

**North Carolina Society of Certified Public Managers  
January 9, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Pete Burke, Charlie Helms, David Hyder, David Osborne. Tami Hinton participated in the meeting via telephone.

Also present: Armenous Adams

**I. CALL TO ORDER**

Meeting was called to order at 10:49 by Chair David Hyder

A quorum was not present for the meeting due to adverse weather conditions. Attempts were made by David Osborne to connect with Suzanne Beasley, Tami Hinton and Sarah Smith for a conference call, but were unsuccessful. Therefore, reports were presented by those in attendance, however none could be voted on/accepted.

**II. ATTENDANCE POLICY**

David Hyder stated the attendance policy: Three consecutive absences in one year disqualifies a board member from serving.

**III. AUDIT REPORT AND BUDGET**

Charlie Helms presented the Audit Committee Report . Copies will be made available at the February Board Meeting. There were no irregularities found as a result of the audit of the financial books and records for the period January 1, 2003 through December 31, 2003. The Audit Report and the 2004 Budget will be on the February meeting agenda due to the lack of a quorum.

**IV. MEETING MINUTES**

David Hyder presented the October Board meeting minutes, and Pete Burke presented the December meeting minutes. No changes were noted by those in attendance. Approval of the minutes will be on the February agenda. Pete noted the Standard Operating Procedures have been updated, but he needs to make aesthetic adjustments (alignment, etc.) before providing copies. He will e-mail to all well in advance of the February meeting. Sarah has binders to be distributed at the February meeting.

**V. TREASURER'S REPORT**

Charlie Helms will present the 2004 Budget at the February Board Meeting. Armenous Adams presented the December 2003 Treasurer's Report. December checking account interest is \$4.68; 2003 Dues collected Fellows: \$4,140.00, Associates and friends \$180.00. Fall workshop net income was \$85.00. December invoice for \$1030.00 was paid to NCSU McKimmon Center for room rent for the Fall Workshop: \$872.50 from Quality Network and \$157.50 from the NCS CPM account. The Web Designer was paid \$59.70 in December. The State Employees Credit Union Transfer of Signature Authority was signed by Charlie Helms, David Hyder and Pete Burke. Pete will forward to Sarah Smith for completion.

## **VI. NEW BUSINESS**

### **A. President's Report**

David Hyder called for a review of Committee Reports.

### **B. Committee Reports**

#### **Program Committee**

Tami Hinton said the Program Committee will be meeting the week of January 12-16, at which time they will be discussing the Spring Workshop. They have a potential list of three speakers at this time. A full report will be presented at the February Board Meeting.

#### **Ethical Practices/Bylaws**

David Osborne reported that he and Pete Burke are the committee at the moment, however he will be discussing other potential committee members with Sarah Smith.

#### **Public Relations/Publications**

No Report

#### **Audit**

Charlie Helms presented the 2003 Audit Committee report (See Item III).

#### **Membership**

No Report.

#### **Ways & Means**

No Report.

## **VII OLD BUSINESS**

No old items discussed.

**C.** Tami Hinton moved to adjourn at 11:00 AM. Charlie Helms seconded. Motion passed.

The next meeting of the Board of the North Carolina Society of Certified Public Managers will be held Friday, February 13, 2004, 10:00 AM at DENR-Radiation Protection, 3825 Barrett Drive, Raleigh.

Respectfully submitted by Pete Burke

January 9, 2004

Sec. IV, Meeting Minutes paragraph amended 03/01/04

**North Carolina Society of Certified Public Managers  
February 13, 2004 Strategic Planning Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Mary Burries, Beverly Hall, Tami Hinton, David Hyder, David Osborne, Sandy Pearce, Wesley Seamon, Sarah Smith.  
Also present: Marianne Frederick, Jennifer Klimas, Amy Sawyer.

**I. CALL TO ORDER**

Meeting was called to order at 9:02 by Chair David Hyder.

**II. STRATEGIC PLANNING SESSION**

Sarah Smith invited Jennifer Klimas from the UNC Office of the President to facilitate the strategic planning meeting. Jennifer said we would review the 2003 plan systematically; she asked if there are to be changes to the Mission Statement and if not then we will proceed on to the goals and objectives.

**GOAL 1: Provide opportunities for professional growth to enhance effectiveness of public employees.**

1) Training Events: Tami addressed Spring and Fall workshops. David H. asked if there was any reason to change the current plan; do we need to more workshops or fewer? Beverly said timing is good for spring and fall. Sandy added that historically, the "main thing we do" is training. There used to be quarterly, smaller seminars but it got to be difficult so it's been twice per year the past several years. Beverly noted a concern that DENR has a training mechanism with set core courses for supervisors which they must complete prior to enrolling in PMP; their supervisors had to complete the DENR training first. Do the CPM classes conflict with the DENR classes? Sarah said NCSU has a program also, which is comparable to SMP. Sandy recommended this be addressed with Ann Cobb; Dept of Correction also has their own leadership program. Sarah noted that such communication with OSP is good.

Sarah asked what the perceived value is of the giveaway items at the Spring & Fall Workshops. David H. said the expectation of attendees is that they will receive something. Sandy suggested Tami/Program committee review this. David H. said we need to be sure to balance the number of workshops with our ability to conduct them, and cited the need to strengthen our communication with HR at each agency so as to work together in coordinating training. Recommendation that the Tami's committee review the target audience(s) for our training, and contact various HR departments to check for redundancies. David Osborne said a fair amount of the PMP information is somewhat dated. Can PMP start introducing "cutting edge" information instead of playing catch-up? It's hard to do this with limited resources, and the problem is compounded by trying to find out just what the "cutting edge" information is. Amy said that we could see less interest in the program if it's not specialized. Tami said contacting trainees and finding out what their needs are is a big part of the process, and will help NCS CPM stay ahead.

2) Planning Retreat: Sandy said that this would need to include Committee members too, not just the Board. Getting the Committees involved at the planning stage is very important. Beverly asked about , for example, two days at the beach; allow committees to meet the first day and the committees report to the Board on the 2<sup>nd</sup> day. Suzanne pointed out the resource issue. Sandy said that there used to be an all-day offsite retreat, and suggested the committee chairs review and get input from committee members within the next month. David H stated this would reinforce the committees' role in strategic planning.

3) Outreach: Develop website to be a "dynamic information resource." Sarah proposed we maximize use of the website as the primary source of information for members. David H. suggested we investigate linking NCS CPM website to Agency sites. Suzanne said we should look to be linked to OSP site too which could be very beneficial. Beverly recommended our site include training opportunities, etc.

### **GOAL 2: Increase the active membership of the Society.**

1) Membership: Suzanne noted membership is down this year so far. There are 15 new members, but many non-renewals. We need to demonstrate the benefit(s) of membership. Amy suggested an actual due date be included in the application form, since people may not prioritize if it's open-ended. David O. noted that this would reinforce the actual date we need the membership figures. Sandy said we need to be contacting non-renewed members personally. David H. suggested we try to find out specifically why members have not renewed. Beverly reiterated the importance of an actual deadline for renewals. Suzanne said she will resend renewals with a final deadline. Suzanne also noted that she is receiving more personal checks now for dues in lieu of agency checks.

2) Active Committees: Sandy asked if all committees are "fully staffed." Sarah noted we did not have a quorum for the January meeting. Suzanne brought a list of members and their committee preferences, which she distributed. Sandy stated that committees should meet quarterly at a minimum. Beverly suggested committees meet perhaps more frequently than the Board since work needs to be done at the committee level. Suzanne said it's difficult for out-of-town members to meet frequently. Sandy said the Board is required to meet monthly per the bylaws, and reiterated Beverly's point that committee work is not to be done at Board meetings. Jennifer asked if committees are required to meet quarterly. Sandy noted that this could become part of the SOPs. David H. asked if the Board should decide this. Suzanne said that free membership was considered for new PMP graduates, but the graduation schedule change would not make it worthwhile. Can we offer new members something other than free membership? Sarah said that the \$15/person membership fee to the AACPM is due March 15, so this is what confused the timing with NCSCPM and AACPM memberships. Jennifer asked if there could be a "special graduation edition" of the newsletter; David H. suggested a discounted enrollment for the Fall Workshop. Sarah asked if we needed to revisit the free membership proposal. David H and Sandy discussed a "theme" for each newsletter to be directed to new graduates.

### **GOAL 3: Promote the recognition and understanding of the value of the Public Manager Program and the Society of Certified Public Managers.**

1) Website: We have a new webmaster so the website will be changing. Updates to the website task are forthcoming. Sarah noted the importance of input of content for the website from/by committee & their chairs. David H. said the committees bear the

responsibility for content. Beverly asked about a quarterly newsletter, and Sandy said it should be at least three times per year.

2) Information Sharing: Sandy recommended we ensure PMP faculty receive copies of the NCS CPM Newsletter. Amy suggested copies are also made available at the OSP Training Center for PMP candidates. Mary said program & workshop information should also be there. Sarah pointed out we need to maintain contact with PMP faculty, and Suzanne said this should be done via Jean Waters.

3) Merchandise: Amy said there should be Society merchandise order forms at the OSP Training Center, and that we should be sure to have merchandise available at the Workshops. Sandy asked what would be at the Spring Workshop, and Amy said that there should be pins there at least. Suzanne said there are six members who have ordered pins but not received yet; Sandy recommended an SOP update regarding ordering & processing merchandise. Amy said they are also investigating online ordering via the NCS CPM website, whereby the orders would go to Charlie Helms who would then forward to the local Society merchandise liaison...this network is currently work-in-process. David H. recommended Ways & Means draft the SOP. Sarah said the website could be used to download forms, advertise, etc.

#### **GOAL 4: Improve and maintain Society operations and effectiveness.**

1) Archives: Steve Mastro is our archivist; he is working on it and is to provide an update soon.

2) SOPs: Sandy said SOPs are current. Reviews are ongoing. Bylaws review is a role of the Ethical Practices Committee.

3) Strategic Plan: No change to the process. David H. will make an agenda item as needed.

4) Orientation: Sarah said new Board members are being helped by experienced members; David H. said process is ongoing. Sarah said orientation should be before the first Board meeting in January.

#### **Notes Recorded on Whiteboard:**

##### **GOAL 1:**

Training; Number of sessions:

- Consider benefits of marketing "goodies"/handouts
- Consider target audience (Ann) & coordinate with other opportunities

Retreat:

- Include committee chairs in annual planning
- Investigate possibility of extending future retreats (full day? Two days?)
- Advance planning necessary to find dates with maximum number of people available

Dissemination / Outreach:

- Maximize website & email for member communication
- Establish reciprocal links with other relevant sites
- Incorporate themes for each newsletter (3-4/yr)
- Fall (October) could target new graduates

**GOAL 2:**

Membership: Find ways to boost retention of existing membership.

- Consider due date or incentive to encourage membership renewal
- Why are we losing existing members?
- Would personal contact be more effective?
- Should potential members who completed PMP without having done a project be allowed to join? Review necessity of providing free membership to grads.
- Can benefits be extended without free memberships (newsletter, conference discounts)?
- Committees – establish SOP requiring committees to meet quarterly

**GOAL 3:**

Records Management – Steve will review & update

- Calendar of Board responsibilities: ongoing review
- Review strategic plan, will be added to agenda
- New Board members' orientation to be held annually prior to January board meeting.

**GOAL 4:**

Website – updates to the task will be necessary. Committee should review

- Maintenance Plan should include soliciting content from committee chairs

HR Office Communication:

- Engage office to help identify training audience, learn about training opportunities
- Provide copies of newsletter to faculty and maintain regular contact (Jean Waters)

Merchandise:

- Prominently display at workshops with order forms available
- Establish SOP for distributing merchandise, especially for new member orders

**North Carolina Society of Certified Public Managers  
March 12, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Beverly Hall, Charlie Helms, Tami Hinton, David Hyder, David Osborne, Sandy Pearce, Wesley Seamon

**I. CALL TO ORDER**

Meeting was called to order at 10:06 AM by Chair David Hyder.

**II. PRESIDENT'S REPORT**

David Hyder delivered the President's Report on behalf of Sarah Smith. David reported that Askew Award winner Rodger Rochelle will be attending the AACPM Annual Conference in Topeka, KS in June. The House of Delegates certificate for the annual conference is ready to go. Charlie Helms will be sending NC's dues payment to AACPM. Sandy Pearce noted also that Ed Burt is being re-nominated by NC Society for the Henning Award. Sarah will be updating last year's nomination submission.

**III. FEBRUARY MINUTES**

Pete Burke confirmed all present had received e-mail copies of the February minutes. Sandy Pearce moved February minutes be approved as submitted. Wesley Seamon seconded. All approved.

**IV. ANNUAL BUDGET**

Charlie Helms distributed copies of the proposed 2004 budget, which has been adjusted since the last meeting to account for changes in the Society's membership. Charlie highlighted that the number of fellows is down, so expenses have been adjusted accordingly. Also, there are not as many line items as in previous years. Several lines were collapsed to simplify. Charlie solicited questions; there were none so Wesley moved to approve the budget, which was seconded by David Osborne. All approved to adopt as submitted.

**V. TREASURER'S REPORT**

Charlie Helms distributed copies of the Treasurer's Reports for both January 2004 and February 2004. Charlie highlighted balances in Share (\$28.07), Money Market (\$12,192.07) and Checking (\$5,350.78) accounts for January. In February, dues receipts were \$1,329. Charlie sent \$454.95 to Steve Mastro for an order of pins. Balances at the end of February are Share Account (\$28.12), Money Market (\$12,211.41) and Checking (\$4,859.71). Charlie pointed out an error on Line 26, Web Page Services: The budgeted amount should be \$170.00 in both the January and February Treasurer's Reports. The reports currently reflect a budget of \$125.00. Charlie also noted March deposits of \$15 (so far) from AACPM for overpayment of dues. Sandy Pearce moved to accept January and February reports with amendments as noted. Tami Hinton seconded. All approved.

## **VI. MEMBERSHIP COMMITTEE REPORT**

Suzanne Beasley reported that the worksheet distributed on March 11 reflected 89 total members, but another was added today (03/12) bringing the total to 90. There are 85 Fellows, two Associates, two Honorary and one Friend. Suzanne feels establishing a deadline for submitting membership applications and personal contact was effective; about 15 applications were received since the February meeting. The committee met Friday 03/05. The committee will discuss options for welcoming new graduates to NCSCPM in lieu of a free first-year's membership. Suzanne notified Ways & Means that pins are still needed for two Raleigh members. One AACPM pin is also needed, and Ed Burt is going to arrange that with the requestor. Suzanne distributed hard copies of the membership directory, and asked all to check/verify committee preferences of the membership. New members' names are in blue, and highlights listed in blue are new changes to the roster (address, committee preferences, etc.). People are still able to join the Society in spite of the deadline for 2004 having passed. Applications for membership will be available at the Spring Workshop. David Hyder asked how many Fellows were accounted for in the budget. Charlie said there are 85.

## **VII. PROGRAM COMMITTEE REPORT**

Tami Hinton distributed copies of the Spring Workshop brochure. All students and members will get an e-mail today (03/12). There is an error in the form which will be corrected prior to distribution...need to add "\$25 for PMP students." Suzanne has the complete address book, so Suzanne volunteered to distribute if Tami will send the form to her; Suzanne will distribute Monday. Tami met with Kathi Parker and Jeff Roerden. Kathi and Jeff indicated they will present material and will do case studies. Jane Bozarth indicated to Tami that Jane's presentation will be 45 minutes on retaining talent and 45 minutes on "Street Smart CQ." Jane will present from 9:00 AM to 10:30 AM, then after a break Kathi will present Organizational Development for an hour prior to lunch. Kathi will continue for an hour after lunch, then Jeff will speak for 90 minutes with a break to take place somewhere during his presentation. Sandy Pearce asked if we can have a report on the status of registrations at the April 16's Board meeting, and noted we should encourage people to attend. Sandy asked if there is a limit, and Tami responded the limit is 60 people. Tami asked if the limit should be published on the registration form. Sandy said if we think we'll be cutting it close we should consider it, but it probably doesn't need to be included. David H. asked about the content of Kathi and/or Jeff's case studies. Tami reported that Jeff's case studies will deal with PMP projects: What did we do/what actions did we take as students to get our projects implemented...or, what have folks who are not CPMs done to have important projects implemented in their fields? Would you have/should you have done anything differently? David H. added the goal is to analyze and implement process improvement. Tami said she is very excited about the Workshop.

## **VIII. WAYS & MEANS COMMITTEE REPORT**

Beverly Hall noted that Steve Mastro had sent the Ways & Means report to Sarah Smith. Beverly said Steve has pins, which he is sending to Amy Sawyer.

## **IX. ETHICAL PRACTICES COMMITTEE REPORT**

David Osborne has contacted a few of the members who had indicated an interest in the committee. He has tentatively scheduled a meeting for March 23. There is a new member of NCSCPM who has expressed interest also. The committee will review the

by-laws on an annual basis. David H. noted that weather-related absences will need to be discussed and written into the by-laws.

## **X. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT**

Wesley Seamon said an additional member has joined the committee. Patricia Smith will assist but she has several major projects underway so she cannot help with the April newsletter. The committee also discussed a quarterly newsletter which would be published on a more concise schedule. Spring Newsletter is due April 1, or during the first week of April. Contributions are still needed for the April issue. Wesley needs them by next week (March 19). Submissions can be e-mailed to Wesley. The AACPM summer newsletter submission deadline is April 12. If you have ideas for an article but don't feel comfortable writing it, send the ideas to the committee and they will help. Sandy asked if there will be anything in the next newsletter about AACPM Conference in June. Wesley confirmed; he's writing it himself. Suzanne asked if Wesley had received the conference brochure. He has. Suzanne suggested there may be good source material in the brochure for his article. Sandy pointed out that Sarah had nominated Ed Burt for the Henning Award, and that could also be included. Sandy also suggested the newsletters could have themes. For example, committee members could be listed, which would highlight participation in the work of the Society. Tami cited the mailing address for completed program applications is 101 Peace St., the OSP Training Center. Pete Burke said NCSCPM has a mailbox there, which he checks bi-weekly.

## **XI. OTHER BUSINESS**

Pete gave an update from Mary Burries regarding the SP126 Task Force. Material is to be sent to the primary stakeholders (including NCSCPM) on March 17, asking for a response by April 14. Sandy will contact Mary about the timing of the responses, since NCSCPM doesn't meet again until April 16. David H asked about moving the Board meeting to April 9, but that was the original date (Good Friday) and was changed. Beverly asked if the Board meeting could be moved to April 1 or April 8. Sandy asked if we want a consensus response, or should we analyze individually and submit the different comments. David H asked what to do if our opinions conflict; Suzanne said that could be good, as it would show a variety of things that may need attention. Sandy agreed, adding that all would likely respond from their own agency's perspective. Suzanne asked if anyone else on the Board had volunteered for the task force or for the review. Tami did; Wesley also did but could not meet on those dates. Wesley also indicated that non-consensus among NCSCPM Board might be good, since it would highlight various opinions and give more items to think about.

Suzanne noted NCSCPM has a large, diverse group. Have we ever considered bimonthly Board meetings? Such would allow the committees more time to meet between board meetings. Beverly reported that another board of which she is a member meets in afternoons, and the committees meet in the mornings of the same day. Meetings take an entire day, but much is accomplished. However, this particular board meets quarterly. David O. responded that he has not had time to meet with all of the Ethical Practices Committee members, so he understands the point. David H. asked if this topic should be discussed at Ethical Practices Committee meeting(s). David H. said it can be an agenda item if it's a change the Board could enact. Sandy cited Constitution & Bylaws page 22: "...Board should have at least one meeting per quarter." David H. noted the Policy and Procedures stipulates monthly meetings, but Sandy said the Policy and Procedures manual is NCSCPM's interpretation of the

Constitution & Bylaws. Sandy suggested the Board discuss further. She added that with more active committees this proposal makes sense, adding in the past the Board has needed to provide continuity because committees had not been as active as they are now. If the committees are meeting, working and functioning well, we should consider this. Suzanne added the Board may need to extend it's meetings by an hour, but we'd be meeting bimonthly. David H. said the responsibility for getting work done falls to the committee chairs, who are also Board members. Suzanne added it might be easier to get the entire Board together six times per year instead of 12. Sandy said this would lead to a review of the removal policy in regard to attendance. If committee chairs commit to meet between Board meetings, this can work. David H. said he is convinced we need to consider this proposal; does the Board want to make this an agenda item for discussion in April or defer to the Ethical Practices Committee? Suzanne said it should be a Board decision. Sandy said the change should be enacted at a Board meeting, and Pete then can edit the Policy & Procedures Manual. David H. will put on the agenda for April. Suzanne suggested we also consider having committees meet prior to Board meetings, then invite the committees to attend the Board meetings. Beverly noted this may encourage committee members to consider positions on the Board.

Tami recommended a policy be drafted so that adverse weather absences do not count vs. attendance requirements. Sandy said there used to be a policy. We'd need to look at the annual calendar (when Board Chair is selected, Budget review/approval, etc.). David H. said that since there was no quorum in January, officially there was no meeting, so nobody missed.

David O. said that the new PMP class begins in August/September, and Department of Correction has six slots available. David asked if the other agencies are notified as to the number of seats they are allocated in PMP classes, or is the course publicized at the other agencies? Sandy said that information regarding available seats is sent to an agency's training coordinator by Jean Waters.

Suzanne Beasley moved to adjourn, seconded by Beverly Hall.

The meeting adjourned at 11:25 PM.

Reminder: the next Board meeting is Friday, April 16 10:00 AM at DENR Radiation Protection Section, 3825 Barrett Drive.

Respectfully submitted by Pete Burke  
March 22, 2004

**North Carolina Society of Certified Public Managers**  
**April 16, 2004 Board Meeting Minutes**  
**DENR-Radiation Protection Section Office**  
**3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Mary Burries, Pete Burke, Beverly Hall, Tami Hinton, David Hyder, David Osborne, Sandy Pearce, Sarah Smith

**I. CALL TO ORDER**

Meeting was called to order at 10:04 AM by Chair David Hyder.

**II. PRESIDENT'S REPORT**

Sarah Smith distributed a copy of the 2004 AACPM Annual Conference Budget, noting Tami Hinton, Pete Burke and Steve Mastro would be representing NCS CPM at the event in Topeka, KS in June. All will also represent North Carolina in the House of Delegates. Pete is attending in Sarah's place; she will be in the midst of a major project and unable to go. Steve is attending as a member of the Wilkinson Scholarship Committee, which pays his way. Tami's agency is covering her trip and Pete's is contributing toward his attendance. It is customary for each State to bring a basket to be raffled off containing items from their state; Sarah noted the logistical concerns of getting a basket there and subsequently "home" for the winner. Sarah received information from AACPM concerning the baskets; AACPM suggested perhaps using a suitcase for the "goodies." Sarah proposed North Carolina present a gift certificate for a North Carolina Sampler from A Southern Season. The baskets have a good representation of NC; perhaps it can include a nice framed picture of the basket. With recent increases in membership and agency assistance for the travelers, we're under budget for the trip. Budget does not include per diem. David Hyder recommended we include a small plant, i.e. an azalea or Venus flytrap with the certificate. Sarah said shipping the basket to the conference is an option too. Suzanne Beasley said perhaps we could bring some catalogs and some "small stuff" to show the quality. Sarah suggested we could combine an attractive gift certificate with the catalogs, etc. Sarah will be receiving information on AACPM officer candidates and will distribute to the NC attendees. Candidates are still needed for Treasurer and Member-At-Large. Sandy Pearce said she believes the AACPM Board meets quarterly and AACPM pays for transportation. Sarah said NCS CPM annual report, strategic plan, bylaws and roster have already been submitted to AACPM. We also submitted an article for the newsletter.

Sarah, Sandy, Charlie Helms, Rodger Rochelle, Linda Cross and Jimmy Carter attended the focus group hosted by Ann Cobb, "Delivering Business Value for the Public Sector." Sarah said it was very interesting; analyzing how to define "value" in a service sector. The two-part workshop will be held June 3 & 16 from 8:30 AM- 12:30 PM. Cost is \$125 for both sessions, and includes materials and follow-up.

**III. MARCH MINUTES**

Pete mentioned there were several iterations of the March minutes, and asked if all had received. Board Chair David Hyder said he had not. Pete will re-verify David's e-mail address in the distribution list. Sandy Pearce moved to accept the March minutes, seconded by David Osborne. All approved.

#### **IV. TREASURER'S REPORT**

Charlie Helms was tending to a family emergency and unable to attend the meeting. He e-mailed the Treasurer's Report to Pete who distributed copies. David H. asked about the Variance column, and Pete explained that it's the difference between the annual budget and the year-to-date expenditures. This early in the year, significant variances are normal. Sarah moved to adopt the March Treasurer's Report, seconded by Beverly Hall. All approved.

#### **V. MEMBERSHIP COMMITTEE REPORT**

Suzanne Beasley said there are five new members since the last meeting, bringing our total to 95: 1 Friend, 2 Associates, 2 Honorary, 90 Fellows. Suzanne feels we could hit our goal of 100 members as there should be more people joining at the April 29 Workshop. Sarah asked about the information in blue on the roster, and Suzanne replied that those are new members and/or information which has been updated since the last roster was published. There were 16 new members out of a class of 62 PMP graduates (2003). Beverly Hall and Suzanne have spoken with Jean Waters and arranged to speak with those in the Project phase of PMP who are scheduled for 2004 graduation. They plan to visit each of the five classes with visits beginning next week (week of April 19-23). Beverly and Suzanne will speak to all five classes, and welcome other members of the Board who wish to participate. Membership Committee is also planning to ensure NC Society consistently awards certificates to new members. Suzanne said there is/will be a place to indicate on an application if a member has received a certificate.

#### **VI. PROGRAM COMMITTEE REPORT**

Tami Hinton reported there are 35 registrants for the Spring Workshop as of April 16. Maximum number of attendees that the facility can accommodate is 60. The 35 figure does not include the Board. Registration period was extended to April 21. Mary Burries sent information to colleagues on the GS 126 Task Force. Brochures were also sent to current PMP students and attendees from the 2003 Workshops. Breakfast, breaks and lunch to be finalized next week. Everything is on schedule. Sandy noted the DOC Office of Staff Development and Training (Apex) will open a test kitchen in June. Any agency will be able to hold meetings there and arrange for lunches, etc. from the kitchen. Tami also noted that Kathy Harrelson, new member, will be helping with the workshop. Suzanne reminded all to check the latest roster, as there may be more people who have volunteered for a particular committee since the last roster was published.

#### **VII. WAYS & MEANS COMMITTEE REPORT**

Sarah Smith, reporting for Steve Mastro noted that Steve and Amy Sawyer have spent \$400 so far out of \$1,000 budget to buy merchandise for sale, and are working out the details of their just-in-time inventory plan. Suzanne noted the last three pins which had been ordered have arrived

#### **VIII. ETHICAL PRACTICES COMMITTEE REPORT**

David Osborne said the committee met on April 2, and there were six members present. Four of the members are 2003 graduates of PMP. David pointed out this indicates outreach directed at new PMP graduates can be successful. The committee reviewed it's duties and responsibilities, and is in the process of reviewing the NCS

CPM Constitution and Bylaws. Committee will next meet on May 7. The committee discussed but did not draft an opinion on the treatment of absences from Board meetings or cancellation of meetings. Constitution & Bylaws provides for meetings to be scheduled, but contains no provision (currently) to cancel them. Committee also discussed “formal investigations” of members, and is not aware that there have ever been any. Committee will check AACPM website, other states’ websites for related information. The committee will occasionally find articles to share with the membership, and perhaps look to have an “ethics part” of future workshops. Pete will check with Jean Waters concerning the employment status of CPM candidates. Sarah suggested we also investigate certifying or cross-checking with Jean that members of NCS CPM have actually graduated from PMP if they are applying for membership as Fellows. Sandy noted that Bill Hart and Greg Stahl from DOJ have both taken an ethics course as part of the curriculum in the MPA program at NC State. Perhaps one or both could be involved at some point, maybe as part of a workshop.

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

Sarah reported the Spring Newsletter has been published. Our website has been updated except for the front page; we’re wanting a “more dynamic” front page. Perhaps a “Member of the Month” or some other special item – something to create demand. Suzanne suggested invitations to all members to the NC Society Annual Meeting. Sarah said she is looking forward to our receiving/publishing more content for the website.

#### **X. OTHER BUSINESS**

Sandy has distributed e-mail copies of the NCS CPM response to the proposed changes to GS 126. Sandy’s compilation said, net, that comments from the Board are positive. Mary Burries reported that she hasn’t heard any of the comments from other stakeholders. David Osborne commented that the proposal is a great product, but he’s skeptical as to how far it will go. David asked Mary if she has any feel for it; if there has been any Legislative feedback. Sandy asked who will be introducing the proposal to the Legislature, and Mary responded that has not been announced. Beverly Hall asked if the presentation will be to the Legislature or to Committee. David Hyder and Sandy both commented that it will likely go to the Personnel Committee first. Mary added she has not heard comments from SEANC. Mary also said that changing the word “law” to “policy” in some items is important.

Sandy noted there should be a statement in the Standard Operating Procedures regarding adverse weather and it’s impact on Board meeting attendance/schedule. David O. commented that the Ethical Practices Committee is working on the wording of such a procedure. E. P. Committee will be looking for examples and a logical situation to base a decision on, such as the impact of a weather event on school system(s) and/or various State agencies. All have different conditions. Sandy asked that once completed Pete include the procedure in the SOP document and copy the Board.

Suzanne asked if bi-monthly meetings would be sufficient to conduct the Board’s business, noting it would probably be easier to get the entire Board together every other month rather than monthly. Beverly added committee work could be done between Board meetings. Sarah asked if we should consider quarterly Board meetings, noting any change to the Board schedule would require the committees to be active. Suzanne said the committees as a whole now seem to be more active. David O. said he would

prefer that the committees meet separately from the Board. Sandy said that could be left to the discretion of the chair of a committee, but each committee could come to at least one Board meeting per year; the committee chairs could schedule which within the respective committees. David H. said there are certain months the Board needs to meet, noting January due to the annual budget requirement. David O. added the spring and fall workshops could be conducted in months when Board meetings are not scheduled. Sandy pointed out the SOPs note specific due dates for certain items, so we need to be cognizant when considering a schedule change. Some items are due at a national level, and there is lots of activity required November-January. David H. asked if all are comfortable with the concept, and all confirmed. David H. noted we should consider any schedule change agreed to be implemented in January 2005. Suzanne asked if we are tied to the current calendar for 2004. David H. recommended we review the annual requirements and work them into a new year. Sarah said she will review the calendar and will make a proposal. Suzanne said January, March, May, July, September and November could be considered as meeting months, noting that absences are usually high in December, and the AACPM Annual Conference is usually in June. Please bring recommended changes to the May Board meeting. Suzanne said committee chairs will also need to review, since some of the committee activities are also calendar-sensitive. David O. said we would likely want to schedule workshops in non-Board meeting months.

Sarah directed committees to review their sections of the Strategic Plan to see if any updates to the Plan are needed.

A Department of Transportation member has asked if there are plans for NCS CPM membership cards to use for discounts, etc. Sarah will be sure Ways & Means Committee is aware of the inquiry. Suzanne noted the volume of work required to get such a program off the ground. David O. said many vendors may balk considering there are only 95 +/- members. David H. said it's a great idea, but the size of our organization may not carry significant enough leverage.

Tami noted that former PMP student Letch Beatty was murdered on the job as manager of the Employment Security Commission office in Hendersonville on April 2, 2004. Mary recommended Mr. Beatty's death be noted in the Newsletter and/or in the Spring Workshop program. Sarah endorsed the idea. Beverly asked if the Board can send a card to Mr. Beatty's family. Tami will handle.

With no further business to discuss, Suzanne moved for adjournment. Sarah seconded. The meeting adjourned at 11:26 AM.

Reminder: the next Board meeting is Friday, May 14, 10:00 AM at DENR Radiation Protection Section, 3825 Barrett Drive.

Respectfully submitted by Pete Burke  
April 27, 2004

**North Carolina Society of Certified Public Managers  
May 14, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Ann Cobb (ex-officio), Beverly Hall, Charlie Helms, Tami Hinton, David Hyder, Sandy Pearce, Sarah Smith.

**I. CALL TO ORDER**

Meeting was called to order at 10:10 AM by Chair David Hyder.

**II. PRESIDENT'S REPORT**

Sarah Smith advised that the North Carolina Society nominated Ed Burt for the 2004 Henning Award; the announced winner is Kentucky Society's Larry Totten. Ed continues to represent North Carolina well in his service to AACPM. Sarah also mentioned that she had met with Tami Hinton and Pete Burke on May 7 to provide an overview of what to expect at the AACPM Annual Professional Development Conference in Topeka KS June 19-23. Steve Mastro and Rodger Rochelle (Askew Award winner) will also be attending.

**III. APRIL MINUTES**

Pete Burke verified all present had received the minutes via e-mail. Sandy Pearce made a motion to adopt, seconded by Sarah Smith. April minutes approved.

**IV. TREASURER'S REPORT**

Charlie Helms distributed copies of the April Treasurer's Report. Since the report was published, there is an additional member of the NC Society. Charlie referenced Line 6, which shows \$320 posted for Spring Workshop registration fees. Charlie then pointed out Line 10, where the approved transfer of \$1000 from the money market to the operating fund reflects the transfer has not been processed to date. The checking account is in a positive condition, so Charlie recommended the funds be left in the money market earning interest until which time the transfer is necessary. Sandy made a motion that the transfer be delayed until such time that the checking account balance warrants it, Pete seconded. Charlie stated he will effect the transfer when the checking account balance declines to near \$1,000, requesting to be able to do so with prior Board approval. Motion approved unanimously. Charlie reviewed several other monthly transactions. Sandy moved to adopt the Treasurer's report as amended (transfer), seconded by Suzanne Beasley.

**V. MEMBERSHIP COMMITTEE REPORT**

Suzanne Beasley said there are two new members since the last meeting, bringing our total to 97. The committee has begun visits to each of the five PMP classes; two have been completed to date with three to go. Suzanne reported the visits have gone well. Remaining visits are scheduled for May 18, May 24 and June 1, 1:00 PM each day at the OSP Training Center. Suzanne and Beverly encourage anyone interested to assist with the visits. Sarah moved to adopt the committee report, seconded by Charlie. All approved.

## **VI. PROGRAM COMMITTEE REPORT**

Tami Hinton distributed a comprehensive report on the Spring Workshop. The Workshop was a great success, generating net income of \$543.54. The post-workshop survey registered a score of 4.65 out of a possible 5.00. There were a total of 45 paid participants. Tami gives kudos to Sandy Pearce and Pamela Sandling for their help in securing box lunches from the DOC Test Kitchen. Sandy noted there were more non-Society members in attendance than usual. We're not sure how many PMP students may have been there since they are in the midst of the project phase of the course. Tami will contact Jean Waters regarding the Fall Workshop and scheduling it so as to allow more candidates to attend. Ann Cobb said that graduation is currently scheduled for September. Suzanne commented that Society membership and the Fall Workshop could be promoted at PMP graduation. Sandy made a motion to accept the committee report, Beverly seconded. All approved.

## **VII. WAYS & MEANS COMMITTEE REPORT**

Steve Mastro e-mailed his committee report. Steve said sales of coffee cups went well at the Spring Workshop, and the t-shirts and golf shirts were also well received. Regretted that we do not at this time have the capacity to do credit card sales. Steve's report requests the ability to process non-paid orders for clothing; several people wanted to buy shirts in sizes which were not available at the Workshop and the request to pre-pay was not well received by purchasers. Inventory of purchases is in the report. Committee would like the flexibility to order more than what has been budgeted. David Hyder asked about the specifics of the prepaid orders; what's the interest in the particular merchandise items? Sarah recommended the report be accepted pending the receipt of more detail from the committee with regard to the amount of funding being requested. For example, a suggested cap on the amount to exceed the budget. Ann asked if merchandise is available on the website, but it is not currently there. Sarah noted that the plan is to use the website to market merchandise, but the website is not there yet. Charlie stated that even if we are selling merchandise without a profit, people who have purchased items are more likely to renew their memberships in the Society, so goods can be a strong marketing tool. Suzanne stated pens would be a good item to have. Ann said the Kentucky Society has pens, paperweights, more items. Sarah restated her motion to accept the report pending the receipt of more detail on the request, and Pete seconded. Motion passed.

## **VIII. ETHICAL PRACTICES COMMITTEE REPORT**

Committee has no report this month.

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

Wes Seamon e-mailed his committee report. Wes encourages the Board and Society membership to give input and ideas for articles/themes for future editions. An additional summer/fall edition will be published, as will an end of the year issue in fall/winter. You don't have to write an item (though you are welcomed to do so!). Sarah encouraged the Society to keep the momentum going, and we need to strongly support the website. There could be a URL for information instead of creating a PDF version of the newsletter. We could have a "member spotlight" in each issue, etc. Sarah reiterated Wes' comment to feed content to the committee, for example publishing Tami's post-workshop Program Committee report. Sarah will be submitting pictures from the Workshop. Tami recommended an article honoring Rodger Rochelle and his Askew Award as the first "member spotlight," and the article could name past Askew winners

as well. Ann mentioned the shadow box in the OSP Training Center could be used to display Society merchandise and do Society highlights, etc. Ann will look into the availability of the window. Sarah moved to accept the committee report, and Suzanne seconded. Report approved.

## **X. PROGRAM STATUS**

Ann reported that there are currently 52 candidates enrolled in the incoming PMP class with a target of 72. There are five applications pending. This could be the first time in three years that full enrollment is not achieved, the fallout from lower SMP attendance due to the budget crisis. Sandy asked if Introduction to Supervision and Supervision for Managers & Professionals are more or less equal prerequisites for PMP. Ann said that the National Certified Public Manager Consortium Standards and Guidelines will be reviewing the curriculum consortium-wide, reviewing competencies. The last review was in the mid-1990s. This should be beginning in July. In NC, Introduction to Supervision, SMP and PMP are all subject to review as to content and delivery method(s). The National Consortium is meeting in June. Ann will be looking for feedback and recommendations. Sarah asked if the review is being reported to the House of Delegates at the AACPM Conference. Ann confirmed, noting that the process is not broken, but they want to refresh it to stay ahead of the curve.

Intro to Supervision now closely mirrors SMP. Intro is designed for first time, first line supervisors. So NC will be examining both courses. Beverly said DENR has it's own course required for first time supervisors, and asked if this came from an effort of DENR and OSP. Ann replied it had not. Ann said DOC has reached out recently to OSP, and they will be working together to look at similarities of their programs and for potential improvements. Ann commented that the basics of effective leadership are the same no matter what agency one works in. Ann will communicate PMP class information (registration dates, etc.) to the NCS CPM Board. There are currently 15 spaces for the fall class.

The CPM Advisory Board will be reestablished in July. Should be staffed by NCS CPM President, a graduate of the program, a current participant, a faculty member, an agency executive, a university program director; Thom Wright and Ann Cobb will be ex-officio members. Ann is proposing the Advisory Board renewal to Thom.

Ann thanks those who were able to participate in the focus group for "Delivering Business Value for the Public Sector." The class announcement went out April 23; the course requires a minimum 12 participants but there are currently no registrants. Ann will resend the online registration form to the Board. Sandy and Ann discussed adding more course information to the announcement to flesh out in more detail what the course entails.

Jane Bozarth and Kathi Parker both thoroughly enjoyed their roles as facilitators at the Spring Workshop. EQ has elicited more interest and questions regarding training.

## **XI. NEW BUSINESS**

Sarah distributed a schedule of due dates per the Society's Standard Operating Procedures for discussion of amending the meeting schedule to semi-monthly. Systematic review of the SOP and Calendar ensued. Ethical Practices Committee is charged with the responsibility of changes to the Constitution & Bylaws; Sarah will e-mail to the Board copies of the material distributed at the meeting. Board members should review thoroughly and be ready to decide at the June Board meeting, which would effect changes for July.

Strategic Plan also needs to be finalized. There are few changes. Membership and Ways and Means have changes; updates are done for those committees. All Committee chairs should review their sections of the Strategic Plan and communicate changes to Pete by close of business on June 1, 2004 to allow updates to be made to the plan, revised copies to be distributed and the Plan reviewed/approved at the June Board meeting. Committee chairs should also advise Pete if no changes are required by the June 1 date.

## **XII. OTHER BUSINESS**

Beverly recommended the Ways & Means and Membership Committees work together concerning the shadow box at the OSP Training Center. Ann endorses the idea and will work with them. Sarah noted Ways & Means is still considering merchandise distribution points outside the Raleigh area.

With no further business to discuss, Sarah moved for adjournment. Sandy seconded. The meeting adjourned at 11:36 AM.

Reminder: the next Board meeting is Friday, June 11, 10:00 AM at DENR Radiation Protection Section, 3825 Barrett Drive.

Respectfully submitted by Pete Burke  
May 17, 2004

**North Carolina Society of Certified Public Managers  
June 11, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Beverly Hall, Tami Hinton, David Hyder, David Osborne, Amy Sawyer, Wes Seamon, Sarah Smith.

**I. CALL TO ORDER**

Meeting was called to order at 10:03 AM by Chair David Hyder.

**II. PRESIDENT'S REPORT**

Sarah Smith announced that Mary Burries has submitted her resignation from the Board. Mary's job requirements no longer allow her to devote the time needed to Board responsibilities. Sarah has asked Amy Sawyer to fill Mary's unexpired term. The gift basket from NC Society has been shipped to Topeka KS for the conference. Sarah asked that Tami and Pete take pictures and notes; consider an article for the Summer Newsletter. OSP's class about value in public sector was canceled since only five people had registered. It will likely be rescheduled in the future. NC Society should look into a link to OSP training website on our site.

**III. MAY MINUTES**

Pete Burke verified all present had received the minutes via e-mail. Wes Seamon made a motion to adopt, seconded by Beverly Hall. May minutes approved.

**IV. TREASURER'S REPORT**

No report for May.

**V. MEMBERSHIP COMMITTEE REPORT**

Suzanne Beasley reported NC Society membership is currently steady at 97. All visits to PMP classes have been completed. Tami Hinton and Beverly Hall both assisted. Suzanne said the shadow box at the OSP Training Center on Peace Street is not in a prime location; it's located near the "smoking door." There is a concern about vandalism and materials and/or merchandise fading in the sunlight. Suzanne does not recommend we put materials there. Wes suggested we can put pictures of merchandise in the box. Suzanne said PMP Graduation will be in September, but that's not yet confirmed. Projects are due the end of July.

**VI. PROGRAM COMMITTEE REPORT**

Tami Hinton said the Committee met on May 27; Cheryl McLean, David Hyder, Kathy Harrelson and Tami. Possible sites for the fall program are Wake County Commons, Peace College President's Room, RDU Airport Authority. The Wake County Commons location has been tentatively reserved for Tuesday, October 12; the workshop could be the week of October 4-8 or October 12 but there are potential scheduling conflicts with Managerial Processes and Motivational Climate classes at OSP. Target audience mid-managers and up; potential topics such as leadership in changing times and/or bureaucracy and change. Committee is also looking into potential speakers. Beverly noted she'd been to a Ramona Tuck presentation which featured a "bad apples"

exercise that was good; similar to Fish which we've done in the past. Amy said it's a two-hour exercise which can be extended to ½ day.

## **VII. WAYS & MEANS COMMITTEE REPORT**

Amy Sawyer reported there has been \$200 of merchandise sales year-to-date. The committee has purchased \$995 of merchandise this year, leaving \$775 not yet recovered. Goods have now been distributed to the western part of the State for sales. Jeff Joines is the contact. Sarah noted we might consider using the current year's sales revenue to continue to keep stock of merchandise available; Amy moved to allow the revenue to be used to purchase new/additional merchandise, and Beverly Hall seconded. Motion approved.

## **VIII. ETHICAL PRACTICES COMMITTEE REPORT**

David Osborne distributed copies of the proposed revisions to the Constitution & Bylaws. His handout contains committee proposals, not necessarily recommendations. David asked that the Board review and endorse if agreeable, then forward to Society membership for approval. Section 3.1: Beverly asked to delete "only." Additions to pages 2 & 3 are directly from the AACPM Constitution & Bylaws. David Hyder asked that there be a definition of "expulsion" to be included in Section 3.2. Section 7.5 added giving the President the authority to cancel a meeting. Question arises from Section 7.7 regarding Society membership list, namely Membership Committee maintains list but is Secretary responsible for it (custodian)? Sarah then asked how we should record an excused absence from a board meeting...should excused absences be listed in the meeting minutes? We should also study adding 8.11, concerning Conflicts of Interest as well as procedures for recusal. Section 8.4 indicates there must be six board members present to constitute a quorum at a Board meeting, however David H. pointed out it also indicates a quorum at Society meetings is "all members present." Sarah said regarding November Annual Meetings we should encourage more Society members to attend, not just Board members. Suzanne asked if non-members would find the meetings a waste of time if we did not have training. Sarah asked if we needed to wait for the November Annual Meeting to announce proposed changes to the bylaws or is there a faster way to get the word out? Sarah then recommended the Board explore the facilitation of electronic voting by the membership at large with regard to changes to the Bylaws. David O. asked that comments and suggestions be sent to the Committee. David H. noted the Board needs to take no formal action at this time with regard to electronic voting by the membership.

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

Wes Seamon said the committee is meeting at noon today (June 11). They are preparing the Summer newsletter for the end of July-beginning of August. Highlight will be the AACPM Professional Development Conference. Wes has asked Tami Hinton to take pictures at the Conference, which he will also post on the website in addition to those to be published in the newsletter. Also suggested an interview with the incoming AACPM president. Wes asks that "meaty questions" be sent to him to be included in the interview. Newsletter will also include follow-up with regard to G.S 126. Sarah indicated Mary Burries will be sending details to her. Tami asked about a deadline for submitting AACPM Conference information, and Wes asked for it mid-July. Amy asked if the newsletter will be in electronic format, and Wes confirmed. Amy then asked if Ways & Means information could be included, and Suzanne suggested pictures of Society merchandise could also be published. Amy asked if the merchandise order

form could somehow be included, along with the e-mail addresses of the Ways & Means Committee members to allow Society members to order merchandise more easily. The target publication date for the Fall/Winter newsletter is November or December, and will highlight Society accomplishments for 2004. Perhaps it could also include an "end-of-year letter" by the President and/or Chair of the Board. It will also cover CPM Graduation and the Fall Training Workshop and include a recruitment article. Wes said he is generally disappointed in the lack of response by Society membership regarding requests for topics/articles for the newsletter, especially since the Committee has offered to author articles if provided a topic. Sarah revisited the "member of the month" concept, to include a photo and article. Tami recommended the first one highlight our Askew Award winner(s). Sarah then said we should investigate promotion of OSP Training, which would give OSP another way to publicize their programs and strengthen the relationship between the Society and the department. Beverly suggested we could "advertise their training" as a good networking opportunity. David O. said the NC Board of Ethics has a newsletter which published a story about gifts, the subject of which would be very timely for publication in the Fall/Winter newsletter considering it's publication date will be so close to the holidays. Sarah asked about reproducing the article with the proper citation.

## **X. STRATEGIC PLAN**

Sarah noted that there are few variations from what our stated goals and mission are. Please refer to the June 10 email copy which Sarah distributed. Goal 1:2 – include chairs and committee members. Suzanne said that for recruitment, also looking at the application form itself for "user-friendliness" and to encourage volunteerism. Sarah directed all Board members review the Strategic Plan prior to the July Board meeting to facilitate approval; Pete will then archive.

SEMI-MONTHLY MEETINGS: Will require an update to the standard operating procedures regarding changing the Board meeting schedule to every other month. We will need to review the SOP in detail to ensure it is accurately updated. Proposal is for scheduled Board meetings in January, March, May, July, September and November. There would also be "special meetings" in December and February to facilitate the completion of Society business (budget approval, etc.) and allow for special meetings as needed. Effectively, this change would eliminate four meetings per year. Any SOP updates will need to be adopted in July after all Board members have had the opportunity to review the proposed changes. Suzanne asked if we need to change the scheduled meeting day from the 2<sup>nd</sup> Friday of the month; is there a better day? Amy asked if we also should consider the current meeting time and duration. Sarah said the current format has been successful, but we will need to revisit under any new calendar. Sarah made a motion that the Strategic Plan be reviewed as distributed and placed on the agenda for approval in July; David O. seconded.

## **XI. NEW BUSINESS**

Sarah made a motion that Amy Sawyer be appointed to complete Mary Burries' unexpired term. Mary's term expires December 2004. Pete seconded. All present approved.

Suzanne asked about a leave of absence from the board for maternity. Sarah said that Suzanne would have an excused absence.

With no further business to discuss, Suzanne moved for adjournment. Beverly seconded.

The meeting adjourned at 11:25 AM.

Reminder: the next Board meeting is Friday, July 9, 10:00 AM at DENR Radiation Protection Section, 3825 Barrett Drive.

Respectfully submitted by Pete Burke  
July 1, 2004

**North Carolina Society of Certified Public Managers  
July 9, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Charlie Helms, Tami Hinton, David Hyder, David Osborne, Sandy Pearce, Amy Sawyer, Wes Seamon, Sarah Smith.

**I. CALL TO ORDER**

Meeting was called to order at 10:12 AM by Chair David Hyder.

**II. PRESIDENT'S REPORT**

Sarah Smith noted there were many pre-conference campaign e-mails distributed by candidates for office in AACPM. She had also received a survey from AACPM as a follow-up. The survey is seen as an effort to promote better communication between AACPM and the State societies. Sarah asked how the Board feels regarding communication with/within NC; she feels our network is effective. Sarah noted the incoming PMP class is under-enrolled. There will only be two sessions instead of the usual three. Sarah then deferred to Tami Hinton and Pete Burke for a report on the conference, which they both attended (along with Steve Mastro) in Topeka, KS June 20-23. Tami said the conference was excellent. There were ten attendees from NC. Tish Hagler was there; Tish's conference registration was paid as a door prize which she won in 2003. The Askew Awards were presented at the Presidents' Luncheon this year, and Rodger Rochelle couldn't be there, as was the case with the parent of another award winner. The AACPM House of Delegates discussed moving the Askew presentation back to the Awards Banquet, where it had been held in the past.

**III. JUNE MINUTES**

Pete Burke verified all present had received the May minutes via e-mail. Sandy Pearce noted a change for Section VII, Jeff Joines' last name was incorrectly cited as "Jones" in the minutes. Sandy then moved that the minutes be approved as amended, and Tami seconded. All approved.

**IV. TREASURER'S REPORT**

Charlie Helms distributed copies of the May report. The June bank statement has not yet been received. Charlie has not affected the previously-approved transfer of funds from savings to Ways & Means, as there is currently enough money in the account so as to delay the transfer. Sarah moved the report be approved, and Pete seconded. All approved.

**V. MEMBERSHIP COMMITTEE REPORT**

Suzanne Beasley reported no additional members since the last meeting. Membership stands at 97. Beverly will start the membership campaign while Suzanne is on maternity leave. Tami said AACPM records indicate NC has 89 members. Sandy asked Tami if AACPM asked about out anticipated membership level in 2005 at the House of Delegates meeting in Kansas, and Tami said no. Charlie will check to be sure AACPM has received information/our on our eight most recent members. Tami asked Suzanne which committee(s) Rodger Rochelle had asked about; Rodger asked Tami

about follow-up while they were in Topeka. Pete also asked about committee chair follow-ups with people who have volunteered for committees but had yet to be contacted.

## **VI. PROGRAM COMMITTEE REPORT**

Tami Hinton said the Committee last met on May 27. The Fall Workshop is confirmed for October 12. Kathy Harrelson has been in communication with Peace College as a potential site, and the Wake County Commons Building has also been reserved. There is no cost for the President's Room at Peace, but there is a limit of 48 attendees and we would be required to use the college's catering service. Peace also has a classroom for use with space for 85 people, but there is a cost to use the room. Program Committee hopes to finalize everything by the end of July.

## **VII. ETHICAL PRACTICES COMMITTEE REPORT**

Committee will meet on July 16 to discuss definitions, recording absences, conflicts of interest, and the timing/voting on changes to the bylaws. Sandy said the Board has never differentiated between excused and unexcused absences, only that a Board member was allowed three per year...do we need to change this? There needs to be a specific number of allowable absences, and Sandy recommends three for any reason, especially since the number of meetings per year is being reduced. David O. cited the bylaws provision of "three consecutive." Sarah said we will now have only eight meetings during the year with the new schedule. We need to maintain the Board. Sarah added we need to be sure the Standard Operating Procedures contain a provision for canceling meetings in the event of adverse weather.

## **VIII. WAYS & MEANS COMMITTEE REPORT**

Amy Sawyer reported that Steve Mastro is looking into ordering more NC Society golf shirts. Amy will be sending pictures of the available merchandise to Wes Seamon. We now have points of contact & distribution in the mountains (Jeff Joines), central (Amy Sawyer) and at the beach (Steve Mastro). Merchandise inventory will be maintained, and the plan is to put a merchandise order form on the website. Tami asked about turnaround times for orders, and Amy responded that it depends on the product and the order quantity. So far we do not have a reliable timeframe to report.

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

Wes Seamon said the committee last met on June 11. One member may need to leave the committee. The committee discussed the summer newsletter. The publication date is scheduled for August 2. The AACPM Conference will be a big part of the publication. Thanks to Tami for taking pictures in Topeka. The committee is also considering interviewing Thom Wright regarding GS126, as well as a conversation with the incoming AACPM President. The fall issue is tentatively set for late November or early December. This is a good opportunity for input from the Board; NC Society accomplishments, the Fall Workshop, coverage of Graduation. The Committee is meeting next on July 16, and they will work more on the fall newsletter and the website, including developing protocols for input to the site. Other possibilities include a "member of the month" feature and web links to the OSP training site. Sarah asked if OSP will link their site to ours; she will contact Ann Cobb to investigate. Tami noted the AACPM website links to Amazon.com; purchases on this site direct a portion of sales to AACPM.

## **X. NOMINATIONS COMMITTEE**

Sandy said the Past Presidents on the committee are still active: Sandy, Steve Mastro and Mary Reese. They will be meeting via e-mail; Sandy is working on the slate of Officers and hopes to have it ready for the September Board meeting. Sandy will contact potential candidates. She hopes to have representation from some of the large, active agencies. Sandy also noted that active committees result in an active candidate pool.

## **XI. NEW BUSINESS**

Sandy cited 12.3 of the Bylaws: "...ballots shall be mailed..." Last year ballots were e-mailed, and this did not increase participation in the election process – though it was much easier administratively. David O. said that a recommendation to change the bylaws to include e-mailing the ballots is in process. Sandy also restated the question concerning absences which David said is under discussion by the Ethical Practices Committee. Sarah said the Annual Meeting is scheduled for November, and asked Amy to have Wes mention in the newsletter. The Annual Meeting is currently scheduled for November 12, but will be moved to November 19.

## **XII. OTHER BUSINESS**

Sarah is working on forming the committee for the Margaret J. Bailey Award. The Bailey Award has been presented since 1996. If you do not have a current copy of the Strategic Plan, be sure to let Sarah know. Formal acceptance is due in July. Sarah then moved that the plan be accepted, and Wes seconded. All approved. Tami said the next AACPM Conference is scheduled for September 18-20, 2005 in Manchester, NH. Please note the next meeting of the NC Board is September 10, as we now officially begin the "new schedule."

With no further business to discuss, Suzanne moved for adjournment. Wes seconded.

The meeting adjourned at 11:31 AM.

The meeting was reopened by Chair David Hyder at 11:32 to formally vote on the schedule change. Suzanne moved that the Board meet every-other month and "special meetings" as needed. Motion seconded by Amy. All approved.

The meeting adjourned at 11:33

Reminder: the next Board meeting is Friday, **September 10**, 10:00 AM at DENR Radiation Protection Section, 3825 Barrett Drive.

Respectfully submitted by Pete Burke  
July 21, 2004

**North Carolina Society of Certified Public Managers  
September 10, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Pete Burke, Beverly Hall, Charlie Helms, Tami Hinton, David Hyder, Amy Sawyer, Sarah Smith.

**I. CALL TO ORDER**

Meeting was called to order at 10:07 AM by Chair David Hyder.

**II. PRESIDENT'S REPORT**

Sarah Smith thanked Amy Sawyer for bringing donuts in honor of Beverly Hall's birthday.

Sarah then noted there had been a traffic accident in Mexico on August 25 involving AACPM Treasurer-elect Larry Gordon. Mr. Gordon sustained serious injuries, but is expected to recover.

AACPM President Ron Buccholz distributed an email addressing issues facing the AACPM member societies. Primary concerns are attracting and retaining members, budget cuts in the member states and broader recognition of CPM certification.

Regarding finances, most states cannot fully support travel for delegations to the Annual Conference. This year's total cost for NC Society exceeded \$3,500, and we cannot fully support this every year. We should consider an SOP update which would look into agency support for conference attendees. Beverly cited fundraising for the conference, but noted this would be difficult for an organization of our size. Sarah said NCS CPM has usually budgeted \$1,500 for the Conference, so we should plan on that level of support in the future.

Annual Meeting of NC Society is Friday, November 19, 2004 at the Rural Center, next to the Wake County Commons Building on Cary Drive in Raleigh. Draft agenda has been prepared and distributed. We will need to approve the minutes of the 2003 Annual Meeting during the November event. Please review the minutes and propose changes/amendments prior to Nov. 19. The Annual Meeting is currently scheduled from 10:30 AM – 3:00 PM. Sarah recommends that committee chairs invite their committee members to attend the Annual Meeting.

Nominations for the 2005 slate of officers have been submitted. Sarah reviewed the list of nominees: President-elect, Beverly Hall; Secretary, Pete Burke; Board Members – Amy Sawyer, Suzanne Beasley, Rodger Rochelle. Ballot will go out as a Word document to Society membership. Officers will be installed at the Annual Meeting, so ballots need to be returned by 30 days prior (Oct 20). Committee chairs are required to prepare a report for the Annual Meeting...reports are due to Sarah by November 8. Charlie Helms asked if there are softcopies of last year's reports available, and Sarah confirmed. She will e-mail them in Word.

Sarah moved that the Board propose a Bylaws change to incorporate every-other month meeting schedule, and a provision that missing three consecutive meetings would result in dismissal from the Board. Beverly seconded. Vote was unanimous to accept the proposal.

The OSP workshop “How to Demonstrate the Value of Your Agency” is being presented on September 16 and again on October 15 from 8:30 AM to 4:30 PM at the OSP Training Center, 101 Peace St.

PMP Graduation is scheduled for Monday, October 4, 2:00 PM at the Museum of History (need to confirm the location). Tami will bring a tablecloth; Membership Committee will be represented.

Beverly will discuss an update of the NC Society application with Suzanne Beasley. Amy noted she is not sure if Steve Mastro will be able to attend, but she will bring mugs, pins and shirts to the ceremony.

Steve Mastro will be relocating out of state in the near future. A new eastern representative for Ways & Means will have to be found to facilitate the distribution of merchandise.

### **III. JULY MINUTES**

Pete Burke verified all present had received the July minutes via e-mail. Sarah moved the minutes be adopted as submitted. Beverly seconded. All approved.

### **IV. TREASURER’S REPORT**

Charlie Helms distributed copies of the June and July reports. The August bank statement has not yet been received. Charlie received an \$18 returned check in July. He has been unable to contact the member who wrote the check, which was for the purchase of a golf shirt. Sarah said to review the SOPs for a returned check process; we’ll need to draft one if none exists. Charlie noted the account is closed, so multiple attempts to clear it have been fruitless. The check is drawn on SECU, so no returned check charge applies. Charlie suggested any new procedure should include a provision for “applicable service charges” when dealing with returned checks. Sarah moved the reports be accepted, and Beverly seconded. All approved.

### **V. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT**

Wes Seamon e-mailed the committee report. Sarah said we need to generate more website traffic. Not every agency has Adobe Acrobat for reading the Newsletter, so she recommends the Newsletter be posted to the website and the URL be sent via e-mail. Amy said DENR uses a URL web link for their agency’s newsletter. David Hyder recommended the Committee draft a distribution scenario, to include install/uninstall steps, etc. Perhaps develop a software transfer protocol for the SOPs, then submit a recommendation to purchase Acrobat.

### **VI. PROGRAM COMMITTEE REPORT**

Tami Hinton said the Committee met on August 24 to finalize the Fall Workshop brochure and agenda. Tami distributed copies of the brochure for the program, “Leading in Changing Times.” There is abundant parking at Peace College for the workshop. Tami will be sending out a reminder e-mail with directions. We will be using the Peace College catering service. The meeting room can accommodate 185 people. The attendance goal is 50 to 60. Tami has also sent information to Ann Cobb and Jean Waters, and will also be sending information to the new PMP cohort.

### **VII. MEMBERSHIP COMMITTEE REPORT**

Beverly will communicate with Suzanne regarding the list of students and graduates. They’re talking about pens or some other memento for new graduates. They have spoken with several vendors, but they would need to deal with setup fees as well as

cost to purchase. Sarah noted new graduates used to receive certificates. Beverly said Ways & Means Committee contacts already have our logo, so using one of them is an option. The budget is \$250.

The idea about the window display at the OSP Training Center is still on hold. Sarah ask that the committee re-verify addresses on the membership roster in preparation for this year's election. Tami asked about e-transfer of membership dues; she noted the Department of Cultural Resources may have that capability, so it's something to investigate.

#### **VIII. WAYS & MEANS COMMITTEE REPORT**

Amy reported that Steve Mastro is working on their committee report. Amy has some sales revenue to submit. She may not be able to attend the Fall Workshop, so she is looking to be sure Ways & Means merchandise is available at the Workshop. Steve has ordered more shirts, but Amy's not sure if they're tee, golf or both. There are still 1½ boxes of coffee mugs. There have been no hits so far on the website order form. Sarah asked about AACPM pins. Charlie said he will ask Ed Burt about the supply

With no further business to discuss, Sarah moved for adjournment. Beverly seconded.

The meeting adjourned at 11:14 AM.

Reminder: the next meeting is the Annual Meeting of the North Carolina Society of Certified Public Managers, and is scheduled for Friday, November 19, 10:30 AM at Department of Correction, Office of Staff Development and Training, 2211 Schieffelin Road, Apex, NC. For directions, please visit:  
<http://www.doc.state.nc.us/OSDT/osdtmap.htm>

Don't forget the Fall Workshop, "Leading In Changing Times," Tuesday, October 12 at Peace College. Registration begins at 8:30 AM...

Respectfully submitted by Pete Burke  
September 21, 2004

**North Carolina Society of Certified Public Managers  
December 10, 2004 Board Meeting Minutes  
DENR-Radiation Protection Section Office  
3825 Barrett Drive, Raleigh, NC**

Board Members: Pete Burke, Beverly Hall, Charlie Helms, Tami Hinton, David Osborne, Sandy Pearce, Tina Pickett, Amy Sawyer, Sarah Smith.

**I. CALL TO ORDER**

Meeting was called to order at 10:15 AM by President Sarah Smith.

**II. PRESIDENT'S REPORT**

Sarah Smith thanked the Board for allowing her to serve as President and for all the help and support provided during her term.

**III. SEPTEMBER MINUTES**

September minutes were approved at the NCSCPM Annual Meeting in November. No further action to be taken on minutes at this meeting.

**IV. TREASURER'S REPORT**

Charlie Helms distributed copies of the November report. The November bank statement has not yet been received. If there are other, specific line items you feel would be beneficial to be included (or removed) from the 2005 report, please advise Charlie at the January meeting. For example, Line #10-Principal Transferred to Operating Fund could be a footnote, not an above-the-line item. Line #21 "Spring Board Retreat" used to refer to the Strategic Planning Meeting.

Sandy Pearce noted that the SP meeting used to be a day-long affair, but now doesn't take quite so long since the process now mostly involves amending the existing plan. However, if strategic planning process is combined with a regular business meeting, time gets tight due to the need to conduct regular business as well as strategic planning. Beverly said each committee should come to the February Strategic Planning Meeting with ideas ready to discuss. Tami will arrange for a facilitator for the SP meeting. Charlie then asked about Line #5, Annual Meeting Registration. There is a \$1500 budget item, but no receipts. Sarah said there used to be a workshop held in conjunction with the Annual Meeting.

**V. MEMBERSHIP COMMITTEE REPORT**

Sarah noted that Suzanne reported there are 37 membership applications received for 2005. Sandy said there is lots of work to be done. Tami cited our membership roles of about 100 each of the last two years. Beverly said this may be about where we usually are this time of year. Sarah said we started the membership drive a bit later than usual this year; dues etc. need to be to AACPM by mid-March. Tami asked Sandy if she knew the due date for the Annual Report to go to AACPM. Sandy said they (AACPM) usually request it. Sandy asked Pete if he'd submitted the new Officers-Board list yet to AACPM, and Pete replied that it will go out as soon as a new Board Chair is named.

**VI. PROGRAM COMMITTEE REPORT**

Tami Hinton said there is no Committee activity to report.

## **VII. WAYS & MEANS COMMITTEE REPORT**

Amy Sawyer noted the success of bringing merchandise to the Annual Meeting, as more merchandise was sold. There is still a good supply of coffee mugs and pins, but we are starting to get low on tee shirts and polo shirts. Amy asked all to think about other items which can be marketed...perhaps sweatshirts, etc. Please give this some consideration and e-mail Amy, who will research. Charlie also has some inventory, and he will be sure to get it to Amy. Tami asked about pens. Amy will look into them. David asked Amy if she was looking for a merchandising representative in the east since Steve will no longer be handling that role. David knows of a CPM from Fort Fisher who has expressed an interest in getting involved. He will get the information to Amy to recruit.

## **VIII. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT**

Sarah is working to encourage the use of the NCSCPM website. Our SOPs are now available on the web. Wes Seamon is working on the winter newsletter. AACPM's December newsletter is on their site and can be accessed via a link in ours ([www.ncscpm.org/](http://www.ncscpm.org/)). Sarah will e-mail our membership to advise/encourage use of our site. NC Society sent several articles for publication in the Academy newsletter, and edited versions have been published. John Morck will be including a "news from the webmaster" section in the NCSCPM newsletter.

## **IX. NEW BUSINESS**

Sarah noted January's meeting will require the approval of the 2005 budget, the formal election of a Board Chair and firming up committee chairs and membership. Pete will send the 2005 Board Roster to AACPM Secretary when it is finalized in January. AACPM needs our 2005 Directory of Members in March, and our dues collected to date by January 31. Sarah asked Charlie if he'd been notified of the \$100 assessment due AACPM; he has not (yet) but will re-verify. Sarah asked if the 2<sup>nd</sup> Friday of the month works for everyone so as to begin to plan for the 2005 meetings. Sarah thanked Beverly for the use of the DENR-Radiation Protection Conference Room for the past year. Tami offered to look into the conference room in the Commissioner of Banks building too. David said that parking is the key. Amy asked to confirm dates so she can reserve the DENR conference room just in case. 2005 Meetings will be conducted on the following days: January 14, February 11 (Strategic Planning and committee meetings), March 11, May 13, July 8, September 9 and December 9; the Annual Meeting will be in November on date to be determined. Location of regular meetings will be determined... . Sandy strongly encourages that committee members be in attendance as well as the Board for the Strategic Planning meeting. Beverly asked if the meeting will be all day or part of the day. We could have committee meetings precede strategic planning. David suggested we consider doing the strategic planning first, then follow with committee meetings to allow the committees to develop tactics to address strategies. Sarah recommended at least two hours to talk through the strategic plan, then additional time to discuss it. Sandy said we could use the Department of Correction and avail ourselves of the Test Kitchen for lunch. Sandy then asked if mentors have been appointed for the new board members; Tami said not yet. Mentors need to be recruited for Tina Pickett and Rodger Rochelle. Sarah pointed out that Program, Ways & Means, Membership and Publications committees will have regular expenses throughout the year to be considered for the annual budget. Those committees should look at their expenses and the lines in the

budget as it currently exists to see if additional lines need be specified or obsolete lines deleted. These programmatic functions drive the budget.

Sandy asked when the audit will be conducted. Charlie noted that contacting Armenous Adams is on his to-do list to schedule the annual audit.

Tami reiterated Sandy's comment for committee chairs to encourage their members to attend the February strategic planning meeting. Tami then noted the 2005 AACPM Professional Development Conference will be September in Manchester, NH. Sarah said we were fortunate to have had so much agency support in sending our delegation to the 2004 meeting in Topeka, KS; this allowed us to come in under budget for that line item. Sarah then said we need to think about archiving. Steve Mastro has been our archivist, but will need to be replaced when he relocates to California.

With no further business to discuss, Charlie moved for adjournment. Pete seconded.

The meeting adjourned at 11:07 AM.

Reminder: The next meeting of the North Carolina Society of Certified Public Managers is scheduled for Friday, January 14, 2005, 10:00 AM in DENR-Radiation Protection Section Office, 3825 Barrett Drive, Raleigh, NC.

Respectfully submitted by Pete Burke  
December 10, 2004