

Draft – to be presented/accepted at NCSCPM annual meeting in November 2006

**North Carolina Society of Certified Public Managers  
November 9, 2005 Annual Business Meeting Minutes  
OSDT Training Facility, Room 232  
2211 Schieffelin Road  
Apex, NC 27502**

Board Members: Suzanne Beasley, Pete Burke, Ed Burt, Ann Cobb (ex-officio), Beverly Hall, Tami Hinton, David Osborne, Tina Pickett, Rodger Rochelle, Amy Sawyer, Sarah Smith; board member-elect Karen Corley.

Others in attendance: Terry Bell, Jeff Cable, Greg Cain, Linda Cross, Phil Henry, Anita McNeil, Sandy Pearce, Calsine Pitt, Marwan Zabaneh

**I. CALL TO ORDER**

President Tami Hinton called the meeting to order at 11:08 AM

**II. OPENING REMARKS**

Tami Hinton welcomed all to the meeting, and referred to the packet received to be sure it contained an agenda and a copy of the 2005 Annual Report. Tami noted Askew Award winner Jim Borawa would not be able to attend today's meeting, but sends his sincere thanks and appreciation to the Society for sponsoring his attendance at the 2005 American Academy of Certified Public Managers Annual Professional Development Conference in Manchester, NH. Tami announced she had been advised by Linda Cross that flu shots are available for anyone on the State Health Plan immediately following the Business Meeting. Tami then introduced Ann Cobb, the HR Managing Partner for HR Development for the Office of State Personnel.

Ann distributed a listing of the number PMP class participants per agency for the Class of 2006 and the Class of 2007. The latter is fully enrolled with 72 participants. The first Monday in October is now the "official" graduation date for the PMP Program. Ann expressed her appreciation to Tami Hinton and Rodger Rochelle for their participation on the NC Certified Public Manager Advisory Committee. In the near future, look for opportunities via OSP to serve in focus groups for such things as defining "outstanding supervisors."

Ann noted the CPM Consortium is using a competency-based model for program development, and she distributed a schematic of the competency-based model along with some definitions the Consortium used(s) to flesh-out the segments of the model. The model will be used as an assessment tool, leading to a state's program's accreditation or re-accreditation. Ann will e-mail the specific guidelines upon request. North Carolina is examining supervisor and manager competencies to be rolled into the career banding programs. The supervisor and manager redesigns are not as far along as was hoped, but development continues. Ultimately the plan is to create a certificate program, beginning in July 2006.

Sarah Smith asked Ann about plans for recertification of CPMs. Ann said there are no plans yet but eventually there could be revolving around continuing education units; right now the focus is more on development of supervisor training. Ann also mentioned the PMP Program website is "on the front burner."

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**ANNUAL BUSINESS MEETING**

Chairman of the Board Sarah Smith presided over the Business Meeting:

**III. MINUTES**

Copies of the minutes from the 2004 Annual Meeting were reviewed by those in attendance who had not previously done so. Sandy Pearce moved that the minutes be approved, seconded by Ed Burt. Minutes were unanimously approved. Sarah then cited the minutes of the September board meeting, noting “a couple of items” require completion. Sarah moved to table the September minutes until the December board meeting, which Rodger Rochelle seconded. All approved.

**IV. TREASURER’S REPORT**

Ed Burt cited the Treasurer’s Report, which is included in the packet with the Annual Report. There are no serious concerns. Workshops/conferences exceeded budget on both the revenue and expense lines, with a slight net gain. The Society writes about 30 checks per year. There were some minor issues with NCSCPM pins that were resolved. Sarah asked if the value of our inventory has been established. Ed said it needs to be; there should be a formal inventory done at least annually as a matter of procedure and to be noted in the Statement of Financial Position. Amy Sawyer noted she does maintain a running inventory of all Society merchandise. Sarah moved to accept Ed’s report, which Beverly seconded. All approved.

**V. PRESIDENT’S REPORT**

Tami Hinton thanked all for attending and thanked the Board, lots of hard work made for a successful year for the Society. All team players led to a productive year. We moved to every-other-month meetings, and added Networking Lunches. Tami and David Osborne had a good meeting with Thom Wright, the State Personnel Director regarding letters to agency heads from Tami and Mr. Wright to gain more recognition for CPMs. North Carolina was represented by 12-14 Society members at the AACPM Annual Meeting in Manchester NH in September. We met with the South Carolina Society, and two of their officers were at our fall workshop. We are planning outreach to the Virginia Society as well. David Osborne noted the many department heads in the photos from PMP Graduation.

**VI. PROGRAM COMMITTEE REPORT**

Beverly Hall thanked the members of the 2005 Program Committee. There were approximately 50 attendees at the Fall Workshop. Dr. John Stephens was the featured presenter, and the program was co-sponsored by the Office of State Personnel with our thanks. Program committee is working on a 40-hour mediation training program.

**VII. PAST PRESIDENT’S REPORT (Nominations and Elections)**

Sarah Smith noted we have 102 members. The fall election yielded the following results: President-Elect: Pete Burke; Treasurer: Tina Pickett; Board Members: Karen Corley, Kathy Harrelson and Kim Lash-Gillespie. Congratulations!

**VIII. MEMBERSHIP COMMITTEE**

Suzanne Beasley said the PMP outreach was very successful; the 2006 membership campaign is underway. The Society gave out pens at PMP Graduation this year.

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#### **IX. PUBLIC RELATIONS/PUBLICATIONS**

Sarah Smith challenged all to find more efficient ways to use our webpage. Please spend some time on the site [www.ncscpm.org](http://www.ncscpm.org) and provide your feedback regarding more efficient uses of the site; perhaps better ways to organize it. We should make it the repository of critical information. The committee is investigating ways to make the Society roster secure but available to Society membership. Sarah has also developed contacts for our information at the state archives.

#### **X. ETHICAL PRACTICES COMMITTEE**

David Osborne said the committee drafted a Conflict of Interest statement and also established the Past President as the official Society Archivist. The Code of Ethics was revised as well regarding the Conflict of Interest statement. The committee has been working on policies and procedures regarding the investigation and administration of disciplinary procedures; formal guidelines will be prepared for presentation to the Board in 2006.

#### **XI. WAYS & MEANS COMMITTEE**

Amy Sawyer working on changes to the Standard Operating Procedures with regard to Ways & Means. Amy asked for discussion time at the December 9 2005 Board Meeting.

#### **XII. OLD BUSINESS**

Sarah referred to the packet of information handed to all attendees<sup>[U1]</sup>. Regarding additions to the Standard Operating Procedures, consider a section authorizing software acquisition for website content preparation...make funds available for departments requiring Adobe to read. Proposal to make appropriate software available, licensed in the name of the NC Society. Sandy suggested adopting by consensus that the Board draft the provision. Sarah so moved, Sandy seconded. All present voted to adopt.

#### **XIII. AWARDS**

Tami presented plaques to outgoing Board members Suzanne Beasley, Ed Burt, Charlie Helms and Sarah Means Smith.

Ann Cobb presented the 2005 Askew Award to Marwan Zabaneh from the Department of Insurance. Marwan will receive a medallion and a certificate at the AACPM Annual Conference in Louisville, KY September 10-12, 2006. NC Society will sponsor Marwan's attendance at the Conference. Tami also congratulated Marwan on behalf of the Society.

Sandy Pearce said the Margaret J. Bailey Award is the highest presented by the NC Society of Certified Public Managers. The award "represents the canons of the Society – public service with grace, honesty and astute effort." Many past recipients have gone on to serve on the AACPM Board. Margaret J. Bailey was the first president of NCSCPM and the third president of AACPM. Sandy presented this year's award to Past President, Sarah Means Smith.

Committee chairs then presented Certificates of Appreciation to their committee members present.

#### **XIV. AUDIT COMMITTEE**

Karen Corley thanked the Audit Committee for its work during the year.

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#### **XV. OATH OF OFFICE**

Tami administered the Oath of Office to the newly elected officers and Board Members: Beverly Hall (President), Pete Burke (President-Elect), Tina Pickett (Treasurer) and Karen Corley (Board).

Beverly thanked all for their attendance at today's meeting, and reminded all to be sure to join a committee (or two!). Beverly appreciates everyone's hard work; the help from long-time members and the new ideas from new members. Beverly cited the Society as a great way to renew the friendships made during the PMP experience, and what a wonderful networking opportunity! Welcome to all, and please mark your calendars for the December 9 Board Meeting!

Sarah noted the importance of the December meeting for transition for the new officers. The meeting is Friday, December 9, 10:00 AM - 11:30 AM at the Commissioner of Banks, 316 W. Edenton St., Raleigh. Bring your calendars!!

#### **XVI. ACTIVITY**

The Annual Business Meeting adjourned at 1237; after a lunch break Barbara Bland of the Department of Environment and Natural Resources presented "The 7 Habits of Highly Effective Organizations."

Upon completion of the activity, the Annual Meeting concluded at 2:15 PM

Respectfully submitted by Pete Burke  
November 23, 2005