



**PRESIDENT**

Jenny Rollins  
DENR – Radiation  
Protection

**PRESIDENT – ELECT**

Felicia McLean  
DOC – Div of Community  
Corrections

**PAST PRESIDENT**

Sarah Smith  
UNC General  
Administration

**TREASURER**

Linda Jefferson  
Office of State Personnel

**SECRETARY**

Kim L. Gillespie  
DOT – PDEA

**BOARD CHAIR**

Dan Thomas  
DOT – Transportation  
Planning Branch

**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 11<sup>th</sup> 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 31<sup>st</sup>. 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 2<sup>nd</sup> Thursday of the month at 3pm, and to meet every month except during the month of July. The meeting dates are:

February 11 <sup>th</sup>	August 12 <sup>th</sup>
March 11 <sup>th</sup>	September 9 <sup>th</sup>
April 8 <sup>th</sup>	October 14 <sup>th</sup>
May 13 <sup>th</sup>	November 18 <sup>th</sup> (Annual & Board Meeting)
June 10 <sup>th</sup>	December 9 <sup>th</sup>
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 11<sup>th</sup> 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 (10<sup>th</sup>) 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 2<sup>nd</sup>, 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 8<sup>th</sup> 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 motion. The meeting ended at 4:57pm.



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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 28<sup>th</sup> – 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 8<sup>th</sup> meeting teleconferenced. Dan stated if any meeting information is needed for the Board members, the info should be to him by April 1<sup>st</sup>. Linda asked how to forward the 2<sup>nd</sup> and 3<sup>rd</sup> 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 (4<sup>th</sup>) – 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.



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[www.ncscpm.org](http://www.ncscpm.org)

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Nelse Grundvig  
Employment Security  
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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](http://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 1<sup>st</sup> 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 5<sup>th</sup> and 6<sup>th</sup>. 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 1<sup>st</sup> or 2<sup>nd</sup> 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 9<sup>th</sup> or September 16<sup>th</sup>. 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 10<sup>th</sup> 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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Central Region Office

Alisa Huffman  
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 1<sup>st</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>. 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 18<sup>th</sup>, Thursday June 17<sup>th</sup>, and Wednesday July 14<sup>th</sup> 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 motioned. The meeting ended at 4:31pm.



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Jenny Rollins  
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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 15<sup>th</sup>; September 15<sup>th</sup>; and November 15<sup>th</sup>. 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 15<sup>th</sup> regarding the need for small non-profits to complete a particular tax form by May 17<sup>th</sup> 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 15<sup>th</sup>. 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.



NCSCPM Board Meeting and Strategic Plan Discussion  
NC Judicial Center  
901 Corporate Drive, Raleigh, NC  
August 12, 2010

Board Members Present: Felicia McLean (via phone), Jenny Rollins, Dan Thomas, Sarah Smith, Alisa Huffman, Charlene Shabazz, Robert McKie, and Kim Gillespie

Others Present: N/A

**PRESIDENT**

Jenny Rollins  
DENR – Radiation  
Protection

**PRESIDENT – ELECT**

Felicia McLean  
DOC – Div of Community  
Corrections

**PAST – PRESIDENT**

Sarah Smith  
UNC General  
Administration

**TREASURER**

Linda Jefferson  
Office of State Personnel

**SECRETARY**

Kim L. Gillespie  
DOT – PDEA

**BOARD CHAIR**

Dan Thomas  
DOT – Transportation  
Planning Branch

**BOARD MEMBERS 2010**

Charlene Shabazz  
Office of State Personnel

Joel Herron  
Department of Corrections

Cynthia Bostic  
Central Region Office

Alisa Huffman  
Court Programs Div of  
NCAOC

Robert McKie  
Town of Clayton

Dan called the meeting to order at 1:15 p.m. A quorum was present. The June minutes were reviewed. Alisa motioned the June minutes be approved and Charlene seconded. The minutes were approved.

President's Report – Jenny Rollins

Jenny stated our proclamation has been sent to Kathi Parker and Linda for their review. The month and day chosen for the proclamation is the PMP Graduation Day, or October 11<sup>th</sup>. Ms. Parker is also working on getting the Governor to read the proclamation at Graduation. The final draft should be completed next week.

Tina Pickett, Beverly Hall, and Amy Sawyer are working on the Margaret J. Bailey award (the Annual NCSCPM award given to a member for their leadership and managerial roles. This award was named for the Society's first president). Jenny informed the group the Annual Meeting has been secured at the SECU Operations Center for November 18<sup>th</sup>. The speakers will be Susan Adams from OSP (discussing creating service), and Lisa Schell from NCDOT (discussing Social Media). Jenny has asked Felicia to secure the caterers and send that information to her. Tami Hinton and Jenny completed the nomination for the Governor's Report for Volunteering. Jenny told the Board the nominee is Kim Gillespie because of all the volunteer work she has done for the Society with the Care Baskets for several years. In addition, Kim has organized volunteers for book donations and time to help other non-profit organizations.

Treasurer's Report- Linda Jefferson

Via email, Linda stated as of August 18, 2010, the checking account held \$4,186.87, the Money Market Account held \$18,967.65 and the Share account held \$31.25. She mentioned one outstanding check for House of Delegates Fees of \$40.00.

Items that have been paid since the June 2010 Board Meeting are as follows:

- AACPM dues for six members
- AACPM - HOD fees
- Ring/Pendant tooling fee
- Dan Thomas reimbursement for new checkbook cover

The Treasurer's report will be reviewed for approval at the September Board Meeting.

### Membership Committee Report- Kim Gillespie

Kim informed the group of the upcoming volunteer event with The Green Chair Project. This company reuses furnishings others don't need and puts those items in the hands of those who do need them. We will help them sort, organize and/or clean donations on August 28th at 9am at 1116 North Blount Street. Teenagers and mature 10-12 year olds are able to join us as well. We would appreciate any help you can give us. You may bring donations (gently used household items (from measuring spoons to lamps to furniture, etc)) as well, on our meeting day. One concern Kim discussed with the Board was the fact that The Green Chair Project uses some of these furnishings to put together apartments for refugees. The Board agreed to tell the members as they signed up for the volunteer event, but inform them the Society would not participate in setting up apartments for refugees.

Kim also discussed a possibility of doing a volunteer event in other parts of the state to get other members involved, and was looking for ideas. Alisa offered using the organization called Feed The World. Donors can collect canned goods and other food items, and this organization will pick them up for distribution. Charlene told the group the Food Bank accepts food donations statewide as well. Kim will take each of those ideas into account for statewide future volunteer events.

There are 69 members (65 paid, 1 associate, and 3 honorees) as of August 11, 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 is the first speaker, and she will address Emotional Intelligence. Mike Burnette from NCDOC will speak in the afternoon, and will address Understanding Workplace Differences. Felicia posed the question to the Board about having box lunches for the Workshop. We all presented different ideas, and Felicia decided to take those into consideration. The Board agreed on the following Workshop items:

- A flyer/information needed to be distributed to members and graduates during the following week.
- Members would be charged a \$10 fee, while non-members would be charged a \$15 fee.
- Anyone who joins the Society with their membership dues would be able to attend the workshop gratis.
- The workshop fees would be non-refundable for no-shows.

Kim agreed to receive the membership dues and workshop fees, and to distribute membership applications along with the workshop registration forms. The Program Committee will determine a name for the Fall Workshop.

### Ways and Means Committee-Dan Thomas

No sales occurred this month. Dan distributed the merchandise order form to the Board Members for their review of the process and received Board Member orders for rings. He will send the credit application to the jeweler. The merchandise order form has been

linked to photos of our merchandise. However, the ring and pendant have been blocked out on the order form.

#### Ethical Practices Committee Report-Charlene Shabazz

Charlene said no activity occurred this past month. One person submitted their Conflict of Interest form.

#### Public Relations / Publication Committee Report- Linda Jefferson

None to report.

#### 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). They forwarded topics and thought the webinars offered a good atmosphere for great discussions. A few people who signed onto the website did view the recordings of the Virtual Café. The Board agreed having these webinars on a quarterly basis would be a good idea. Sarah stated we needed more people at the face-to-face seminars for networking than the number of webinar attendees for the Virtual Cafes. Dan stated he knew the webinar reached one person who was very appreciative the Society had the Virtual Café recordings. Alisa stated she was sure others were listening to them. Jenny thought members were listening to the recordings first, then deciding whether to attend the future Virtual Cafes. Someone asked if we could do the virtual cafes outside of OSP. Sarah answered the Society cannot afford the license to conduct the webinars on our own. She continued OSP only charges the Society \$0.02 per person to conduct the Virtual Cafes. She also thought it would be a good idea to begin having more of the webinars in January or February 2011 to keep a lull from occurring of Society events. She put forward to the Board to think about having others to lead the webinar discussions, and to keep in mind people who would/could do this task. Alisa posed asking retirees to give the 10 best things each learned over their careers as a future webinar topic.

Charlene discussed the Henning Nomination. She asked Dan, Kim, Sarah & Jenny for their thoughts and signatures (via a July 12<sup>th</sup> email) to be submitted to AACPM. Once she received the signatures, she forwarded the nomination for Steve Mastro as our Henning Award nominee. Sarah reminded the Board Tish Hagler is serving on the Henning nomination committee.

Sarah updated the group on the IRS Status. The Society was supposed to fill out an EZ-990 form back in 2007. Nevertheless, she sent in a completed form with all necessary documentation back in May. She received a confirmation from the IRS that they still saw the Society as an updated, less-than-\$25,000, non-profit group. She also updated the SOPs for the EZ-990 form.

Sarah also discussed the NC Center for Non-Profits (NCCNP) with the Board. She stated in primary value in joining would be access to legal counsel. The fee for being an NCCNP member is \$70/year. Sarah wondered if this was an urgent need for the Society. Someone stated being an NCCNP member would allow for networking opportunities

with other non-profit organizations. Dan warned the Board the Society has been hit with low turnout attendance and the AACPM dues increased by \$5 per person this year. Sarah reminded the group the Society is paying for NCSCPM Workshop fees. Alisa stated she could help with legal issues, knows people who can help, and will research for any legal issues. No decision was made.

### New Business

There were a few changes Sarah introduced to the SOPs:

- On page 53, an entry is added that the Program Committee is identify any obligations to pay for goods/services which are 1099 reportable (any items with a value of \$600 or more).
- On page 57, a note needs to be added that the Publications and Public Relations Committee Chair is supposed to safeguard any assets that are purchased for the Committee's use and ensure the assets are transferred to another committee member of the Society President in the event of leadership transition.
- On page 66, an entry is added to describe the reporting process for the 990-N "e-Postcard", which is filed annually no later than May 15<sup>th</sup> for the previous tax year (via Tax Form EZ-990).

Sarah motioned to approve revisions to the SOPs and Charlene seconded. The revisions to the SOPs were approved.

Jenny reported on our attendees for the AACPM House of Delegates meeting at the Annual Conference in October. Sarah, Linda, and Jenny are those attending the conference, and Anita McNeil will be the alternate. Linda stated she submitted funds for our delegate's attendance at the HOD meeting. (The fee is \$40 per attending delegate.)

Sarah mentioned the 2011 Board Ballot that is due in October. Three Board seats, the Secretary's seat, and the President-Elect's seat are up for grabs. Charlene has agreed to run for the Secretary's seat, and Linda has agreed to run for the President-Elect's seat. Sarah pointed out a problem with the soon-to-be-empty Board seats: it is uncertain whether to fill some of the Board seats with one-year terms, or just start over with two-year terms for those Board seats. She informed the group that continuity, balance, enthusiasm, experience, and agency diversity should all be considered as a part of any Board nominee. The Board agreed to table this issue and vote on it at the next meeting. The Board Chair will be elected at the January 2011 Board Meeting by the Board, not by the President.

### Strategic Plan Review – Jenny Rollins

The group is looking at goals for each committee. She asked the Board for any needed modifications. Charlene wondered what Goal IV-5 meant (Develop assessment methodology). Alisa said this term could be classified by surveys. Sarah defined this goal by how effective we are as a Society. Dan stated we could classify it as a measure of outcomes or how we operate and how effective we are operating. Someone mentioned this term could be identified as actively assessing society operations for effectiveness. Dan wondered how that could be measured. Charlene wondered if this goal was still in the development process. Sarah answered affirmatively. Someone asked if this item was

needed as an objective. Alisa stated surveys are the assessments, and the type of survey needed depends on the task being assessed. Charlene stated she did not like the word “methodology” for this goal. Robert agreed. Charlene posed whether there was a report or survey we could access that would show where we assess certain items. Dan replied the budget is the biggest assessment. Alisa responded the members and stakeholders are a basis for our assessments. After more discussion, the Board decided to rename Goal IV-5 as “Conduct periodic assessments of operations for effectiveness”. Jenny motioned to approve this revision to the Strategic Plan and Kim seconded. The revision to the Strategic Plan was approved. Committee information via email involving this revision will be distributed at the next meeting after the Workshop.

#### New Business (continued)

The 2010 PMP Graduation will occur October 11<sup>th</sup> at the Museum of History, 5 East Edenton Street in Raleigh, at 2pm. This event occurs two weeks after our Fall Workshop. Any Board member’s attendance to help distribute items and get the word out about the Society would be appreciated. Those volunteering to help need to be at the Museum by 1pm. Dan will distribute our NCSCPM wood key chains to the graduates. Someone said there would be 72 graduates. Sarah stated we would need envelopes and labels for the graduates, as well as a list of the graduates’ names. Kim would have the membership application and Society brochure ready for distribution. Jenny will provide a flyer about our upcoming annual meeting, and Sarah will provide a flyer about our future virtual cafes. Dan will also provide an order form for the ring and pendant. Felicia will bring the tablecloth and stand, and Alisa will bring the candy! These items will be brought for the group to put together at the meeting on September 29<sup>th</sup> after the Fall Workshop.

Sarah solicited the group for help with ideas to improve the website, and to see if any members are interested in working on the website.

Alisa made a motion to adjourn the meeting. Sarah seconded the motioned. The meeting ended at 3:15pm.



Jenny Rollins  
DENR – Radiation  
Protection

**PRESIDENT – ELECT**  
Felicia McLean  
DOC – Div of Community  
Corrections

**PAST – PRESIDENT**  
Sarah Smith  
UNC General  
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**BOARD MEMBERS 2010**

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Department of Corrections

Cynthia Bostic  
Central Region Office

Alisa Huffman  
Court Programs Div of  
NCAOC

Robert McKie  
Town of Clayton

NCSCPM Board Meeting  
State Employees Credit Union Operations Center  
Wake Forest Road, Raleigh, NC  
September 29, 2010

Board Members Present: Felicia McLean, Jenny Rollins, Sarah Smith, Alisa Huffman, Cynthia Bostic, Charlene Shabazz, Linda Jefferson, Joel Herron, and Kim Gillespie

Others Present: N/A

Sarah acted as Board Chair and called the meeting to order at 4:10 p.m. A quorum was present. The August minutes were reviewed and changes were made. Charlene motioned the August minutes be approved and Felicia seconded. The minutes were approved.

President's Report – Jenny Rollins

Two nominations have been made for the Margaret J. Bailey award. Our gift basket for the AACPM Annual Conference has been sent to Oklahoma with added sports paraphernalia donated by Kim. Some of the items in the gift basket have our Society Logo on them.

The following Board Members will attend the PMP Graduation on October 11<sup>th</sup>: Alisa, Dan, Charlene, Kim, and Joel.

Treasurer's Report-Linda Jefferson

Linda stated as of September 28, 2010, the checking account held \$4,617.19, the Money Market Account held \$18,991.57 and the Share account held \$31.29. She mentioned one outstanding check for House of Delegates Fees of \$40.00.

Linda distributed a copy of the Treasurer's report prior to today's meeting for the Board's review. Sarah motioned to approve the Treasurer's report and Charlene seconded. The Treasurer's report was approved.

Membership Committee Report-Kim Gillespie

Kim informed the group of a second volunteer event with The Green Chair Project. This event is scheduled for November 13<sup>th</sup> as a part of America Recycles Day. The America Recycles Day (ARD) is a nationwide event to encourage those to recycle their items. The City of Raleigh sponsors a "Shred and Recycle It!" event annually to encourage residents to recycle their items or to shred them. The actual day is November 15<sup>th</sup>, but if that 15<sup>th</sup> falls on a weekday, the ARD is celebrated on the Saturday before or after the 15<sup>th</sup>. More information will be sent to you during the month of October.

There are 69 members (65 paid, 1 associate, and 3 honorees) as of August 23, 2010. As of September 29, 2010, there are 33 paid members for 2011, 5 of which are associates. The number of 2011 honorees is still being determined.

#### Program Committee Report-Felicia McLean

Felicia stated the Fall Workshop was great. A number of attendees stated they really enjoyed the seminars, and they really liked the food! She informed the Board a program will be held later in the fiscal year, and details will come shortly.

#### Ways and Means Committee-Dan Thomas

None to report.

#### Ethical Practices Committee Report-Charlene Shabazz

Charlene said no activity occurred this past month. She addressed an email that was sent from the AACPM House of Delegates referring to possible Honorary Memberships for President Barack Obama and Vice President Joe Biden. A Society member wondered if anyone could vote on this, or if only the Society Board could vote on this action. Charlene stated this action would have to be a bylaw, proposed and approved by the HOD.

#### Public Relations / Publication Committee Report-Linda Jefferson

Linda presented a proposal to the group to establish a formal Outreach Program & to create the first annual statewide volunteer effort in which all Society members can participate. A responsible party (volunteer coordinator position, committee members, etc.) can create the Outreach Program and determine volunteer projects in which the Society can take part. Linda stated the responsible party should present 3 ideas by March of each year. The proposed action, once approved, can go into effect January 2011.

Sarah stated the proposal would have to be added to the SOP updates by the Past President or by the Secretary. Linda said she would draft the proposal. Jenny informed the group a Regional Coordinator is still needed. Sarah reminded the Board a Web Designer is also still needed, and will be even more so if the Outreach Program is established. Linda stated a vendor for a web host can be provided by AACPM; however, she warned this use can be expensive. Sarah expressed the Web Designer needed to be technologically savvy. Linda voiced this need will create the desire to output more funds, and she will research this issue.

Sarah asked if someone would make a motion to approve creating the Outreach Program and the proposal as written. Charlene asked if the SOPs have members' benefits written within them. Jenny answered negatively. Sarah said the SOPs need to be updated to determine what the volunteer coordinator would do to increase visibility for the Society, etc. The Board agreed the President will determine who will be the volunteer coordinator. Charlene made a motion to approve creating the Outreach Program and the proposal as written, and Joel seconded. The creation of the Outreach Program and the proposal as written was approved.

#### Old Business

Jenny stated the proclamation was finished and submitted. She explained the declaration had to be submitted to the Governor eight weeks prior to the date the proclamation is needed (October 11, 2010, in this case). She continued Kathi Parker told her she did not

have the formal proclamation yet, but a person was set to read it at the PMP Graduation (Kathi didn't say who, but it was not the Governor). Jenny concluded if the issue could not be resolved by October 11<sup>th</sup>, the proclamation is ready to be created next year. Sarah wondered whether the Society or the Office of State Personnel (OSP) did the submittal each year. Jenny answered the Society President coordinates with OSP. Jenny thought the Society should try to do something special for the Graduation annually.

Sarah reminded the Board about the elections ballot. The ballot for officers and Board members is due by October 27, 2010. Forwarding this information is a good opportunity for communicating with our members.

Sarah also discussed the NC Center for Non-Profits (NCCNP) with the Board. She reminded the group the NCCNP is a good organization to belong for any tax changes needed and access to legal counsel. However, she is unsure if this is valuable for the Society. The Board decided to table this issue and allow the decision to be made by next year's Board.

#### New Business

Linda mentioned the Honorary Members had not been paid for 2010, but since the last meeting, the dues for the Honorary Members have been paid. Linda posed the idea that since the practice of paying AACPM for these members is a noted one for the NC Society (and possibly not other state societies), should this practice continue? Sarah stated not paying for the Honorary Members changes their status at AACPM, and Jack Lemons (one of the Honorary Members) attends the CPM Consortium. Charlene asked if we could grandfather them in. Kim wondered if we could just deal with Jack Lemons, since it appears he is the only Honorary Member active with any of the Societies. Sarah stated the Board could put this issue to a vote to the Annual Meeting attendees. Sarah will update the SOPs for this issue.

Linda posed the idea of online banking to the group. She has investigated this item through SECU, and noted the following needs and benefits:

- The Society would need an ATM card, but can have a dummy card for online banking access.
- Online banking would allow the Society quicker access for processing checks and other financial items.
- This service can occur at no cost to the Society.

Charlene informed the Board that SECU allows a certain number of checks free with Online Banking. Alisa said this would be a great way to pay the caterer, etc. with ease. Linda will write up a proposal.

Sarah and Linda, are attending the AACPM conference.

Kim posed to the Board (an idea Jenny discussed previously) to create a standing for those who have given their time and money to the Society to make them a part of the Society, possibly as an Honorary Friend. The person would not have a CPM designation, but meets the requirements listed above. Jenny explained Eileen Dannacker has given

her time and money every year to our Care Basket Drive in the form of donations, baskets, and the decorations to help put the baskets together. Sarah stated this is an issue that needs to be addressed at the Annual Meeting, and she would write up a draft statement for the issue.

The Board can discuss these items at the conference call to be held on October 14, 2010 at 3pm. We will set up the number for all to call in the near future.

Kim also wondered if the Board would like to have a future Board Meeting at an off-site location. Joel had offered having the meeting at the Scotland County Correctional Center, as it has been revamped and remodeled. He would also like to give us a tour of the facility. The Board agreed to do so, possibly for the December Meeting.

Kim made a motion to adjourn the meeting. Felicia seconded the motion. The meeting ended at 5:14pm.



Jenny Rollins  
DENR – Radiation  
Protection

**PRESIDENT – ELECT**

Felicia McLean  
DOC – Div of Community  
Corrections

**PAST – PRESIDENT**

Sarah Smith  
UNC General  
Administration

**TREASURER**

Linda Jefferson  
Office of State Personnel

**SECRETARY**

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**BOARD CHAIR**

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**BOARD MEMBERS 2010**

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Office of State Personnel

Joel Herron  
Department of Corrections

Cynthia Bostic  
Central Region Office

Alisa Huffman  
Court Programs Div of  
NCAOC

Robert McKie  
Town of Clayton

NCSCPM Board Meeting

Teleconferenced

October 14, 2010

Board Members Present: Jenny Rollins, Sarah Smith, Alisa Huffman, Cynthia Bostic, Linda Jefferson, Robert McKie, and Kim Gillespie

Others Present: N/A

Jenny acted as Board Chair and called the meeting to order at 3:03 p.m. A quorum was present later in the meeting. The September minutes were reviewed and changes were made. Alisa motioned the August minutes be approved and Linda seconded. The minutes were approved.

President's Report – Jenny Rollins

The PMP Graduation was held on October 11<sup>th</sup>, with the following Board Members attending: Alisa, Linda, Sarah, Kim, and Jenny. The proclamation for October to be Certified Public Managers Month and October 11, 2010 to be Certified Public Manager Day was read by Britt Cobb, State Chief of Staff and previous Department of Administration Secretary. The proclamation will be housed at the Personnel Development Center in Raleigh.

Jenny is also working to set up the Annual Meeting.

Treasurer's Report-Linda Jefferson

Linda distributed a copy of the Treasurer's report prior to today's meeting for the Board's review. Linda stated as of October 14, 2010, the checking account held \$4,229.48, the Money Market Account held \$19,010.44 and the Share account held \$31.32. All costs shown on the report included all reimbursements. The reimbursements for Cynthia and Felicia McLean have cleared, while those for Kim, Jenny, and for engraving have not cleared. Those that have not cleared yield an outstanding balance of \$388.65.

Jenny stated she needed an update on the total cost for the Fall Workshop from the Program Committee. Sarah stated in planning the program, the Board should report on how the Program Committee fared with the Workshop. Linda stated the Workshop was not in the red so far. Cynthia offered to send information to Jenny on this issue.

Robert motioned to approve the Treasurer's report and Sarah seconded. The Treasurer's report was approved. Linda noted under Expenses a line item was listed as "Spring Board Retreat - \$70". She wanted to change the line item to list as "Board Retreat - \$70". The Board agreed with this change.

Membership Committee Report-Kim Gillespie

Kim reminded the group of the 2nd volunteer event with The Green Chair Project scheduled for November 13<sup>th</sup> as a part of America Recycles Day.

There are 35 members (5 associates, honorees still being determined) as of October 14, 2010.

Program Committee Report-reported by Jenny Rollins

Jenny wondered if certificates should be sent out to the Fall Workshop attendees. She has a template of one, and can send it to the Program Committee for their use.

Ways and Means Committee-Dan Thomas

None to report.

Ethical Practices Committee Report-Charlene Shabazz

Charlene said no activity occurred this past month. She wondered if more Society business needed to be conducted by the Ethics Committee. Sarah stated more items could be added to the responsibilities of the Committee, but this would be a bylaw change (in research, legal changes, or lessons learned). Referring to the 10/14/10 email sent by Charlene asking how to better use the committee, Jenny posed the question to the group. This issue was tabled until the next Board meeting.

Public Relations / Publication Committee Report-Linda Jefferson

Linda stated she hoped to finalize the news release for the proclamation for distribution. She also wants to finalize the 3rd Quarter Newsletter, and will accept information for the newsletter until close of business tomorrow. She asked if any of the committees would be willing to be featured in the 4<sup>th</sup> quarter newsletter. Both Sarah and Alisa asked about the type of information Linda would need. Alisa said she would offer committee information, but is unsure because she is new to the committee. After some discussion, Alisa offered to give Linda committee information by the first week in November. Linda wondered if Cynthia would be willing to present information on the Program Committee. Cynthia agreed to give Linda information on the Fall Workshop. Jenny mentioned to Linda to make sure merchandise information is also shown in the newsletter. Sarah iterated she has a link for the merchandise form on the website.

Old Business

Sarah reminded the group of the December 9<sup>th</sup> Board Meeting that is to be held at the Scotland Correctional Institution. The contact information is:

**Scotland Correctional Institution  
P.O. Box 1808  
22383 McGirts Bridge Road  
Laurinburg, NC 28353  
910-844-3078 ext.1002**

Sarah is getting a van for the road trip to Laurinburg. She also stated the group will need to coordinate a time to meet. The Board agreed the meeting will be held from 11am-2pm, which will include a scheduled tour of the facilities. We will ask Joel if he can also teleconference with those unable to physically attend the meeting.

New Business

Sarah informed the Board the elections ballots were distributed via email in September. As of today, there had been a 33% return rate, which is better than in years past.

Sarah discussed how the Standard Operating Procedures (SOPs) would change with items discussed at the previous meeting. She stressed the following would need to be incorporated into the SOPs:

- Outreach Program specifics.
- The group decided all dues should be paid by December 31<sup>st</sup> of the previous year.
- The treasurer will issue an initial payment assessment to AACPM in January of the following year.

Linda stated the Honorary dues that had not been paid to AACPM as of the previous Board meeting have now been paid.

Sarah stressed in order for any SOP changes to be valid, 2/3 of the member attendance is needed at the Annual Meeting to properly vote on those changes. She also emphasized the necessity of all Board Members attendance at the Annual Meeting.

Sarah brought up the Honorary fellows issue discussed at the last Board Meeting, which is Section 3, Part 4.1.1 of the SOPs (currently shown as page 19). She wondered if annual appointments should be made for future Honorary fellows, with the current set grandfathered in. Linda thought we should make appointments for Honorary fellows every 2 or 5 years. Alisa asked if the status of each Honorary fellow should be reviewed. The group felt the Board should make this review to determine continuing their status. The Board agreed this review would occur 3 years after bestowing this standing.

Sarah posed a question about dues for Honorary members in the SOPs (Section 3, Part 5.1). She wondered whose dues (outside of the Fellows' dues) should be submitted to AACPM. Linda did not think the dues for honorary fellows should be paid to the AACPM outside of those grandfathered in. However, she was unsure about the Associates' dues for AACPM, and would search for that answer. Linda continued the SOPs should state that Honorary members as of January 1, 2011 that are germained (sp, meaning?) to the State Society and not to AACPM shall continue to have membership in the NCSCPM and AACPM, but any Honorary members on or after January 1, 2011 will receive membership in NCSCPM *only*.

Robert stated if the Society bestows this honor on the member but doesn't waive their dues to AACPM, the Society has eliminated their reason to be an Honorary member. Alisa stated the last part of Linda's Honorary members statement should be added to the Honorary section of the Bylaws. The Board agreed. Someone stated Charlene may need to make this issue as the Chairperson of the Ethics Committee, as stated in Section 3, Part 11.2.3. Alisa said she would follow up with Charlene to get the information to her. Alisa asked what the notice requirement is for members who will want to vote on this information at the Annual Meeting. Sarah answered the members will need 30 days notice.

Sarah mentioned the proclamation information being added to the SOPs (Section 5.03, currently page 35). This proclamation declared October as Certified Public Managers Month and October 11<sup>th</sup> (or the CPM Graduation Day) as Certified Public Managers Day.

For SOP Section 5.09, Sarah posed the question to the Board of when membership dues are due. She stated the formal date is December 31<sup>st</sup> of the year before the membership calendar year begins. She also stated we would take dues up until March 30<sup>th</sup> of the membership calendar year, because that's when the final roster of our membership list should be submitted to AACPM. Jenny asked if between March 30<sup>th</sup> and October 1<sup>st</sup> the Society can charge 1.5 years dues (i.e., \$75 for Fellows, \$60 for Associates and Friends) to ensure we still have enough to cover their dues to AACPM. Sarah said in order to change the way dues are handled, the bylaws have to be changed. (Specifically, the bylaws addressing dues and the Membership Chair would have to be changed.) Linda said if you join the NC Society, being a member of AACPM is in the **AACPM bylaws**. She wondered if we should evaluate this. She continued the dues for a new member **have** to be paid to AACPM, and she cautioned the Society against absorbing all of those costs. She thought if we charged them \$35 after March 30<sup>th</sup>, we would still be able to pay the AACPM dues. Jenny reiterated her stance on charging 1.5 years dues, and said she would not have minded prepaying the following year and half the year's dues when she first joined.

Robert stated his opinion that charging \$10 (or even less than that) after March 30<sup>th</sup> would be a nominal fee. He said if someone wants to join, they are going to join regardless of whether there is a discount after a certain time or not. He asked if the bylaws should be amended to reflect this action, and whether our finances could support not charging members between April and October. Linda mentioned the Board should add to the bylaws that the Treasurer must know what the dues will be between April and October of each calendar year. Linda reiterated whether the Society could absorb the AACPM dues each year for members renewing between April and October.

Linda mentioned adding the new position of Outreach Coordinator to the SOPs under the Publication Committee. Sarah stressed the Board needs to check the SOPs to get this information in order for the December 9<sup>th</sup> meeting.

Jenny then posed the question to the Board to approve the Ethics Committee to adjust the bylaws as was discussed earlier today to be presented at the Annual Meeting. Kim made a motion for this approval; Robert seconded the motion. The Ethics Committee will make changes to the bylaws as was discussed today and will present the changes at the Annual Meeting.

At the last event where the Society's tripod was used, Sarah and Linda had to put it together to hold up the NCSCPM sign. Since no one is able to put the tripod up easily, Jenny considered looking at purchasing a new one. She went to Tuesday Morning (the store) and found some for \$65-\$70. She asked the group to approve purchase of a new tripod. The Board agreed and approved the purchase.

Someone made a motion to adjourn the meeting. Someone seconded the motion. The meeting ended at 4:43pm.