

North Carolina Society of Certified Public Managers 2009 Report To The American Academy of Certified Public Managers



December 31, 2009

President's Report

Sarah Means Smith, CPM, Director of Sponsored Programs, University of North Carolina System

I want to thank the 2009 North Carolina Society of Certified Public Managers Officers and Board for their dedication and commitment to service this year. Society leadership has been challenged this year to continue providing high-value services to members at the same time that state agencies have eliminated support for professional development and travel. This state support has been cited by members as important for their continued participation in Society-sponsored activities. In 2010, the state budget situation is not expected to improve and your Society will continue to explore and develop innovative and cost-effective ways to provide professional development opportunities to its members.

2009

Serving the Society as Officers and Board Members for 2009 were:

President	Sarah Smith, UNC System
President Elect	Jenny Rollins, Dept. of Environmental & Natural Resources
Past President	David Osborne, Department of
Treasure	Dan Thomas, Department of Transportation
Secretary	Kim Lash Gillespie, Department of Transportation
Board Chair	Amy Sawyer, Dept. of Environmental & Natural Resources
Board Members	Terry Bell, Administrative Office of the Courts
	Joel Herron, Department of Correction
	Linda Jefferson, Office of State Personnel
	Felicia McLean, Department of Correction
	Tina Pickett, Department of Health & Human Services

2009

Board meetings were held this year at the Department of Correction, Division of Prisons office on West Morgan Street in Raleigh and the last two regular meeting were held at the NC Division of Radiation Protection on Barrett Drive in Raleigh. Board Chair Amy Sawyer maintained the flow of the meetings, devising agendas that kept the Board focused. Secretary Kim Lash Gillespie, assisted by Amy Sawyer in Kim's absence, 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 8, 2009

- Amy Sawyer was selected to serve as Board Chair.
- All Officers and Board Members present signed the Conflict of Interest Statement
- The Board passed a resolution to recognize Beverly Hall (President 2007) on her retirement.
- Agreed to hold the monthly Board meetings on the 1st Thursday of each month at 3:00 PM.

February 5, 2009

- The Board passed a resolution to recognize Ann Cobb for her promotion to Deputy Director of the Office of State Personnel.
- Strategic Planning meeting postponed until August

March 5, 2009

- The Board approved the 2009 budget, which reduced the budget for web page expenses and AACPM annual meeting expenses and increased NCSCPM annual meeting expenses and membership/outreach expenses.
- Two articles from the NCSCPM newsletter were accepted for publication in the AACPM newsletter. A contest was held to name the NCSCPM newsletter – winner to be named in April.

April 2, 2009

- The membership committee established the dates for outreach to the 2009 PMP graduating classes.
- The winner of the NCSCPM newsletter contest was Phil Henry and the winning entry was "CPM Buzz."
- The board determined to hold the next meeting as a teleconference immediately following the May 14th web-based spring seminar.

May 14, 2009

- Kathi Parker, the PMP program director for OSP joined the conference call and provided the board with an update of program planning and the impact of severe budget constraints, including a blended approach to in-person and on-line instruction.

- Kim Gillespie reported accepting a certificate of recognition from the City of Oaks Health and Rehab for the work of the membership committee to contribute care baskets to residents.
- The board determined to conduct the June meeting via teleconference.

June 5, 2008

- Jenny Rollins reported respondents to the survey of the web-based seminar participants last month rated the session highly.
- Sarah Smith announced Linda Jefferson would run for AACPM Member-at-Large for Member Affairs and the board approved her nomination and support for her campaign and travel to the conference.
- The board agreed to the 2009 Henning nomination. Amy Sawyer was designated as responsible for submitting the nomination package.
- The board agreed there would be no meeting in July and the August strategic planning session would be held at the regular location (DOC) and lunch would be obtained from the test kitchen.

July 2008 – No meeting due to holiday

August 6, 2009

- Conducted a Strategic Planning Meeting to review the 3-year Strategic Plan adopted for 2009-2011 and charged committees to identify specific actions in their purview that will support the goals and objectives.
- Sarah Smith distributed the 2009 AACPM HOD ballots.
- Terry Bell presented draft ethics guidelines drafted by the Ethics Committee.
- Sarah Smith called for materials for archiving. The last deposit with the State Archives was 2006.

September 3, 2009

- David Osborne presented the ballot for 2010 to the board. Single nominees were named for the president-elect and treasurer positions and five nominees were presented for three available board seats.
- Sarah Smith presented the Margaret J. Bailey award committee to the board for approval.
- Sarah Smith received approval from the board for travel support to the AACPM conference.

October 1, 2009

- Sarah Smith announced Linda Jefferson won the election for AACPM Member-at-Large for Member Affairs and brought the AACPM Traveling President's plaque, which will be given to Kathi Parker for display at the Professional Development Center. Sarah will present the plaque to Kathi at the NCSCPM graduation ceremony scheduled for October 5th.
- Kim Gillespie reported care baskets were delivered to the City of Oaks

Health and Rehab.

- David Osborne reported emailing ballots to members of record for the 2010 election.
- Sarah Smith reported establishing a NCSCPM Group on LinkedIn.
- Sarah Smith asked board members to be in attendance for the PMP graduation ceremony scheduled for Oct. 5th.
- The board approved the expense associated with having the Askew award winner's name engraved on the Askew medallion

November 5, 2009

- Sarah Smith reported she mailed NCSCPM key chains and membership applications to the PMP graduates – 6 need to be re-mailed.
- Jenny Rollins reported the October 12th web-based seminar was rated high/good by the participants.
- David Osborne announced the winners of the 2010 election. Felicia McLean was elected President-elect and Linda Jefferson was elected as Treasurer. Cynthia Bostic, Tina Pickett and Charlene Shabazz were elected to board seats. Tina declined her seat and Dan Thomas was selected as the alternate as he received the next highest number of votes. The replacements for the remaining one-year term of Felicia's and Linda's seats will be made by the 2010 board in January.

December 9, 2009

- Annual meeting and transition meeting with 2009/2010 Officers and Board. The annual meeting was held at the SECU Operations Center on Wake Forest Road in Raleigh. The invited speaker was Norma Houston from the UNC-CH School of Government. In addition to recognition of the outgoing board members and serving committee members, the Margaret J. Bailey award was presented to David Osborne and the other nominee, Pani Tademeti, was recognized. The engraved Askew award was re-presented to Dennis Igboko.

Meeting minutes can be found at the NCSCPM website, WWW.NCSCPM.ORG under the *Archives* tab. The minutes are in ascending order. The 2009 annual report will be posted after presentation at the annual meeting.

Due to State budget constraints, the program committee determined that web-based workshops would be a cost-effective way to provide professional development without requiring travel. Jenny Rollins, Felicia McLean and the members of the program committee worked to identify presenters experienced with the medium and presented two sessions (spring and fall), both well received. See Program Committee Report for details of our workshops.

American Academy of Certified Public Managers

In September, 5 members of NCSCPM including Dennis Igboko, the NC 2008 Askew Award winner who NCSCPM helps sponsor by paying their registration fee, attended the 21st Annual Conference of the American Academy of Certified Public Managers in Orlando, FL. NC has always enjoyed a strong presence at the national meeting, but State budget constraints limited participation by members. Representing NCSCPM were Sarah Smith, Linda Jefferson, Dennis Igboko, Tish Hagler and Steve Mastro. A special note about Linda, the NSCSPM nominated her for AACPM Member-at-Large for Member Affairs. Linda ran an energetic and enthusiastic campaign and won the seat. We look forward to Linda representing NCSCPM at the national level. Sarah Smith was nominated for the Henning Award.

The AACPM reported a membership of 1,386 represented by 17 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:	Joyce Smith, OK
President Elect:	Jeffrey Kramer, AZ
Secretary:	Deb Bourbeau, NH
Member at Large:	Linda Jefferson, NC

2009 Annual Committee Reports

Treasurer Report

Dan Thomas, Treasure, NCDOT – Transportation Planning Branch

North Carolina Society of Certified Public Managers 2009 Budget

Category Description	2009 Budget	2009 Actual 12/30/2009 YTD	Remaining Budgeted Funds
INCOME			
TOTAL Administration	\$2,460.00	\$ 398.28	\$2,061.72
TOTAL Membership	\$3,030.00	\$2,815.00	\$ 215.00
TOTAL INCOME	\$5,490.00	\$3,213.28	\$2,276.72
EXPENSES			
TOTAL Administrative Expense	\$1,197.00	\$1,632.50	(\$ 435.50)
TOTAL Education & Information for Members Expense	\$2,475.00	\$ 1,185.71	\$1,289.29
TOTAL Marketing Expense	\$100.00	\$ 0	\$ 100.00
TOTAL Membership Expense	\$1,718.00	\$1,676.33	\$ 41.67
TOTAL EXPENSES	\$5,490.00	\$4,494.54	\$ 995.46
OVERALL TOTAL	\$0.00	\$ 1,281.26	(\$1,281.26)

2010 Dues collected to date for 45 Fellows and 1 Associates (CPM Students).

Balances as of 12-07-2009: Checking \$4,786.73; Money Market \$18,766.85
Shares \$30.93

Membership Committee

Chair: Kim Lash Gillespie

Members: Beverly Hall, Ed Burt, Felicia McLean, Ethel Keen, Shirley Davis, Sarah Smith, Suzanne Beasley, Tami Hinton, Debra Underwood, Joel Herron, Tina Pickett

Membership Data

2010 Total Membership	64
2010 Total Paid Membership	19
2010 Honorary Members	3

2010 Membership Campaign

The 2010 Membership Campaign kicked off in October 2009 at the PMP Graduation. Membership renewal materials included the 2010 application, a cover letter, the AACPM brochure and NCSCPM brochure. The application and cover letter were mailed electronically to make the process more convenient for our members. A copy of the current application is also posted on the NCSCPM website. The Membership Committee worked on increasing membership by conducting two charity programs from June through July and from October through December 2009. We collected toiletries to donate to those in convalescent homes and those who are at home but have limited mobility. This coming year we hope to conduct a different charity program to help children.

Outreach to Graduating PMP students

Efforts were made to reach out to PMP students by focusing recruiting efforts on the 2009 PMP graduates. Board members were present at the October PMP Graduation to answer any questions about our society and distribute the 2010 application, the AACPM brochure and the NCSCPM brochure as a package. They are hopeful many of the new graduates will join the society. Five presentations were made in April and May to the 2009 PMP students to recruit more members. Each presentation provided an overview of the Society and information on CPM workshops, along with food for the students. More presentations will probably be performed during this coming year.



Members:

Membership Data

	2008	2009
Total Paid Membership	67	61
Honorary Members	03	03

Programs Committee

Chair: Jenny Rollins, President-Elect and Program Committee Chair
Committee members are: Terry Bell, Kim Lash Gillespie, Tami Hinton, Linda Jefferson, Anita McNeil, Felicia McLean, Cheryl McLean and Charlene Shabazz.

The 2009 NCSCPM Program Committee was comprised of creative, engaged and energetic people. The group worked very hard to develop programs that would meet the needs of Society members, PMP students and other state middle managers during travel restrictions and tough economic times. The group explored meeting the needs of the membership through alternative education opportunities.

Spring Workshop

The NCSCPM held its spring workshop “Inspiring and Retaining Talent” on Thursday, May 14th. Fifty people signed up, with thirty four signed in for the online training. There were groups at some locations, which our numbers do not reflect. The audience represented all facets of North Carolina State Government, including NCSCPM members, CPMs and PMP students. The featured speaker was Dr. Jane Bozarth, from the office of State Personnel Development Center’s HRD Division and her assistant Kassy LaBorie from Canada. Dr. Bozarth is the recipient of the Training Live and Online Award (LOLA) and Training Magazine Editor’s Pick Award. She is the author of *Better than Bullet Points: Creating Engaging E-Learning with PowerPoint*

Fall Workshop

The NCSCPM hosted a professional development workshop entitled, “Maximize Morale,” on Monday, October 12th during the noon break hours. The workshop was an online learning activity offered through webinar. Thirty three public managers participated in a day of online interaction, networking and professional development. Fifty one people were registered and thirty three were logged on during the developmental training. Some locations had other participants in attendance that were not logged on and those numbers are not included. This course was open to the NCSCPM membership and the current PMP students. The feature speaker was Dr. Jane Bozarth, from the office of State Personnel Development Center and her assistant Kassy LaBorie from Canada.

Ways and Means

Chair: Dan Thomas, NCDOT – Transportation Planning Branch

The current NCSPM merchandise inventory consists of:

Tee Shirts	51
Mugs (green ceramic)	10
NCSCPM Lapel Pins	35
AACPM Lapel Pins	16
Key Rings (metal)	15
Key Rings (wood)	32
Travel Mugs	71

No new items were purchased this year.

By-Laws & Ethical Practices Committee

Chair: Terry Bell

No Report

Public Relations/Publication Committee

The Public Relations Committee consisted of one member (Linda Jefferson) who served as Chair. The Committee recommended and received approval from the Board to formally name the Society’s newsletter. The Committee coordinated the “Name that Newsletter” contest among the Society’s members. Thirteen entries were received. The Board voted to determine the winning entry. Phil Henry, veteran employee with the North Carolina Department of Transportation, submitted the winning entry. The winning selection was *CPM Buzz*.

The Committee produced one winter issue in early 2009 and will produce a second issue before the end of 2009. The Committee also partnered with the Membership Chair to revise the Society’s newsletter. In addition, the Committee collaborated with the Membership Chair in visiting CPM classes.

The Committee researched several opportunities for the Society to engage in volunteering as an effort to raise the Society’s visibility in the community. One such activity was partnering with the Office of State Personnel and the North Carolina Food Bank Hunger Relief effort. However, this event was cancelled by the Office of State Personnel.

It is the intention of the Public Relations Committee to continue to find opportunities to engage the members and raise the visibility of the North Carolina Society of Certified Public Managers in 2010.

Nominations and Elections

Chair: David Osborne

Members: Sarah Smith

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 2010 slate of officer to include president elect, treasurer, and five board member candidates. Elections ballots were electronically distributed via e-mail to all active members of the Society on September 28, 2009. Members were given until October 28, 2009 to submit their ballots either electronically via e-mail or through the US Mail. Sixteen ballots were returned and the following candidates were elected.

Officers:

President Elect – Felicia McLean

Treasurer – Linda Jefferson

Board of Directors:

Charlene Shabazz

Cynthia Bostic

Dan Thomas

Appoints to the remaining one-year terms to replace Linda Jefferson and Felicia McLean will be made at the January 2010 meeting.

Margaret J. Bailey Public Manager Award Committee

Committee members: Tami Hinton and Ed Burt

The Margaret J. Bailey Nomination committee met on October 22 via conference call and reviewed the two nominations submitted. Both nominees were very well qualified and very deserving of the award. The committee selected David Osborne as the recipient after much discussion and review because of his overall contributions to state government and the society. The award will be presented to Mr. Osborne at the annual meeting and the nominee and Mr. Pani Tademeti, the other nominee will be presented with a certificate at the annual meeting.