pm during the week. Between the in-service students (working students who are not attending graduate school straight from undergrad) and the pre-service students (students attending graduate school right after undergraduate), 65-70% of the MPA attendees on average are pre-service students. However, last year, 32 out of the 39 attendees were pre-service students. He asked for a list-serve of CPM alumni.

Felicia asked about the length of the program. Dr. Cogburn figured the amount aloud: 34 credit hours translates to approximately 11 courses, and taking 2 classes/semester with one class in the fall renders a three-year program. He stated a student taking one class/semester, of course, would take longer to finish the program. The NCSU policy states an enrolled student must finish the program within 6 years; however, some flexibility is allowed.

Charlene stated NCCU has an executive MPA program, but wondered if one existed at NCSU. Dr. Cogburn answered no. He discussed Campbell University Law School's MPA-JD program. He stated this program, located on Hillsborough Street in Raleigh, can be completed in 4 years instead of the standard 5 years. He concluded this is a 24- to 27-hour reduction.

Linda asked if a student has already received his/her MPA, but wanted to pursue a JD, are there any reductions in credit in that attendance? Dr. Cogburn replied this is a possibility.

Jenny stated NCSU could be linked to our website. Kim offered to add this information to the upcoming presentations to the PMP students. Dr. Cogburn offered to submit a one-page memo for the presentations.

Charlene asked Dr. Coggburn to send any information on the MPA program to OSP website for open enrollment. Linda asked him if he would be willing to do an interview for the CPM Buzz. Dr. Coggburn responded affirmatively.

Felicia suggested Dr. Coggburn can make presentations to PMP students about the MPA program. Jenny referred him to Kathi Parker for more information. Dan suggested he could attend workshops and/or our Annual Meeting and give a short presentation about the MPA program.

After Dr. Coggburn's discussion, Linda wondered about other MPA programs in the area (UNC, etc). Dan advised the group the programs must have a benefit of some kind for CPM's.

The February minutes were reviewed. Charlene motioned the February minutes to be approved, and Felicia seconded. The minutes were approved.

President's Report – Jenny Rollins

Jenny reminded the Board she has copies of changes for the SOPs. Charlene noted Pani Tademeti has missed three consecutive Board meetings. Jenny has called & emailed him without being able to contact him. Felicia stated she will check with her contact. When asked who could be his replacement, Jenny stated Amy would come back if needed. Someone asked the length of Pani's Board term. Dan answered one year; Jenny answered two years. Felicia asked if a vote is needed to remove Pani from the Board. All other Board members stated he was never sworn in, so no, he does not have to be voted off the Board. Kim will send out a request to Society members to join the Board.

Treasurer's Report- Linda Jefferson

Linda distributed the revised 2010 Budget. She added the line item "Income – Money Market", along with the additional changes discussed at the February Board Meeting. She stated the budget is balanced. She concluded as of March 2010, the checking account held \$4,425.18, the Money Market Account held \$18,848.00, and the Share account held \$31.05.

Kim motioned to approve the 2010 Revised Budget. Jenny seconded, and the Budget was approved. Charlene motioned to approve the Treasurer's Report. Felicia seconded, and the Treasurer's Report was approved.

Membership Committee Report- Kim Gillespie

Kim informed the group of the five presentations to be made to the PMP students between March 23 and April 6, 2010. She has created a flyer depicting the NC Society committees to be distributed as a part of the PMP student presentation packet. She has requested committee members to give a 1-5 minute discussion for joining the Society. Board members suggested sending a request to all members to speak at the presentations. The Board requested Kim to send a copy of the AACPM roster, and a list of committee members to the group. Linda also requested a list of past members from Kim.

There are 63 members (59 paid, 1 associate, and 3 honorees) as of March 11, 2010.

Program Committee Report- Felicia McLean

Felicia stated the Spring Workshop would be web-based and held in April or May 2010. The cost is \$249, and attendees can join as a group with no limit to the number of participants. Linda wondered if there were a limited number of lines calling into the webinar. Felicia said no. Jenny asked if we have any charge for the webinar attendants. Felicia suggested making the Spring Webinar free and charging at the Fall Workshop. Linda inquired if there should be a nominal fee for the Spring Workshop. Charlene suggested we factor the webinar cost into the Fall Workshop budget.

Felicia asked the group to choose the webinar subject out of these topics:

- April 14 - Effective Performance Management
- April 28 - Dealing with Difficult Situations
- May 25 - Negativity and You
- June 3 - Motivating for Maximum Performance

Jenny suggested choosing an earlier webinar for the budget unless the webinar is free. Felicia noted this workshop is also an audio conference webinar. The group chose the April 28th – Dealing with Difficult Situations webinar. Felicia will forward the webinar information to Kim to forward to members.

Felicia discussed the Fall Workshop with the Board. She stated a good way to bring people into the workshop is to have the attendee's fee cover the webinar and their Society membership fee. She stated we needed to find a comfortable fee for the webinar. Linda suggested forwarding the workshop info to NCSU/NCCU students, and/or conducting a regional "Meet & Greet" with a webinar. Joel stated he was very interested in directing a regional meeting. Dan suggested informing attendees if they join the Society for 2011, they will receive the discounted member workshop fee. Felicia suggested inviting the SC Society. Dan suggested linking with the DC/VA Society.

Ways and Means Committee-Dan Thomas

Joel and Dan have been investigating into getting a NCSCPM ring for members. Joel stated he got a quote back on the ring, which was a \$200 one-time tooling fee. Members would be able to purchase a stainless steel ring for \$75. However, if a member wanted a gold ring, the cost would range from \$400-\$500 each. Dan asked if the ring cost remained at \$75 no matter what. Joel said that was his understanding. Jenny stated the Society ring prototype looks similar to the 25-year State Agency ring, and then she showed us her ring.

Joel also mentioned having a pendant as a future option to market. He also reminded the group there is a tooling fee as well for the pendant. Both Jenny and Dan suggested waiting on adding the pendant to our merchandise. Kim will add this information to her PMP student presentations as well. Dan suggested charging \$85 for the ring. Joel stated he would explore all avenues.

Ethical Practices Committee Report-Charlene Shabazz

Charlene mentioned the information about Pani Tademeti previously discussed. She stated she has received all Conflict Of Interest forms (COIs) from all Board members. She also informed the group Alisa Huffman wanted to join the committee, but needed to renew her membership.

There was some discussion about removal of a CPM's certificate. Charlene stated the NC Society could only take down a CPM's certificate unless they are Society members.

Public Relations / Publication Committee Report- Linda Jefferson

Linda stated a Society member has expressed interest in joining the Public Relations Committee. She said the Committee would meet on a quarterly basis. She asked committee heads to consider how the committee will be shown in the newsletter, and to inform her of any press releases.

Linda also suggested various volunteer efforts as a way to get the Society name out to others. She even recommended having those efforts put onto the radio. She named the March of Dimes walk, the Susan C. Komen walk, a canned good drive, and a collection for the Haiti, Chile, & Turkey earthquakes. She also stated the Society should partner with the South Carolina and Virginia Societies for volunteers.

Old Business

The Board discussed proposed changes to the Standard Operating Procedures (SOPs). The following differences were suggested:

- Page 31 would have no highlights.
- Page 50 would add a third bullet under duties addressing the annual signing of COIs by the Board in January.
- Page 51 no longer has the footnote to add the annual COI certification process to this page.
- Page 55 would have no highlights.
- Page 56 would have no highlights, and the notes listed under the Distribution comment addressing submittal of a paper copy to members and the copying cost & postage paid by the Society would be removed.

Jenny motioned to accept these changes to the SOP, Charlene seconded, and the SOP changes listed above were approved.

New Business

The group discussed having teleconferenced meetings in the future. Jenny thought there would be no problem having these meetings teleconferenced at her building, even if a few needed to physically attend the meetings. She also stated the June meeting should be face-to-face because Kathi Parker is attending the meeting.

The Board conferred about the April meeting. The group will review the audit report completed by Tami Hinton.

If a Board member needs to be sworn in, that person needs to be in the presence of the President, even if the meeting is teleconferenced. Dan asked if voters needed to be present for the swearing-in ceremony. The group agreed the voters do not need to be present to swear someone onto the Board. The President will also be able to appoint people via phone.

The Board agreed to have the April 8th meeting teleconferenced. Dan stated if any meeting information is needed for the Board members, the info should be to him by April 1st. Linda asked how to forward the 2nd and 3rd bank statement to the Board. Dan told her to email it to the other Board members if she is unable to get a hard copy to them. Since Kim will not be able to attend the April meeting, Charlene agreed to take notes then. The other monthly meetings are as follows:

- May - teleconferenced
- June – face to face
- July – no meeting
- August – face to face for strategic planning
- September – will be held after the workshop
- October (4th) – Graduation, so October meeting will be teleconferenced
- November – Annual Meeting
- December – face to face

The monthly meeting dates and locations will be sent to members. Felicia suggested sending the monthly meeting date and location information to South Carolina and Virginia Societies and to the AACPM (via Barbara Pepper).

Charlene motioned to adjourn the meeting. Felicia seconded the motioned. The meeting ended at 4:45pm.



1333 Mail Services Center
Raleigh, NC 27699-1333
www.ncscpm.org

PRESIDENT

Jenny Rollins
DENR – Radiation Protection

PRESIDENT-ELECT

Felicia McLean
Department of Correction

TREASURER

Linda Jefferson
Office of State Personnel

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Department of Transportation

PAST-PRESIDENT

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UNC General Administration

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Department of Transportation

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Department of Correction

Nelse Grundvig
Employment Security
Commission

Joel Herron
Department of Correction

Alisa Huffman
Administrative Office of Courts

Charlene Shabazz
Office of State Personnel

NCSCPM Board Meeting
Conference Call
April 8, 2010

Board Members Present: Nelse Grundvig, Linda Jefferson, Jenny Rollins, Sarah Smith, Cynthia Bostic, Felicia McLean, Alisa Huffman, Charlene Shabazz
Others Present: N/A

Jenny called the meeting to order at 3:02 p.m. A quorum was present. Jenny introduced Alisa Huffman and requested approval of her as a new Board member. Alisa stated that she has been a family court manager with the Administrative Office of the Courts for three years and she is very excited about working with the Board. Nelse made a motion to approve and Felicia seconded; all board members approved. Jenny administered the oath of office to Alisa and she was sworn in as a new member to the Board. Jenny stated that she met with Alisa on Tuesday and provided her with a copy of the policies and procedures manual. Everyone welcomed Alisa to the Board.

The March minutes were reviewed. Linda motioned the March minutes be approved and Sarah seconded. The minutes were approved.

President's Report – Jenny Rollins

Jenny stated that she had been working on filing the vacant Board member slot which was completed with the installation of Alisa.

Jenny is currently working on identify a volunteer to work with the ad hoc Technology/Continuous Learning Committee of the American Academy of Certified Public Managers. The purpose of the committee is to advise and, when appropriate, set-up technology that will allow AACPM to better reach its membership and provide training or information about training that furthers the professional development and/or education of the membership. Jenny stated that the committee's work would be primarily conducted by e-mails and conference calls. Sarah stated that she is pleased that AACPM is moving in this direction given the fact that many societies struggle with having people with technology skills on their boards. Sarah suggested that we could possibly send out a request for volunteer to the full membership. Nelse indicated that he was somewhat familiar with the purpose of the committee in that he has worked with the Labor Market Information Training Institute when it was undertaking a similar concept. Jenny stated that Nelse would be just as knowledgeable as anyone else who volunteered to work on the committee. Nelse volunteered to serve and Jenny will submit his name.

Jenny has sent the name of the contact person for South Carolina's society to Linda so that she can make contact to invite them to participate in next's month conference call meeting. Jenny also stated that she will send an e-mail to AACPM to invite someone from the national level to participate in our conference call meetings. Linda stated that she will serve in that role of an AACPM member in the meeting. Sarah stated that as a neighboring society to South Carolina, we can be of great help to them as they develop and implement initiatives.

Jenny advised the Board of the July 16, 2010 deadline for submission of nominations for the Henning Award of the CPM Academy. Sarah provided information on the background and purpose of the award and stated that information about it can be

accessed at www.cpmacademy.org/stars.htm. The Henning Award is a higher level award than the Society's Margaret Bailey award and it recognize an individual with a strong record of national, state, and local public service. Linda thinks that the nomination process can be a marketing opportunity to highlight the award and increase the number of nominations to be presented to the Board for approval. Sarah volunteered to lead the efforts to identify nominees and Charlene will assist with the effort.

Treasurer's Report – Linda Jefferson

Linda report that the checking account has a balance of \$4,515.18; the money market balance is \$18,848.00; and the shares account balance is \$31.05. Since the last report, \$90.00 in membership dues has been collected. The 1st quarter AACPM dues have been paid for 11 members. There are two outstanding checks. Nelse made a motion to approve the treasurer's report and Felicia seconded the motion; the report was approved.

Membership Committee Report – Kim Gillespie via Jenny Rollins

Presentations have been given to three groups of the students during the month of March. Each presentation provided an overview of the Society and information on CPM workshops, along with snacks for the students. The CPM flyer was updated and given to the students as part of the presentation packet. The packet was completed with a presentation flyer, membership application pages, and an NCSU flyer promoting the MPA program. More presentations will be performed April 5th and 6th. We have had good turnout from members who attended the presentations to give their reasons for joining the Society.

The committee is researching new volunteering ideas for this summer, and will discuss our findings this month and next. One idea that has been brought to Kim's attention is the donation of books to the Cary Community Lion's Club. Nelse said that he did not personally have any objections with supporting the cause; however, he suggested that the society may want to focus on organizations that are closer alignment to society's professionalism and leadership. Sarah said that the society will need to determine the focus of our outreach efforts and she understands the importance of creating goodwill by advancing similar related businesses. Both Charlene and Linda expressed the benefits of the society creating goodwill universally and perhaps utilizing the volunteerism has an opportunity to mentor others. Sarah suggested that a proposal be developed to address the society outreach efforts and it should be integrated into the society goals and objectives at the beginning of the year. Linda as the public relations chair will give some thoughts to the proposal and the process and bring back ideas to the board next month. Sarah also suggested that any board members with ideas for outreach activities should send those to Linda. Charlene volunteered to work with Linda on this effort.

A question was posed by one of the students at the PMP presentation to Kim in regards to purchase of a CPM ring by a non-member of the society. Kim advised the students that the ring could not be purchased by a non-member but wanted the item to be discussed at this month's meeting; it was discussed along with the Ways and Means Committee report.

Program Committee – Felicia McLean

Felicia is experiencing difficulty with the web-based training for the Spring workshop. After further discussion with Skillpath, Felicia was informed that the fee would only provide one telephone line for the session which means that everyone would have to be in the same location. Felicia did discuss with Jenny and Sarah the possibility of having a call-in line for the session; however, either agency could pay for the long distance charges. Jenny sent an e-mail to Jane Bozarth at Personnel Development Center to discuss the possibility of her hosting the session but she suggested having a more interactive session with managers. Nelse suggested a low tech/low cost solution of creating a powerpoint and e-mailing to everyone and then have a conference call via net meeting. Another solution would be to send out the information and create a blog for discussion. Jenny stated that Jane would be able to assist the Society with creating an interactive session on a group generated topic for May; there would be a \$2 per person per hour cost associated with the session.

Felicia and Kim are working with Professor Cogburn at NCSU to identify a professor who can create a presentation around "HRM Organization Performance. Felicia will follow-up with NCSU to ascertain the technology requirement for this session and advise the Board. Felicia is looking at the 1st or 2nd week in

May. Nelse and Sarah both agreed that given the short timeframe and NCSU's willingness to work with the Society this was the best approach to take for the Spring workshop.

Felicia thanked everyone for the feedback she received on topics for the Fall workshop, she has e-mailed a couple of people and is awaiting more information.

Sarah will continue to work with Jane on developing a sharing of information forum for CPM Managers in essence creating a "virtual brown bag lunch" series. Jenny said that we will need to come up with a catchy name for the series to create excitement. Based upon previous workshop evaluations, the opportunity for more frequent professional development and networking is definitely something that is needed.

Felicia asked if she should go ahead and book the date for the fall and annual meeting and Sarah said yes. The date for the annual meeting is November 18, 2010; however, it can be changed if there is a conflict with scheduling a facility. Jenny will find a speaker for the annual meeting. Sarah suggested that a date in September would be good for the fall workshop since the CPM graduation is in October. The fall meeting is historically utilized as a time to recruit new members and renew members and this would give the impending graduates an opportunity to see what the society is all about. Some dates suggested for the fall workshop included September 9th or September 16th. Felicia will do some research and get with her committee and decide on a date.

Ways and Means Committee – Dan Thomas via Jenny Rollins

No items were sold during the past month. Joel Herron contacted the vendor concerning the cost for the NCSCPM ring. The \$75 price they originally quoted is a special price and they cannot come down any further. With the Board's approval, Dan plans to move forward with paying the casting fee. We will need to develop a way for people to order the correct ring size. Dans recommend that we sell the rings for \$85. The \$10 extra will offset the casting fee; based on our Policy and Procedures Manual "...the Society has not tried to use the sale of merchandise to generate extra revenue but rather has simply tried to cover its actual costs." The Board will need to approve the cost of the ring. Also, the \$200 is more than was budgeted for this item so the budget will need to be modified.

The other issue associated with the rings is who would be eligible to purchase them. Dan suggests updating the Policy and Procedures Manual (Section 9) to read "With the exception of the Society's lapel pin and other jewelry, which can only be purchased by Active Fellows of the NC Society, all merchandise is available to all categories of memberships, their families and friends." Nelse suggested that honorary members be allowed to purchase the ring. Sarah stated that if the demand is high among non-members, the item can be re-considered. It was decided that the purchase of the rings should be for members only. Sarah made a motion to accept the proposed changes and Alisa seconded; the motion was passed. Sarah will make the appropriate changes to the manual. Jenny stated that Joel is still working on possibility of a necklace.

Jenny sent members an e-mail with a copy of the ring sizing instrument. Nelse also suggested that members could go to a jewelry store to have the finger sized.

Sarah stated that Dan will need to determine if members would need to prepay for rings and the consensus was yes especially from our Treasurer, Linda.

Nelse made a motion for the society to pay the \$200 casting fee and charge members \$85 for the ring and the cost has to be prepaid; Sarah seconded the motion; the motion was approved. Dan will need to send Linda an invoice or ask for reimbursement for the charges.

Ethical Practices Committee Report – Charlene Shabazz

Alisa Huffman our new board member is also a new committee member. The committee will be meeting on May 10th for its quarterly meeting

Public Relations/Publication Committee – Linda Jefferson

Linda purchased a camera and is ready to make use of it! The information about NCSU's Master of Public Administration will be included in the spring's newsletter. Linda has discussed the possibility of charging entity an advertising fee for inclusion in our newsletter; however after conferring with Sarah it was decided that the society should still away from charging to avoid tax implications. Jenny has submitted information for the President's message to be included in the newsletter. Linda will have the newsletter out within the next two weeks. Linda thanked Nelse for submitting information on the 2010 Census

Old Business

Tami Hinton was not able to attend the meeting, the 2008 and 2009 Audit will be moved to the next meeting.

New Business

Linda asked the Board for their opinion as to the value add of allowing the AACPM to have direct communication to State members on a quarterly basis. Sarah stated that she sees no problem with it as long as the message is sent to the State society before to ensure that the message is consistent and compliment the message of the individual society. Linda also asked what can the AACPM do for State societies and Sarah suggested more networking and outreach efforts. Jenny thinks that the AACPM should work as a conduit for societies to identify solutions for challenges. Linda shared that her role on the Membership Affairs Committee is to highlight the benefits of AACPM to State societies and to ensure that the national level is more involved and not distant to the states.

Sarah motioned to adjourn the meeting. Linda seconded the motion. The meeting ended at 4:35 p.m.



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DENR – Radiation
Protection

PRESIDENT – ELECT

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Corrections

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Court Programs Div of
NCAOC

Nelse Grundvig
NC Employment Security
Commission

Robert McKie
Town of Clayton

NCSCPM Board Meeting
Teleconferenced
May 13, 2010

Board Members Present: Kim Gillespie, Linda Jefferson, Jenny Rollins, Dan Thomas, Sarah Smith, Alisa Huffman, Charlene Shabazz, Joel Herron, Robert McKie and Felicia McLean

Others Present: Cynthia Dannels, Veronica Reynolds, and Carl Chase of the South Carolina Society of Certified Public Managers

Dan called the meeting to order at 3:04 p.m. A quorum was present.

Jenny informed the Board that Nelse was leaving the State for a new job in Wisconsin. She thanked Nelse for all the input he has given to the Society for the short time he served on the Board. She then introduced Robert McKie (pronounced “Mk-Ky”) as a Society Member (October 2008 PMP graduate) to take Nelse’s place on the Board. Robert notified the group he worked for the State Division of Public Health, then moved to the General Assembly, and finally took his current position at the Town of Clayton as their Finance Director.

Linda made a motion to add Robert McKie to the Society Board to fill the remainder of Nelse’s term. Sarah seconded the motion. The Board approved adding Robert to the group. Jenny then swore Robert in as the newest Board Member.

Jenny introduced Cynthia Dannels, Veronica Reynolds, and Carl Chase of the South Carolina Society of Certified Public Managers to the members. Cynthia introduced herself as the SC Society President-Elect. Veronica presented herself as the SC Society President, and Carl stated he was the SC Society Past-President. He also introduced himself as the Conference Coordinator for the 2012 AACPM Conference to be held in Columbia, SC. He declared he was working to keep costs very low in order for a large number of people to attend the function.

Carl continued by highlighting the group on the various SC Society activities for the year:

- All gubernatorial candidates have been invited for a recent Board Meeting.
- A state agency-wide food drive has been kicked off for this year.
- The SC Society with ITMA put together a program for those who lost their job to help them transition to new jobs.
- The 2010 PMP class graduated yesterday.
- Cynthia said the SC Society is looking to the NC Society to brainstorm for new ideas. Their Board would like to coordinate buses and other modes of transportation for each Board’s use. Sarah wondered about the most effective means of coordinating with other Societies.

Carl answered with a number of ideas:

- One of the best is via email and the Society website. It is imperative to keep the website current.
- The Society must keep in touch with the PMP graduates.
- Have a quarterly newsletter.
- Have a web manager who maintains other government websites (that's who preserves the SC Society website).
- Have a marketing chair who keeps in contact with web managers.
- The SC Society worked with the State to have one month during the year designated as "CPM Month".

Cynthia suggested using Survey Monkey as a means to get information from members. She stated the SC Society uses it for registration. Sarah asked if we can get survey access. Carl answered their society uses Survey Monkey for ballots for the Society elections, as there are only 3-4 members who do not have access to a computer. He explained the SC Society mails those members the ballots.

Jenny wondered if they have conducted any webinars. Carl replied the SC Society has not, mainly because most of the members are located at the center of the State (Columbia, SC). Robert asked for the number of SC Society members, and wondered if all of them were State employees. Carl stated there were 119 members, and they are working on expanding past only State employees. They are also discussing providing scholarships for members. Kim asked if their society used Survey Monkey for membership applications. Carl stated it was possible, but the SC Society does not use credit cards. Sarah stated the NC Society looked into using credit cards, but we decided the cost for a merchant account to conduct business with credit cards would outweigh the benefits. She asked whether the SC Society Advisory Board members were voting members or ex-officio. Linda asked if PayPal was used by the SC Society. Carl replied negatively, due to the additional fees needed for the service. She also asked if the SC Society has any honorary members. Carl said yes, due to members who previously served significantly in the Society. Linda praised the SC Society logo, and Carl responded how hot it was in South Carolina!

The April minutes were reviewed. Linda motioned the April minutes be approved and Nelse seconded. The minutes were approved.

President's Report – Jenny Rollins

Jenny received the Henning Award nominees. The AACPM nominees request form had been distributed to the membership. She also received a request for Society information for the upcoming Summer Edition of the CPM Connection. This request was also distributed to the members. She presented a certificate to Nelse to thank him for his service. Sarah encouraged him to join in with the Wisconsin Society.

Treasurer's Report- Linda Jefferson

Linda stated as of April 30, 2010, the checking account held \$4,236.93, the Money Market Account held \$18,896.86, and the Share account held \$31.13. She mentioned one outstanding amount for the website of \$89.70.

Membership Committee Report- Kim Gillespie

Kim noted the short-lived Used Books Donation Drive occurred for the Cary Community Lions Club for their Used Book Sale. A few donations were made, considering the fact that Kim gave members short notice to make donations.

There are 68 members (64 paid, 1 associate, and 3 honorees) as of May 3, 2010.

Program Committee Report- Felicia McLean via Jenny & Kim

Felicia (via Kim & Jenny) suggested two ideas for the upcoming Spring Workshop:

- 1) Have a really nice Fall Workshop and no Spring Workshop; or
- 2) Have a Spring Workshop, with the understanding the funds may not be in the Program Committee budget.

Felicia had made the suggestion to have a really nice Fall Workshop instead of having two bad workshops just to say we had them. Jenny reiterated this idea, and the group agreed. Sarah recommended the Program Committee needed to submit a budget proposal for any future workshops. Jenny asked if the Program Committee budget could/should be increased. Linda reminded the Board \$1300 was already in the budget specifically for conferences and workshops. She recapped the conversation she had with Dr. Suttle, where he told her he would negotiate his fee with us for this workshop. Linda stated she could talk with Dr. Suttle if needed.

Jenny mentioned her approval of the Virtual Brown Bag Seminars (Sarah detailed this topic under Old Business) along with a Fall Workshop. Linda wondered if the Society should only have one workshop/conference each year. Jenny stated to observe the virtual lunches for a favorable outcome before deciding to have only one workshop or conference per year. Sarah stated the Program Committee could consider having only one workshop or conference per year, but too much time should not pass between folks renewing their membership/becoming new members and attending leadership seminars. She referred to the Society schedule, where a year with one conference could leave 4-6 months with no reminder of the Society for members. Charlene thought the virtual brown bags lunch seminars was a good idea.

Ways and Means Committee-Dan Thomas

Dan is working on securing the ring and casting cost. He is also trying to get credit for the ring and the pendant. Linda asked if there was an invoice. Dan answered he would get the invoice to Linda.

Ethical Practices Committee Report-Charlene Shabazz

Charlene said the committee meetings would be held quarterly. She informed the group all Society members had been complying. As an update to the previous committee meeting, the committee discussed the State Revenue Law. They determined that all State employees need to be compliant with State Revenue taxes. Charlene told the Board she will send this information out via the CPM Buzz.

Public Relations / Publication Committee Report- Linda Jefferson

Linda stated the newsletter is 99 percent ready, but would like Sarah to review the draft. Linda plans to send out the CPM Buzz next week. She plans to send out quarterly newsletters on July 1st, September 30th, and December 31st. To update the CPM Buzz, she is also considering

- (1) using a new newsletter format,
- (2) adding wellness and State Health Plan information and
- (3) using updates from each Society committee for their endorsement.

Sarah liked the idea of putting committee updates in the newsletter as a way to inform other Society members about the committees. Linda also wants to use the newsletter to point the members to the Society website. She informed the Board the deadline for CPM Buzz submittals is the ninth day of the month before the newsletter due date.

Charlene notified the group Margaret Jordan (the Public Information Officer of the Office of State Personnel) is a good contact to connect with other Society members and CPMs. She continued the Board could submit a draft article for news outlets from the Society, and the information can be non-governmental. Linda stated Arkansas was the first state to make a proclamation for their Society. She wondered if Governor Perdue could do the same for us. Cynthia (from the SC Society) said she would forward the language from their proclamation.

Linda reminded the Board to inform her on any volunteer information to add to the CPM Buzz. She notified the group to get efforts on an internal basis, and used the Society of Women Engineers (who gives support to civic groups on a regular basis) as an example. She concluded there are many good reasons to volunteer, including

- (1) mentoring,
- (2) providing service to the public (via the State and privately)
- (3) fostering leadership, and
- (4) building brand recognition.

Old Business

Dan stated he, Tami Hinton, and Tina Pickett submitted the 2008-2009 Audit Report. Dan asked if the Board needed to adopt the report, and Sarah answered affirmatively. Kim made a motion to accept the Audit Report. Alisa seconded the motion. The 2008-2009 Audit Report was approved by the Board.

Sarah informed the group about the Virtual Brown Bag Lunch Seminars. She stated three webinars were scheduled, each to be held at 1pm each day. She continued the first virtual seminar was currently under registered. She stated if the numbers were disappointing, she would consider allowing non-members to join the webinar. She stressed this seminar is not a complaining lunch webinar. Dan asked if past members could be asked to join the webinar. Linda answered only CPMs should join the first webinar to get the format straight. Sarah notified the Board the webinars would be held on Tuesday May 18th, Thursday June 17th, and Wednesday July 14th at 1pm each day. She concluded only the URL would be given for each seminar. Nelse enlightened the group to send a reminder

email the day before the webinar. He also stated putting an event calendar on the Society website would be a great addition.

New Business

Dan asked if the Board Meeting Agenda should be posted on the Society website. Sarah agreed to post the agenda, and stated it would be an easy task. Dan added the meeting date should be added to the website.

Linda wants to take photos at the June Board Meeting. Sarah reminded the Ways and Means Committee for needed photos of the merchandise. Linda suggested partnering with other organizations in order to increase our membership. Joel asked if digital photos could be sent to her via email for the CPM Buzz. Linda said yes. Nelse suggested going to a jeweler to size for rings. A Board member wondered what the prices were for the rings and pendants. Dan answered \$85 for the ring, and \$65 for the pendant. Linda stressed the same profit margin should exist for the pendant as for the ring. Charlene asked for the price of a necklace and pendant. Dan stated a chain and pendant together would be \$54, but discussions brewed about our price for the chain and pendant. Joel made a motion to set the price for the chain and pendant at \$64. Robert seconded the motion. The \$64 price for the chain and pendant were approved.

A motion was made to adjourn the meeting. A second Board member seconded the motion. The meeting ended at 4:31pm.



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Protection

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Alisa Huffman
Court Programs Div of
NCAOC

Robert McKie
Town of Clayton

NCSCPM Board Meeting
NC Radiation Protection
3825 Barrett Drive, Raleigh, NC
June 10, 2010

Board Members Present: Felicia McLean (via phone), Linda Jefferson (via phone), Jenny Rollins, Dan Thomas, Sarah Smith, Alisa Huffman, Charlene Shabazz, and Kim Gillespie
Others Present: Kathi Parker, NC Human Resource Development Division, OSP

Dan called the meeting to order at 3:03 p.m. A quorum was present. Changes were made to the Board agenda to reflect approval needed on the May Agenda.

Dan introduced Kathi, who thanked the group for inviting her to the meeting to give a report on the transformation of the *Certified Public Manager Program (CPM)*. She distributed pamphlets describing the program. (These brochures are also available on the OSP website at <http://www.osp.state.nc.us/ExternalHome/HRD/Programs/cpm/CPMbrochure2010.pdf> .) This *CPM Program* transformation features updated content with a competency-based, blended format. This blended format includes online and classroom courses clustered into four modules with a focus on the practical application of skills. The final project component will continue in the new program.

The four modules for the transformed *CPM Program* are: *Management Development Professional Workshop (MDPW)* (July – September of 2010); *Managing Daily Operations* (October – December 2010); *Interacting With Others* (January – March 2011); and *Strategic Leadership* (April – June 2011). Each module has a 2.5 day in-class session where exercises facilitate application of learning. Webinars are also used during each module. Each of the four modules takes three months to complete, which allows a student to finish all their *CPM* coursework by the end of the same fiscal year in which they enter the program.

Sixty-six people are enrolled in the first entering class for the transformed *CPM Program*. Provisional acceptance was available for the first time ever for the transformed *CPM Program* so that participants were allowed to complete *the Managing Effective Performance (MEP)* prerequisite course at any time up until their first day of *CPM* class rather than being required to complete *MEP* prior to applying to *CPM*. Other prerequisites include the *Equal Employment Opportunity Institute (EEOI)*, *Interaction Management (IM)* and an online course entitled *Basic Training for New Supervisors*. *Interaction Management* can be procured for an additional cost from OSP through a single person license with the vendor, Development Dimensions International; *IM* courses can all be completed online except for one half-day learning lab. The transformed *CPM Program* cost is \$1200, which covers non-OSP faculty contracts and

instructional materials, including on-line modules but does NOT cover prerequisite courses such as *MEP* and *IM*.

As *CPM Program* Director, Kathi oversees the overall instructional design process for the transformed curriculum in partnership with faculty who are “lead” designers for each module. Jane Bozarth, the OSP E-Learning Coordinator, has trained the faculty to use live online discussion as an interactive training tool. Each of the four modules of the transformed CPM Program has clear objectives and will allow participants to incrementally work on their final project throughout their year of active course work. The Board was very pleased the project would be developed throughout the program and not just at the end. The value of networking and support of peer learning groups will continue to be emphasized in the transformed *CPM Program*. Lead designers for the transformed *CPM Program* modules are:

- Kathi Parker for the *Management Development Planning Workshop (MDPW)*;
- Joanne McDaniel for *Managing Daily Operations (MDO)*, which features the use of hand-on tools to manage everyday administrative tasks;
- Heather Lee for *Interacting With Others (IWO)*, which includes conflict management, public speaking, meeting management and using technology to manage remotely; and
- Jim Horner for *Strategic Leadership (SL)*, which focuses on strategic planning, developing organizational cultures and structures, and dynamic leadership.

The first module, the *Management Development Planning Workshop (MDPW)* will be offered to six different groups comprised of 11 or 12 participants each between July and September 2010. Each participant will produce their own structured professional developmental plan during the *MDPW*, with a focus upon the student’s using on the job immediately what he/she learns in the *CPM Program*. The classroom session for the *MDPW* will look more like an assessment center than a traditional training course because participants will be continuously demonstrating key management skills through interactive exercises. The 360° Management Assessment Survey (MAS) that is featured in the *MDPW* has been revamped to focus on the *CPM* competencies. As a part of this *MDPW* module, an online treasure hunt will feature the NCSCPM and AACPM websites to share the history and purpose of each entity.

As a part of the ongoing transformation of the *CPM Program*, Kathi also expressed wanting a voluntary mentoring program in which *CPM Program graduates* (particularly Society members!) could be trained to assist current *CPM* participants in putting course concepts into practical application on the job.

Kathi attended the Consortium meeting in Orlando last September. There are 4 other state managerial programs similar to the OSP program. The least expensive of these 4 programs has not been recouping the cost of the program. Many of the programs are connected with a university (i.e., via an MPA program). Arizona is the only state with a fully online program. She hopes in the future the programs will be open to local government. She has contacted the School of Government and they recognize the difference between the new and old curricula.

Linda was interested in expanding the program to engage more of the campuses in the UNC university system.

The Board mentioned the Society ring we are soon adding to our merchandise selections. Kathi was pleased to see the prototype. We are looking forward to seeing her at graduation and at the Annual Meeting.

The May minutes were reviewed. Changes were noted, Charlene motioned the May minutes be approved and Felicia seconded. The minutes were approved.

President's Report – Jenny Rollins

Dan mentioned the proclamation done by the South Carolina Society. Jenny found the actual SC proclamation online and used it to help determine possible verbiage to use for our proclamation. She had distributed the proclamation and possible changes to the Board for their review. The verbiage has to be submitted 6-8 weeks in advance of the proposed proclamation date. She had also distributed possible dates for the proclamation. Dan suggested the graduation date (first Monday in October). Kathi would like to discuss this with Paula Kukulinski and others to ensure the date works for them. This topic was tabled until we would hear from Kathi for her input.

Jenny sent an email to Steve Mastro to distribute information on the Wilkinson Scholarship. She has kept in contact with Cynthia Dannels from the South Carolina Society. Jenny said that Cynthia would like to continue to be posted on the virtual Brown Bag. Jenny reminded the group of three items:

- The AACPM Annual Conference to be held on October 17-19, 2010 in Oklahoma City, OK
- The AACPM elections – positions on the ballot include President-Elect, Treasurer, and Member-At-Large for Communications
- The AACPM is requesting news information from the Societies. The due date is June 11, 2010 (the next day).

Treasurer's Report- Linda Jefferson

Linda stated as of May 31, 2010, the checking account held \$4,282.91, the Money Market Account held \$18,919.39 and the Share account held \$31.17. She mentioned one outstanding check for membership outreach of \$31.65. Jenny motioned to approve the Treasurer's oral report and Charlene seconded. The Treasurer's oral report was approved.

Membership Committee Report- Kim Gillespie

There are 69 members (65 paid, 1 associate, and 3 honorees) as of June 8, 2010.

Program Committee Report- Felicia McLean

Felicia stated the Fall Workshop will be held on September 29, 2010 from 8:30am-5pm at the State Employees' Credit Union Operations Center in Raleigh. Anne White from NCDOT has been secured as one of the speakers (for free), and she will address Emotional Intelligence. Felicia said she is trying to secure two other speakers for the

afternoon sessions. She continued the allocated budget has not been spent and funds are needed to pay for the workshop luncheon. She thanked the Board for allowing only one workshop to be held this year, stated how hard it has been to get the workshops/seminars together this year, and has taken all recommendations into consideration. She mentioned liking Dr. Earl Suttle, who is really interested in speaking at this workshop for the Society.

Felicia also stated she would like to hold a Leadership Conference in the future, invite other Societies (with registration), and possibly hold the conference overnight. Kim asked if this would be a regional conference. Felicia answered the conference did not necessarily have to be regional. She is working on putting a budget together for a Leadership Conference.

Felicia stated if the Annual Meeting will be held at the SECU Operations Center, the Meeting location cannot be confirmed there for November or December until September. She will use last year's seminar responses from Survey Monkey for help with the Annual Meeting.

Ways and Means Committee-Dan Thomas

Dan sold one Society pin through Membership. An account is being set up for the Society ring; however, he needs our tax ID. IRS issues that are discussed later have been resolved. A tooled prototype of the ring is being created. Linda asked for the invoice for the tooling fee. Dan said he has yet to receive one. No order form has been created for the ring. Jenny had a form for the State Service award that included a ring sizer. She forwarded the ring sizer to Dan for his use with the Society ring.

Dan asked if the Ways and Means Committee receives the rings first for distribution or if the rings are sent directly to the person. Jenny thought the rings should be sent to the person directly. The group expressed members should pay by certified check or money order. The group also voiced if a personal check is used to pay for the ring, and if the Committee is responsible for distribution, the ring should only be shipped to the person after their check clears. The Board agreed its members should make the first request for rings to ensure the merchandising process moves correctly. Dan is working on the merchandise order form for all items.

Ethical Practices Committee Report-Charlene Shabazz

Charlene said no activity occurred this past month. She requested Conflict of Interest forms from new board members, and expects to submit them to the Board at our next meeting.

Public Relations / Publication Committee Report- Linda Jefferson

Linda has distributed the newsletter to Jenny and Sarah for their review. Jenny said she had sent the edits, which Sarah said she received. Sarah said she will post the CPM Buzz as soon as the newsletter is ready. Linda will forward the final copy to Sarah.

Sarah & Linda suggested sending any information for the newsletters as a link. Linda gave the deadlines to submit information for the upcoming newsletters: July 15th; September 15th; and November 15th. She also asked for committee chairs to give articles on their activities no later than August 2010.

Linda has interviewed Kathi Parker and Dr. Jerrell Cogburn. He suggested some NCSU students attend our events. Linda wondered if the Proclamation should recognize the Society or CPMs. Jenny stated the proclamation is not for recognizing a specific organization, and felt recognizing the CPMs instead of the Society is good.

Old Business

Sarah mentioned the Virtual Brown Bag lunches. Most of the attendees liked the discussion topic and time for the webinars (via Survey Monkey). She also said she spoke with the SC Society about their future attendance. She will continue to work with Jane Bozarth to facilitate future sessions. She asked the Board for any suggestions for the webinars. Linda suggested naming the discussions the “NCSCPM Virtual Lunch Café”. The Board liked the name. Sarah suggested charging a nominal fee for future webinars, and to hold them every two months.

New Business

Sarah and Charlene have been working on the Henning Award nominees. Our nomination is due on July 16, 2010. The nominees considered are David Osborne and Steve Mastro. Sarah made a motion to nominate Steve Mastro as the Henning Award nominee. Kim seconded. The Board approved submitting Steve Mastro as our nominee, due to the tasks he has done for the state Society and his national level input. Sarah will ask Tish Hagler to review the Henning Award nominee packet. Linda asked if the Henning Award nominee should be listed in the CPM Buzz. Sarah suggested adding information about the Henning Award in the October newsletter; then, if Steve wins, add that information into the December CPM Buzz. Charlene wondered how the Board should address David as being a Henning Award nominee consideration. Sarah answered the Board should issue a formal letter for his recognition.

Sarah was reading an N&O news article May 15th regarding the need for small non-profits to complete a particular tax form by May 17th or they would lose their non-profit tax status with the IRS. The article stated any entity having less than \$25,000 is exempt from reporting its earnings, but they do have to file an abbreviated on-line form confirming current officers and the organizations continued operations. The tax laws changes in 2007 requiring the abbreviated filing. If entities did not file in 2010, they would be removed from the IRS roles. Sarah attempted to complete the abbreviated, on-line 990 “e-Postcard” and got an error message that the societies tax ID was not on-file with the IRS. After talking with IRS customer services, she learned the 990-EZ form submitted in 1999 was checked as “final.” She was instructed to electronically file an 8868 extension request – which she did. She was also instructed to complete a 990-EZ and submit it to the IRS in Ogden, UT. She will also compile and submit documentation to demonstrate the Society’s continued operation since 1999 and current good standing with the state. She will request a letter from OSP, get a letter from the NC Department of

Revenue, and request a certificate of good standing from the NC Secretary of State's Office (there will be a \$15 fee). She will compile meeting minutes from 1999 forward and will also submit the current operating procedures as evidence of on-going operations. She will also update the SOPs to include instructions on the filing requirements for the "e-Postcard" and add it to the responsibilities of the Treasurer. These issues need to be resolved by August 15th. Sarah mentioned there was information about the filing requirements on the NC Center for Non-Profits website, but it was a members-only service. Sarah will make a request to the Board to approve the Society's membership application to the North Carolina Center for Non-profits. Sarah will give an update next month. (This issue was addressed and information was submitted on July 6, 2010.)

Sarah reminded the Board the Society Strategic Meeting is usually held in conjunction with the August meeting and asked committee chairs to review the strategic plan to ensure their activities are in line with the strategic plan. At first, the group decided to have the Strategic Meeting at Barrett Drive, with a 12:30pm lunch before the meeting. Alisa suggested having the meeting at the NC Administrative Office of the Courts (NC AOC) on Corporate Center Drive near the RBC Center, where they have a lunch cafeteria on site. The Board agreed to have the meeting there instead, and Alisa will check into reserving a room for the Strategic Meeting

Charlene made a motion to adjourn the meeting. Jenny seconded the motion. The meeting ended at 4:32pm.