



**PRESIDENT**

David Osborne  
DOC – Division of Prisons

**PRESIDENT – ELECT**

Sarah Smith  
UNC General  
Administration

**PAST – PRESIDENT**

Beverly O. Hall  
DENR, RPS

**TREASURER**

Dan Thomas  
DOT – Transportation  
Planning Branch

**SECRETARY**

Amy D. Sawyer  
DENR – Radiation  
Protection

**BOARD CHAIR**

Anita McNeil  
DENR – Budget, Planning  
Analysis

**BOARD MEMBERS 2008**

Terry Bell  
Administrative Office Of the  
Courts

Kim L. Gillespie  
DOT – PDEA

Jenny Rollins  
DENR – Radiation  
Protection

Tina Pickett  
DHHS – Controllers Office

Phil Henry  
DOT

NCSCPM Annual Meeting  
Cardinal Club  
Raleigh, NC  
November 12, 2008

Board Members Present: David Osborne, Beverly Hall, Kim Gillespie, Sarah Smith, Jenny Rollins, Tina Pickett, Phil Henry, Amy Sawyer and Terry Bell

Others Present: Felicia McLean, Linda Jefferson, Charlene Shabazz, Ann Cobb, Jean Waters, Gerald Branker, Gloria Butler, Laura Skinner and Nelse Grundrigr and Paula Collins

David called the 2008 Annual meeting to order at 11:30 a.m. We would like to thank Phil Henry for coordinating our Luncheon at the Cardinal Club. We took a moment for introductions. A quorum was present for the meeting. The group reviewed the 2007 annual minutes and they were approved.

President's Report – David Osborne

David provided the 2008 annual report for the Society. This is the 20<sup>th</sup> year of our Society and the first class graduated in 1988. In 1989, 33 CPM organized and formed the NCSCPM. In February 1989, we received our charter from the AACPM. North Carolina was the 7<sup>th</sup> original member of the AACPM society. Currently, the AACPM consists of 19 states with about 1550 members.

David offered his thanks to the Board and the officers of 2008 for their service to the Society. Serving the Society as Officers and Board Members for 2008 were:

David Osborne – President , Sarah Smith – President Elect, Beverly Hall – Past President, Dan Thomas – Treasurer, Amy Sawyer – Secretary, Anita McNeil – Board Chair, Board Members: Terry Bell, Kim Gillespie, Phil Henry, Tina Pickett and Jenny Rollins.

David gave highlights of the Board Meetings through out 2008. His report is attached with the minutes for review.

We had a guest speaker at our Annual meeting this year, Paula Collins. Paula is a fellow state employee who works for Public Instruction. She gave a spirited speech on the how should not take life so seriously and enjoy ourselves and learn to laugh or we will cry.

Treasurer's Report- Dan Thomas given by David in Dan's absence

The current balances for our Society are: Checking \$6650.21, Money Market \$18216.33and Share \$30.20

#### Membership Committee Report- Kim Gillespie

Kim stated that we currently have 22 paid members. Kim provided certificates of appreciation for all committee members. Kim discussed the care basket service project and would like to do this project again since it was a success. The baskets went to the City of Oaks Nursing Center.

#### Program Committee Report- Sarah Smith

Sarah thanked all who assisted with the two programs this year. The program committee consisted of Kim Gillespie, Anita McNeil, Tami Hinton, Jenny Rollins, Terry Bell, Linda Jefferson and Charlene Shabazz. Sarah stated that the workshops were well received this year. We had about 50 people attend the spring workshop, Perspectives in Leadership. We had 4 speakers for the fall workshop and 40 attendees. The fall program was Change Management. These workshops did provide good networking opportunities at a low cost.

#### Ways and Means Committee-Dan Thomas given by David in David absence

Dan has ordered new travel mugs and they will cost \$5.00. He has also ordered wooden maple key rings at a cost of \$4.00 each.

#### Ethical Practices Committee Report- Terry Bell

Terry and her committee have reviewed the by-laws and guidance for ethical practices. The committee does not have anything to report at this time. Two new committee members are Gloria Butler and Laura Skinner.

#### Public Relations / Publication Committee Report-

Sarah has been trying to keep the website updated. We have a desperate need to push information via our website. Steve Maestro along with students at UNC-Wilmington actually developed the website back in 2004. Sarah put out a request that if anyone can assist with website development and etc to let her know. Linda Jefferson is working on a newsletter for the Society. She needs information the Spotlight our Member section.

#### Nominations and Elections – Beverly Hall

The past president is responsible for nomination and elections for the Slate of Officers for 2009. The elections were held on October 24, 2008 and over 64 ballots were emailed and 18 responses came in for the election.

The 2009 Officers and Board Members are:

President Elect – Jenny Rollins, Secretary – Kim Gillespie, Amy Sawyer – Board Member, Linda Jefferson – Board Member, Joel Herron – Board Member, and Felicia McLean – Board Member to fill Jenny Rollins unexpired term.

Special Awards – David Osborne

Pete Burke recognized for his duties as Past President

Phil Henry recognized for serving on the Board

Anita McNeil recognized for serving on the Board

Presentation of the Margaret J Bailey Award by Beverly Hall

Beverly explained that the Bailey award was the highest honor bestowed by the NCSCPM. The person who receives the award does not have to be a member of the Society. The award was given to Jean Waters of the Office of State Personnel. Jean is a strong supporter of the CPM program and has promoted the PMP program and assisted over 1800 students. She has worked with the CPM program since its conception in 1980. Jean is committed to the development and enrichment of the students she serves. She has been instrumental in the preservation of managers and the CPM program.

Jean was humbled and glad to serve and very surprised to receive the award.

Oath of Office – David Osborne

David administered the oath of office to the 2009 Slate of officers and Board Members

A motion to adjourn was made by Sarah Smith and it was seconded by Beverly Hall and the 2008 Annual meeting closed at 2:00 p.m.

**North Carolina Society of Certified Public Managers  
2008 Annual Meeting  
November 12, 2008**



Welcome	David Osborne
Review of 2007 Annual Meeting Minutes	Amy Sawyer
2008 Annual Report	David Osborne
Buffet Lunch	Sponsored by NCSCPM
Luncheon Speaker	Paula Collins
Committee Reports & Certificates	Committee Chairs
Awards Ceremony	
Service Awards	David Osborne
Margaret J. Bailey Award	Beverly Hall
Installation of New Officers & Board	David Osborne

# North Carolina Society of Certified Public Managers 2008 Annual Meeting November 12, 2008



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## Attending Members and Guest

Terry Bell ✓	Kim Gillespie ✓	Tina Pickett ✓ DHS Controller
<u>Cynthia Bostic</u>	Beverly Hall ✓	Jenny Rollins ✓
Gerald Branker ✓ DOC	Phil Henry ✓	Amy Sawyer ✓
Gloria Butler ✓ ESC	Felicia McLean ✓	Charlene Shabazz ✓ OSP
Ann Cobb ✓	<u>Anita McNeil</u>	Laura Skinner ✓ Mullinax Co. DA office
Paula Collins ✓	David Osborne ✓	Sarah Smith ✓ UNC 2008 President
<del>NEISE</del> Grun drigr ✓	out of 2008 Pres. but Doc	Jean Walters ✓ Walters
NEISE		Linda Jefferson ✓ OSP 2004

# 2008 Annual Report of the North Carolina Society of Certified Public Managers Presented at the Annual Meeting



**November 12, 2008**

## **President's Report**

David R. Osborne, CPM, Assistant Director for Management Services, North Carolina Department of Correction, Division of Prisons

Twenty years ago, in 1988, following graduation from the first PMP class, a CPM Steering Committee formed to write a constitution and the by-laws for the North Carolina Society. On January 20, 1989, thirty-three Certified Public Managers officially organized the North Carolina Society of Certified Public Managers in Raleigh, North Carolina. In February 1989, the Society received charter membership in the American Academy of Certified Public Managers.

Membership in the NCSCPM also establishes you as a member of the American Academy of Certified Public Managers®, a professional association of public sector managers. To be eligible for membership, an individual must have earned the designation of Certified Public Manager® (CPM) through a management program accredited by the National Certified Public Manager® Consortium and must be a member of an accredited Society of Certified Public Managers. North Carolina was one of the original seven charter Societies of the American Academy. Currently, AACPM has chapters in 19 states and represents over 1550 members. The NCSCPM currently has 64 members and I am pleased that we have already had several graduates from the 2008 CPM class join our Society for 2009, including several of you who are present today.

I want to thank the 2008 North Carolina Society of Certified Public Managers Officers and Board for their dedication and commitment to service this year. Like most state employees, population growth in North Carolina coupled with past and current budget reductions have impacted you and your agency. You have been expected to maintain the highest level of services to the citizens of North Carolina with fewer resources. Demands on your time and attention leave limited opportunity to participate in endeavors away from the office. Your Society is grateful, and I personally thank each of you for your efforts and dedication to the Society and to the citizens of the Great State of North Carolina.

Serving the Society as Officers and Board Members for 2008 were:

President	David Osborne, Department of Correction
President Elect	Sarah Smith, UNC System
Past President	Beverly Hall, Dept. of Environmental & Natural Resources
Treasurer	Dan Thomas, Department of Transportation
Secretary	Amy Sawyer, Dept. of Environmental & Natural Resources
Board Chair	Anita McNeil, Dept. of Environmental & Natural Resources
Board Members	Terry Bell, Administrative Office of the Courts
	Kim Lash Gillespie, Department of Transportation
	Phil Henry, Department of Transportation
	Tina Pickett, Department of Health & Human Services
	Jenny Rollins, Dept. of Environmental & Natural Resources

Board meetings were held this year at the Department of Correction, Division of Prisons office on West Morgan Street in Raleigh. Board Chair Anita McNeil maintained the flow of the meetings, devising agendas that kept the Board focused. Secretary Amy Sawyer, assisted by Kim Gillespie and Jenny Rollins did a fine job recording minutes and keeping track of discussions and action items for members of the Society. Highlights of the Board Meetings include the following:

January 18, 2008

- Anita McNeil was selected to serve as Board Chair.
- All Officers and Board Members signed the Conflict of Interest Statement
- Agreed to return to monthly Board meetings to be held on the 3<sup>rd</sup> Thursday of each month at 10:00 AM.

February 21, 2008

- No quorum
- Strategic Planning meeting postponed
- Discussed and provided positive feedback to Ann Cobb on proposed increase in fees for CPM Program from \$450 to \$550 per year or \$900 to \$1100 for the 2 year program. The last program increase was in 2001.
- Due to conflicts with time and date of board meetings, Board

March 6, 2008

- Agreed to change Board meetings to the first Thursday of the month at 3:00 PM
- Approved for Phil Henry to serve the remaining year of Dan Thomas's term on the Board due to Dan's election as Treasurer
- Approved a 2008 budget of \$5,990 based on anticipated membership of 75 members and 4 friends and fellows. Actual budget for 2007 was \$5464 with an actual excess of \$3015

April 3, 2008

- No quorum

May 1, 2008

- Beverly Hall was selected to serve as Past President due to Pete Burke changing jobs and not being able to attend Board meetings.
- Sarah Smith was nominated to receive the Henning Award presented by the AACPM

June 5, 2008

- Discussed the upcoming AACPM Conference in Ohio and encouraged attendance at this conference
- Discussed ways of recruiting and retaining members
- Ann Cobb discussed her aspiration for joint programs hosted by the Office of State Personnel - CPM and NCSCPM

July 2008 – No meeting due to holiday

August 7, 2008

- Conducted a Strategic Planning Meeting to write a new 3 year Strategic Plan for 2009-2011

September 4, 2008

- Discussed the AACPM membership fee increase for 2009 from \$15 to \$20. Voted to keep the 2009 membership fee for NCSCPM at the current \$45 rate and absorb the extra cost based on current fund balances in checking and money market accounts
- The slate of new Officers and Board members was approved and e-mailed to members

October 2, 2008

- Announced the election results from the AACPM Conference
- Finalized plans for the Fall Workshop scheduled for October 21<sup>st</sup>
- Discussed the move by AACPM to make being a member of AACPM of greater recognition to members of state Societies.
- Selected the Margaret J. Bailey Award winner for 2008

November 12, 2008

- 2008 Annual Meeting and Awards Ceremony

December 4, 2008 – Next scheduled meeting

Meeting minutes can be found at the NCSCPM website, [WWW.NCSCPM.ORG](http://WWW.NCSCPM.ORG) under the *Archives* tab. The 2008 annual report will be posted after presentation at the annual meeting.

What has always been recognized as one of the strengths of our Society are the outstanding Spring and Fall Workshops presented each year. 2008 was no exception. Sarah Smith and the members of the Program Committee have again

done an outstanding job of developing relevant topics with dynamic presenters. This year's workshops included the following:

April 8, 2008: Perspectives in Leadership - Preparing for Tomorrow: Workforce and Succession Planning

Dr. Willow Jacobson, Assistant Professor of Public Administration and Government at the UNC School of Government taught us the importance of workforce planning, how demographics will affect the future workforce, and strategies for developing human resource management. She also addressed the current concerns of employee recruitment and retention and the value of knowledge transfer from experienced workers who will be leaving the workforce to less experienced employees who will be taking our place.

Gwen Norville, Assistant Director for the Office of Staff Development & Training for the Department of Correction helped us gain insight in the differences in values and work ethics between the four generations of workers currently in our society.

Dr. Jim Brunet, Professor in the Masters of Public Administration Program at NCSU lead discussions on the four levels of ethics and creating an ethical culture in the workplace. He also discussed why ethics is important and ways to promote ethics in the workplace

October 21, 2008: Back to the Basics: Change Management

Rich Walsh, Senior Faculty Member at the Center for Creative Leadership gave a presentation on "Leading with Authenticity in Times of Transition."

Ron Penny, Chairman of the NCCU Public Administration Department discussed "Change Management" and how fast change occurs and how we must embrace change.

Nelse Grundvig, Manager of the Labor Market & Occupational Research Section of the NC Employment Security Commission lead a session on "Trends in Leadership Recruitment and Training:", reviewing trends in the changing workforce in North Carolina and the nation.

American Academy of Certified Public Managers

In September, approximately 20 members of NCSCPM including Michael King, the NC 2007 Askew Award winner who NCSCPM helps sponsor by paying their registration fee, attended the 20<sup>th</sup> Annual Conference of the American Academy of Certified Public Managers in Columbus, Ohio. We had the benefit of hearing from three nationally known keynote speakers and attending 9 excellent breakout sessions which were some of the best workshops I have ever attended.

The AACPM reported a membership of 1550 represented by 19 state Societies. Three members from NCSCPM represented NCSCPM as House of Delegate members. Elections for 2009 AACPM Officers were held and the following persons were elected.

President: Steve Mastro, a NCSCPM member currently residing in CA  
President Elect: Joyce Smith, OK  
Treasurer: Reva Tisdale, ID  
Member at Large: Barbara Peppers, MS

### **Community Service**

On April 5<sup>th</sup>, UNC-TV and the NC Cooperative Extension Service hosted "Engineering the Future - Design Squads" at the NC Museum of Natural Science. Several Society members volunteered to work with over 500 youth on engineering projects involving robotics, zip lines, magic electricity and digital conversion projects.

On September 17<sup>th</sup>, we learned of the death of Justin Straus, son of CPM Instructors Steve Straus and Heather Lee, after his fight with a rare form of brain cancer. The Board voted to make a \$100 donation to the Chordoma Foundation in Justin's name.

On July 15<sup>th</sup>, 8 care baskets containing personal hygiene and health care products were assembled and distributed to the City of Oaks Convalescent Home by members of our Society. Society members are encouraged to donate hygiene and health care products such as unused hotel products.

STOP

### **Finance Committee**

Dan Thomas, Treasure

Balances as of 10-2-2008 Checking \$6,65,0.21 Money Market \$18,216.33  
Shares \$30.27

### **Membership Committee**

Chair: Kim Lash Gillespie

Members:

#### **Membership Data**

Total Membership	2007	2008
2007 Total Paid Membership	67	61
2007 Honorary Members	03	03

### **Programs Committee**

Chair: Sarah Smith

Members:

**Ways and Means**

Chair: Dan Thomas

**By-Laws & Ethical Practices Committee**

Chair: Terry Bell

**Public Relations/Publication Committee**

Chair: Vacant

**Nominations and Elections**

Chair: Beverly Hall

Members:

The immediate past president is responsible for chairing the Nominations and Elections Committee. The members of the committee are past presidents and/or fellows who are still active in the Society. This committee recruits active fellows who wish to serve the Society, conducts the elections, and announces the results.

The Committee presented a 2009 slate of officer and board member candidates.

**Margaret J. Bailey Public Manager Award Committee**

The North Carolina Society of Certified Public Managers established the Margaret J. Bailey Public Manager Award to recognize those who serve the state by ascribing to high moral and professional standards. Its purpose is to recognize and express appreciation for outstanding achievements in relation to the goals and tenets of the Society.

This award represents the highest honor the Society bestows. An “empowered” committee is appointed by the President and approved by the Board of Directors. The award committee receives all nominations, reviews them, and submits its recommendation for the award to the full Board. The award is presented at the Annual Meeting.