

**North Carolina Society of Certified Public Managers
January 14, 2005 Board Meeting Minutes
DENR-Radiation Protection Section Office
3825 Barrett Drive, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Beverly Hall, Tami Hinton, David Osborne, Tina Pickett, Amy Sawyer, Sarah Smith.

I. CALL TO ORDER

Past President Sarah Smith called meeting to order at 10:10 AM. President Tami Hinton welcomed all to the first meeting of 2005. First order of business for the new year is to name a Board Chair. Tami made a motion to appoint Sarah Smith, which was seconded by Suzanne Beasley and approved by all present.

II. DECEMBER MINUTES

Pete Burke verified all had received electronic copies of the December Board meeting minutes. No changes or adjustments were suggested. Beverly Hall moved to accept as published. David Osborne seconded. All approved.

III. PRESIDENT'S REPORT

Tami distributed a task list of to-dos by month, to clarify what needs to be done with the Society now on an every-other month schedule. Bank signature cards will need to be done in February. Charlie Helms has already submitted our NCSCPM dues to AACPM. Sarah appointed as Board Chair, David Osborne appointed as Ethical Practices chair in December; Suzanne has been sending reminders to membership; updates are ongoing to the website, Pete has submitted the 2005 Officers & Board list to AACPM, so we're doing well on the January "to-do's." Tami suggested adding the NCSCPM web link to your e-mail signature lines. Committee chairs need to be identifying, recruiting and contacting potential committee members and forwarding committee rosters to Tami and Pete. Amy Sawyer said she is working to find new members for Ways & Means. Suzanne distributed the current NCSCPM membership list. Highlighted individuals have renewed their membership for 2005.

Tami formally welcomed Tina Pickett and Rodger Rochelle to the Board. Sarah Smith will function as Tina's mentor; Pete Burke will work with Rodger and Beverly Hall with Amy Sawyer.

Tami and Sarah have discussed the strategic planning meeting scheduled for February 11, 2005 at the Commissioner of Banks office, 316 W. Edenton St. The meeting will begin in the Hearing Room at 10:00 AM. All should have received an e-mail copy of the strategic plan from Tami, as well as a copy of the AACPM 2003-06 Strategic Plan and a blank action plan list. Terry Bell from the Dept. of Commerce will facilitate. The plan is to begin with a regular board meeting, then do the strategic planning session. We will have lunch around noon, and then continue on with a target to wrap up around 3:00 PM. Tami will try to bring laptop(s) so the data can be recorded on the fly. David Osborne asked if committee participation is encouraged, and Tami confirmed, saying committee members are welcome for the entire session or just the strategic planning portion. Sarah indicated we'd need an approximate headcount very soon so enough lunches could be ordered from Dept of Correction. Amy volunteered to pick up the lunches from DOC Test Kitchen on Yonkers Road; she will contact Pamela Sandling and coordinate.

Ann Cobb is unable to attend the meeting, but will send input prior. Tami mentioned that Terry suggested we discuss a multi-year strategic plan, say two to three years (or longer) ...something to think about. Sarah agreed. Beverly added a good turnout at the meeting would generate so much more input for discussion and consideration. David said that input from the membership up, not from the Board down is important; he asked if Society membership has been notified about the meeting. Sarah said PMP grads and past members have been. David cited an important topic for discussion – “Why would someone want to belong to NCSCPM / what does the Society have to offer?” Tami suggested additional networking opportunities could be developed. Perhaps establish more gatherings, such as networking lunches or after-hours events. Suzanne agreed, saying it’s important to provide more than training.

Sarah announced Steve Mastro has resigned his position at UNC-W, and will be leaving soon for California. He has a box of archival materials for the State Records Center.

Sarah is working with a new contact at State Archives. Suzanne said it might be a good assignment for a long-term Society member to function as our new archivist.

Tami has received annual reports from AACPM; she will submit the latest NCSCPM copy to AACPM.

IV. TREASURER’S REPORT

Charlie Helms submitted his report electronically. Sarah had a question concerning Line 28, citing a potential correction to the actual cell. Report appears that the Society operated at a deficit for 2004, but this depends on the treatment of the \$1,000 transfer line. Sarah will ask Charlie to review, so there will be no vote concerning acceptance of the report at this meeting

V. MEMBERSHIP COMMITTEE REPORT

Suzanne Beasley distributed copies of the Society membership roster. The 2004 members who have paid 2005 dues are highlighted in pink. Reminders have gone out to the others from Tami and Sarah; we need to establish a “drop dead” renewal date, i.e. February 15. Sarah volunteered to call UNC system members; Rodger has e-mailed all from D.O.T. If you know some long-standing members or members from your agency who have not renewed, please contact them as a reminder. Also a good idea to contact workshop attendees who are not members. Committee chairs – be sure to review the list of committee preferences and contact those who have expressed an interest in your committee. Amy suggested mentioning upcoming events and/or other “promotional” opportunities to encourage people to join or rejoin the Society.

VI. PROGRAM COMMITTEE REPORT

Beverly Hall will be meeting with Tami Hinton to discuss ideas/suggestions for membership and materials.

VII. WAYS & MEANS COMMITTEE REPORT

Amy Sawyer reported no additional sales since the last December meeting. Amy distributed four previously ordered pins. She will continue to set up a merchandise table at Society events. Currently Jeff Joines is the only other committee member. Suzanne noted the Board could help also by offering suggestions of new/different merchandise, etc.

VIII. ETHICAL PRACTICES COMMITTEE REPORT

There are three new names on the membership list expressing interest in the committee per David Osborne. David will contact them, as well as follow-up with some non-paid "current" committee members.

IX. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Sarah Smith noted the Society website www.ncscpm.org/ has more and more content. John Morck will be purchasing Acrobat reader to facilitate the wider use of the website. The site is now our primary place/medium for information distribution. Want to consider working with the Membership committee on a "Member of the Month" spotlight item. The newsletter, which is accessible from the web, is developing also. We could publish more "general interest" articles there... .

X. NEW BUSINESS

James Borawa, a fisheries supervisor from NC Wildlife Resources Commission and the 2004 Askew Award winner was highlighted in a brief in the November 25, 2004 *News & Observer*. Sarah noted the Society needs to take advantage of such opportunities to publicize our organization. Beverly said the Governor's Office may have a media relations connection with Boards and Commissions; perhaps we could contact them to find out how. The question is how can we generate more/better publicity for PMP, graduation ceremonies and the Society in general (?). Beverly added perhaps the Public Information Officers of some of the agencies would be worth investigating as an avenue.

Our SOP document contains a list of annual archive requirements. Sarah will send that portion containing specific requirements to individual board members and/or officers. The tentative 2005 budget currently reflects a \$1000 transfer line as income (and as expense); it shows dues considering a paid membership of 90 with an additional five associates and friends. Annual meeting registration shows income, but we have not collected registration for that event in several years. Merchandise income for 2005 currently shows only \$100. All of these items require consideration prior to the February Board Meeting. Beverly pointed out that the strategic planning session may generate additional revisions for the budget.

Sarah asked all to consider the "additional opportunities" discussed earlier, i.e. socials to be discussed further at the February meeting when developing our strategic plan... and encouraged committee heads to bring to your membership in an effort to further develop the concept.

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

The meeting adjourned at 11:40 AM.

Reminder: The next meeting of the North Carolina Society of Certified Public Managers is scheduled for Friday, February 11, 2005, in the Hearing Room of the Office of the Commissioner of Banks, 316 W. Edenton St, Raleigh. The Board meeting begins at 10:00 AM, followed by the annual strategic planning session.

Respectfully submitted by Pete Burke
January 19, 2004

**North Carolina Society of Certified Public Managers
February 11, 2005 Board Meeting Minutes
Commissioner of Banks Hearing Room
316 W. Edenton Street, Raleigh, NC**

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

Also present: Kathy Harrelson, Anita McNeil.

I. CALL TO ORDER

Board Chair Sarah Smith called meeting to order at 10:10 AM.

II. JANUARY MINUTES

Pete Burke verified all had received electronic copies of the January Board meeting minutes. No changes or adjustments were suggested. Beverly Hall moved to accept as published. Tami Hinton seconded. All approved.

III. PRESIDENT'S REPORT

Tami Hinton asked if all had received the e-mail from Amy Sawyer with Steve Mastro's new contact information. Steve will maintain his membership in the North Carolina Society. Rodger Rochelle was unable to attend today's meeting due to a death in the family. Wes Seamon will likely miss the next six months' meetings due to his wife's health issues. We will need to consider appointing a board member to sit in for Wes. Beverly Hall said there is a new Society member with a job title of "webmaster." Suzanne Beasley identified the member as John Black of the Department of Commerce. Sarah noted John Morck has done well with updating the website; it would be good to have two webmasters. Mr. Black has expressed an interest in serving on "a committee." Tami distributed new committee rosters. Tami noted Kathy Harrelson, Anita McNeil and Cheryl McLean should be added to the Program Committee. Also, Tami received a request for information (demographics, annual report and bylaws) of NCSCPM from Debbie Smith of AACPM, and has responded as requested. Tami then distributed two versions of a 2005 Budget – one with 80 members, one with 90. We currently have 72. Sarah noted the addition of the Acrobat license expense and the deletion of Annual Meeting Registration revenue. Outreach has been reduced, along with plaques and honors. The Annual Conference line is flexible; Tami, Sarah and Beverly will all seek agency support. Tami recommends the Board adopt the 80-member version. Charlie Helms noted there is still a \$1000 line of credit on the budget for the transfer of principal. Pete moved to adopt the 80 member version of the 2005 Budget, and Beverly seconded. All approved.

IV. TREASURER'S REPORT

Charlie Helms noted the 2004 audit is underway. Charlie met with Karen Corley and Armenous Adams on Thursday Feb. 10. HE will report the January and February Treasurer's Reports as well as the 2004 Audit Report at the next Board Meeting.

V. MEMBERSHIP COMMITTEE REPORT

Suzanne distributed copies of the Society membership roster. There are currently 72 members of the Society. Suzanne feels a target of 90 members is not impossible. She has received positive feedback from solicitations for membership. We should set a deadline of around March 1, 2005 for final 2005 membership registration. Are there any AACPM pins available? One member requested a pin. Sarah said AACPM is redoing them and she thinks they're out of stock. Tami will call AACPM to investigate. One member paid twice, and another asked about online payment of membership fees. There have also been questions about membership certificates. Charlie said the certificates, etc. – we need to think about promotion, and Sarah reiterated the theme of “what do you get for your membership.” Charlie asked about the possibility of free programs, for example explaining Career Banding. David Osborne said this is a strategic planning issue, and asked if we could table discussion until the SP meeting immediately following the Board meeting. Kathy Harrelson noted the need to build partnerships for best results; perhaps with OSP and/or some other agency(ies).

VI. PROGRAM COMMITTEE REPORT

Beverly met with Sandy Pearce on February 10 to brainstorm. One idea was to consider one large workshop vs. two smaller ones, or partnering with HRD (Human Resources Development). Beverly also spoke with Ann Cobb, who is receptive to the idea. We could target 100-125 attendees vs. 50...perhaps a middle managers target group. Motivation could be one possible topic. Also developing discipline; middle managers need to “report” in two directions so this is a good possibility. Suzanne said DHHS has mandatory mediation training upcoming, so this validates. Sarah said that if we were to do a single workshop in the fall, we should still do a social event in spring, and another in the fall near the Annual Meeting. Beverly suggested we could look into doing a workshop the day before the Annual Meeting; this might encourage more people to attend both...especially for out-of-towners. Sarah said proximity to PMP graduation would be good too – something substantive right after would be good to keep new graduates involved. Amy recommended centralizing the location (i.e. Greensboro) to get people from all across the State. Beverly has a contact at the Greensboro Area Convention & Visitors Bureau who could assist. Suzanne said we will need to coordinate with HRD if locating a joint program outside of Raleigh. Beverly said we could also invite representatives to observe... .

VII. WAYS & MEANS COMMITTEE REPORT

Amy Sawyer reported she has received additional NCSCPM pins from Steve Mastro so she will re-inventory. No additional merchandise has been ordered.

VIII. ETHICAL PRACTICES COMMITTEE REPORT

David Osborne reported the committee has not met, but he hopes to bring the committee together soon and use some information from the Strategic Planning meeting. Sarah said Public Relations/Publications will be looking for input from the Ethical Practices Committee this year for articles.

IX. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Sarah Smith said Wes Seamon is still a member of the committee, but needs time away to care for his wife. There will be a profile “member of the month” segment coming soon in the newsletter. Sarah will check for legal advice regarding publishing photos, etc. Articles are also due for the AACPM Newsletter. To Sarah's knowledge, there are no

North Carolina candidates interested in AACPM seats at this time. Please continue to consider articles for the newsletters and content for our web page.

X. NEW BUSINESS

Please consider candidates for appointment to the Board. Tami knows of a candidate or two; please forward your information/recommendations to her.

Archives: Sarah met with Steve Mastro and received some material to be archived. Steve sent her some PDF files, but she couldn't open them...however Sarah has the original documents. We need to continue to build an annual archiving plan, and need to then update the existing plan in the SOPs. Might be good to give organizational records and original documents (perhaps on CDs) to archives. Beverly asked what material gets archived: meeting minutes, roster, directory, newsletters, annual reports, changes to SOPs...also charger, tax status data (already filed). May look to assign this task as a role for Past President. Charlie will review financials and shred obsolete reports/documents.

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

The meeting adjourned at 11:00 AM.

Reminder: Board meeting is to be followed immediately by the Annual Strategic Planning Meeting.

Respectfully submitted by Pete Burke
February 17, 2005

**North Carolina Society of Certified Public Managers
March 11, 2005 Board Meeting Minutes
Commissioner of Banks Hearing Room
316 W. Edenton Street, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Charlie Helms, Tami Hinton, David Osborne, Sarah Smith.

I. CALL TO ORDER

Board Chair Sarah Smith called meeting to order at 10:15 AM.

II. FEBRUARY MINUTES

Pete Burke verified all present had received electronic copies of the February board meeting minutes. No changes or adjustments were suggested. David Osborne moved to accept as published. Tami Hinton seconded. All approved.

III. PRESIDENT'S REPORT

Tami Hinton distributed copies of the 2004 Audit Report. The report states the financial records present fairly all material aspects of the financial position of the NCSCPM. The report contains a recommendation that the Board consider the purchase of PC-based accounting software. A second recommendation is to contact the Credit Union and request consideration to change the bank statement cutoff date to coincide with the last day of a month. Charlie Helms noted there are some transitional issues inherent with using two separate reports which then must be consolidated without using accounting software. He used Quicken to produce the February Treasurer's Report, and it was much easier to use. Sarah asked what the reconciliation process is; Charlie said Quicken reconciles "at the push of a button" where other packages require some manual reconciliation. David Osborne asked if the Society has ever required that the Treasurer position be bonded. Tami suggested we check with Sandy Pearce or Haywood Poole to see if bonding was ever done in the past. Charlie expressed appreciation for the hard work done by Armenous Adams and Karen Corley on the 2004 Audit. Tami moved to accept the audit report, seconded by Suzanne Beasley. All approved.

Tami mentioned communication with Gary Wiggins regarding his request for participation of the NCSCPM Board in a focus group for the NC payroll system database update. As of today, focus group is scheduled for 2:00 PM on Tuesday, March 22. Location not confirmed yet, will be either 101 Peace St. or the Department of Administration Building. Gary is requesting 10-15 participants from NCSCPM. Tami is preparing a letter for the 2004 Askew Award winner to notify him that the Society will be supporting his registration to attend AACPM Annual Meeting in Manchester, NH in September. At the end of today's meeting, Tami, Charlie, Sarah and Pete will complete the annual signature authority requirement for the Credit Union. Suzanne asked who could be contacted at AACPM regarding pins; she has requests for pins from two members. Tami will contact Julie Felice, AACPM secretary to find out. Sarah checked the Bylaws; bonding requirements are at the discretion of the Board. David recommended the Ethical Practices Committee discuss bonding as it relates to conflicts of interest, which is an item already on the committee's agenda this year.

IV. TREASURER'S REPORT

Charlie Helms used Quicken to produce the February 2005 report and distributed copies. He likes the tool; easier to use than Excel. Suzanne asked if the last deposit she submitted is reflected in the report, and Charlie affirmed. Sarah noted our budget was built to reflect 90 members. Charlie said report does not reflect all income for 2005 since some 2005 dues were received and deposited in December 2004. Sarah asked that future reports contain a footnote to report this. Suzanne has another deposit from membership; Charlie will make the deposit today. Sarah noted AACPM should be paid after the deposit is made. Sarah moved to accept and endorse changing Treasurer's reporting to Quicken, Suzanne seconded. All approved.

V. MEMBERSHIP COMMITTEE REPORT

Suzanne distributed copies of the Society membership roster. There are currently 98 members of the Society. Suzanne will e-mail the membership list to Charlie for documentation of dues payment to AACPM.

VI. PROGRAM COMMITTEE REPORT

No report.

VII. WAYS & MEANS COMMITTEE REPORT

No report.

VIII. ETHICAL PRACTICES COMMITTEE REPORT

David Osborne reported some of the committee met for a planning session. The committee is working on a conflict of interest statement; he will send the information handed out at the planning meeting to all members of the committee. They will meet again on April 8. Committee will also discuss this year potential means of conducting investigations of allegations of unethical and/or illegal conduct by Society members. The committee will draft a letter to "deliver the NCSCPM message" to be sent to department/agency heads, which is to be reviewed at the May board meeting.

IX. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Sarah Smith said they have been unable to meet since the last board meeting. Sarah wants the committee to look into a quality assurance process for material that the Society would be making available to the membership. They should be meet in the next 3-4 weeks. Committee will hope to see two articles this year from Ethical Practices, one from Thom Wright, one from Ann Cobb and would like to solicit articles from others as well. They are also working on a "member profile" piece for future newsletters.

X. NEW BUSINESS

Tami spoke with Kathy Harrelson to see if she would be interested in serving the 2005 remainder of Wes Seamon's board term. Kathy served on the Program Committee in 2004. Tami submitted formal nomination of Kathy and Charlie seconded. All approved. Sarah is working on a plan to develop a slate of "future officers."

Tami distributed copies of the latest version of the Strategic Plan. There are several edits and suggestions. Tami will make the updates to the physical document and redistribute with the intent of the plan being approved by vote at the May board meeting. Tami asks that all review the document upon receipt and encourages dialog before the May meeting. She is grateful to the Board for the effort made and for meeting twice to work on the plan.

David said the Ethical Practices Committee discussed soliciting a statement from Thom Wright relative to “the benefit of the Public Manager Program” for inclusion in the letter to department/agency heads. Can someone approach Thom or Ann Cobb? Tami has a meeting with Ann next week and she will discuss with her. Suzanne noted her department recently surveyed their staff to obtain a count of how many PMP participants and graduates there were within the department. Tami noted some PMP program information doesn’t filter down to the department level in her organization. Charlie reiterated for his agency. David said Department of Correction has six slots, and he submits six names from Division of Prisons. Prisons considers PMP as “the highest level of training...”

Sarah distributed Standard Operating Procedure 5.16 that addresses archiving and recommends that the task of archiving be assigned to the Past President. We need to look at the consistent application of archiving strategy. Should also formalize a specific financial records retention schedule, as this is currently not addressed in the SOPs. David suggested the Ethical Practices Committee investigate as part of their role as the “bylaws committee.” Sarah requested the committee review and present a recommendation at the May board meeting. David asked if we have current contact information at State Archives and Sarah confirmed.

Tami asked about scheduling a social networking opportunity. Sarah asked if we want to do so over lunch, or after work to coincide with PMP. Suzanne suggested lunch to start to get a feel for the interest in such an event. Sarah asked if we should e-mail an invitation to the membership at large, and David agreed. Tami noted T.K. Tripps on Wade Ave. in Raleigh as a possible location. She will check with the restaurant for particulars, i.e. lead-time, room size, etc. Suzanne will distribute invitations.

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

The meeting adjourned at 11:40 AM.

Reminder: The next Board meeting is scheduled for Friday, May 13, 10:00 AM at the Commissioner of Banks, 316 W. Edenton St., Raleigh in the Hearing Room, 2nd floor.

Respectfully submitted by Pete Burke
March 11, 2005

**North Carolina Society of Certified Public Managers
May 13, 2005 Board Meeting Minutes
Commissioner of Banks Hearing Room
316 W. Edenton Street, Raleigh, NC**

Board Members: Pete Burke, Beverly Hall, Katherine Harrelson, Tami Hinton, David Osborne, Tina Pickett, Rodger Rochelle, Amy Sawyer, Sarah Smith.

I. CALL TO ORDER

Board Chair Sarah Smith called meeting to order at 10:07 AM.

II. MARCH MINUTES

Pete Burke verified all present had received electronic copies of the March board meeting minutes. No changes or adjustments were suggested. Tami Hinton moved to accept as published. Beverly Hall seconded. All approved.

III. PRESIDENT'S REPORT

Tami Hinton reported that neither she nor Sarah Smith were able to attend the South Carolina program on April 19 in Columbia, SC. Tami said the SC President advised her that their program was held in conjunction with CPM Training as a regular class of the cohort. We will invite the South Carolina Board to our program as our guests. SC's annual meeting is Tuesday, June 21 in Columbia and our Board is invited. South Carolina will send us details. SC also advises that they are successful in obtaining sponsorships for society functions.

The NC Society will nominate Ed Burt for the Henning Award, which will be presented at the AACPM Annual Conference in Manchester, NH September 18-20, 2005. Ed recommended reading the "Change or Die" article at http://www.fastcompany.com/magazine/94/open_change-or-die.html. Tami distributed copies of the article to the Board. Tami has contacted Robinil Jameson of the Kentucky Society and received a copy of last year's Henning award application that was submitted for Larry Totten. Tami then asked if anyone could try to contact Ed Phillips or Margaret Bailey for references or additional supporting documentation to enhance our endorsement of Ed Burt. Reminder – be sure to apply for the Wilkinson Scholarship if you're taking classes, and be sure to encourage all committee members to apply as well.

Please think about a candidate for Treasurer to replace Charlie Helms, who has been promoted to a director's position at the Department of Revenue and will no longer be able to serve as NCSCPM Treasurer. Congratulations Charlie. Sarah pointed out that the Society will need to ensure a copy of Quicken software is available for the new treasurer.

III. TREASURER'S REPORT

A Treasurer's Report was not presented.

V. MEMBERSHIP COMMITTEE REPORT

Tina Pickett reported that our Society now has 102 members. Presentations to the PMP Classes have begun and there are two more planned (next is in June). There was positive response to the networking lunch idea by several people who are not able to

attend this time. Tami said it could be the day of the week (Friday) so we will perhaps survey to see if there is a better day, as well as to solicit suggestions for additional locations to meet. Sarah commented that we should try to hold networking events on a monthly basis. Amy said we should also consider a late-afternoon event. Sarah has received a list of all program graduates from Jean Waters. David cited the need to contact past graduates so we can extend personal invitations to join our Society. In the past there were individuals who completed the program but not the project so they failed to obtain certification. David also noted the Division of Prisons has six people in the next PMP Class.

VI. PROGRAM COMMITTEE REPORT

Beverly Hall said Sandy Pearce mentioned she had been to a Department of Correction training program with a guest presenter whose topic was mentoring. Beverly said the speaker is one we could consider for our next Workshop, tentatively scheduled for November 18 and the topic "Mediation Up & Down."

VII. WAYS & MEANS COMMITTEE REPORT

Amy Sawyer reported there is still inventory remaining so there have been no additional purchases of merchandise. Amy is looking into other potential items such as "wood" pens. Still trying to recruit committee members to serve as regional distribution points. Sarah asked about AACPM pins, to which Tami replied they are now \$5 and available via the AACPM website. Sarah recommended establishing a link to AACMP merchandise web page through the NCSCPM page.

VIII. ETHICAL PRACTICES COMMITTEE REPORT

David Osborne reported that the committee met on April 8. There were four attendees; committee had 13 members but two have had to withdraw. Committee has drafted a proposed Conflict of Interest statement; David distributed copies. The committee will meet again on June 10 and at that time will look at the language requirements for a statement regarding investigations. David is meeting with Thom Wright, Tami and Sarah on May 18 to thank Thom and encourage his continued support, and to solicit his input for a memorandum to Directors and Secretaries.

IX. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Sarah said the committee met on April 8; John Morck, John Black, Barbara Williams, Marianne Frederick and Sarah in attendance. John Morck continues as Society webmaster. They are encouraging continued improvement of the Society website to show that NCSCPM has something to offer...articles, links, etc. Linda Cross will manage the member profile page. Barbara Williams will be writing a series of articles as well. Sarah will be sending details as they become available regarding the NCSCPM listserv. Sarah then congratulated Pete for having been named to the Board of Directors of the National Association of College Auxiliary Services-South.

X. NEW BUSINESS

Tami said there are 13 confirmed for today's networking lunch, which immediately follows the Board meeting. We will continue to try different networking opportunities. Sarah has been working with the Archives, and has discovered some very interesting material. It seems records were very detailed through about 1997, then some were missing until around 1999. Sarah will develop some "trivia bits" from what she's able to find. She is still filtering through the material to see what is appropriate (or required) to

be archived. Articles of Incorporation, Society Charter and logo copyright could perhaps all be added to the Standard Operating Procedures document. Sarah hopes to finish her review by July.

David distributed copies of the conflict of interest statement draft, a bylaws addition, the Code of Ethics and Executive Order #1, Section 7. The code of ethics document for signature would be intended for the Board, not for general Society membership. David proposes the Board review the document for edits, etc. and the committee will review proposals at its June 10 meeting to allow the Board to act on the document in July. As a reminder, Executive Order #1 applies to all Society members, not just the Board. Tami recommended the Board review all of the subject documents; Sarah agreed and reiterated bringing them to a vote in July. Sarah also suggested we distribute Code of Ethics (after approval) to all Society members at renewal or original membership. David recommended a direct link to the Code on our website. Beverly asked about the reference to posting information on the back of the Code document; David explained that it's for people to include disclosure detail. David asked the Board to respond to the draft(s) by June 5; he will e-mail the documents to the Board.

Tami said she will be distributing the Strategic Plan to the Board later today, and asks all to have final input to her by Friday, May 20.

With no further business to discuss, the meeting adjourned at 11:22 AM.

Reminder: The next Board meeting is scheduled for Friday, July 8, 10:00 AM at the Commissioner of Banks, 316 W. Edenton St., Raleigh in the Hearing Room, 2nd floor.

Respectfully submitted by Pete Burke
May 16, 2005

**North Carolina Society of Certified Public Managers
July 8, 2005 Board Meeting Minutes
Commissioner of Banks Hearing Room
316 W. Edenton Street, Raleigh, NC**

Board Members: Suzanne Beasley, Pete Burke, Tami Hinton, David Osborne, Rodger Rochelle, Amy Sawyer. Also in attendance: Ed Burt

I. CALL TO ORDER

Board President Tami Hinton called meeting to order at 10:10 AM.

II. PRESIDENT'S REPORT

Tami Hinton reported that the NCSCPM nomination of Ed Burt for the Henning Award has been submitted to AACPM. Tami will distribute copies to the Board. Ed will also be attending the Annual Conference in Manchester, NH in September. Is anyone in NC Society interested in positions on the AACPM board? Ed responded he is not aware of anyone at this time. NC Society has always been very active and connected at the national level; Ed suggests someone from NC explore the possibility. AACPM pays travel for it's board members to attend the national meeting. The President's position has a fair workload and Secretary does a lot. Treasurer position is "relatively" easy. There are also several at-large positions. We may want to see if there is interest in NC for Treasurer or the at-large position in membership affairs.

III. TREASURER'S REPORT

A Treasurer's Report was not presented.

IV. MEMBERSHIP COMMITTEE REPORT

Suzanne Beasley reported the last presentation was given to the current CPM class on June 6. The entire membership committee attended as did Pete Burke. Tish Hagler gave an impassioned presentation of what the NC Society has done for her professionally and personally. Committee met briefly after the presentation. They are looking into more outreach and mentoring for the new classes as well. Jean Waters suggested presenting during the Managerial Processes sessions. Jean also sent Suzanne a list of all program alumni so we can contact those grads that are not Society members. The 2006 membership drive will be in October after graduation. Tish Hagler asked about posting approved minutes on the Society web page. David Osborne noted that we are not sure all "program graduates" are eligible to join the Society...there are some who have completed the coursework but have not done a project – are they eligible? Ed said those individuals can join as associate members if they are not CPMs. Ed then noted there are many CPMs who are not members of the Society. Suzanne said she will redistribute the list now that it's current and asks that all check for people they know who are not members.

V. PROGRAM COMMITTEE REPORT

Reporting for Beverly Hall, Tami said the next workshop is scheduled tentatively for the week of October 6. Possible locations are the NCSU University Club or the Friday Center in Chapel Hill.

VI. WAYS & MEANS COMMITTEE REPORT

Amy Sawyer reported she has not been able to recruit more committee members. There is not a lot going on right now save preparing for PMP graduation. Ed noted the National Ways & Means Committee is another opportunity for NC Society to stay connected on the national scale. Amy said there has been interest expressed in nice writing pens and portfolios. Suzanne noted pens would be good for graduation. Amy will investigate further, and said South Carolina society had nice pens.

VII. ETHICAL PRACTICES COMMITTEE REPORT

David Osborne reported that the committee met on June 10. All board members should have received e-mail with the proposed changes to Constitution & Bylaws, the draft of the Conflict of Interest Statement and some revisions to the Standard Operating Procedures.

VIII. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Tami presented for Sarah. Website will be more dynamic with more links, etc. www.fastcompany.com and www.gcn.com are two examples. Member news section will be featured soon too, containing such items as promotions, retirements, leadership roles in other organizations, etc. Send any news to Sarah at smsmith@northcarolina.edu. The Society listserv is up and running. Amy said she is still getting error messages when using it however.

IX. MAY MEETING MINUTES

Pete verified that all present had received and had time to review the minutes of the May 13 meeting. Tami moved that the minutes be approved as submitted. Suzanne seconded. All approved.

X. NEW BUSINESS

Ed Burt has been asked to complete the remainder of Charlie Helms' term as Treasurer. Tami moved that Ed be approved to fill the post. Pete seconded. All approved.

Tami distributed copies of the Strategic Plan with changes discussed at the May board meeting. Tami moved to approve the Strategic Plan as submitted with the recommended changes incorporated. Rodger Rochelle seconded. All approved. Tami will e-mail copies to the Board.

South Carolina Society held their annual meeting on June 21 in Columbia. Beverly Hall, Amy Sawyer and David Osborne attended. Amy reported that the SC Society is "very enthusiastic;" there were 70-75 attendees. The conference included a seminar, lunch, a presentation on "overcoming challenges in the workplace." David reiterated that SC is a "strong Society, meeting had a good turnout." Population is 107 fellows, and with associates and friends totals 131. They survey their membership annually. They usually hold around five events annually, plus two "test functions" such as emotional intelligence, project management workshops, legislative breakfasts etc. This year's tests were a luncheon and a golf tournament (44 participants). SC has a Community Events Committee that does such things as staffing phones for public TV telethon and collecting food for the local food bank. Governor Mark Sanford declared May as "Certified Public Manager Month in South Carolina." Their strategic plan is on their website at <http://www.scscpm.org/>. They have penned letters to agency heads to recognize agency members who are CPMs. The guest speaker at their program had

been Dean of the School of Business at the University of South Carolina. Amy noted the SC Society has quarterly programs, usually 40-50 attendees.

Tami and David met with Thom Wright; meeting went well. Thom would like Society to be represented on some Office of State Personnel committees. He is receptive to the idea of sending a letter to agency heads extolling the value and contributions of CPMs.

Bylaws: David distributed copies of the proposed Conflict of Interest statement. All present reviewed. Pete moved that the statement be adopted, and Suzanne seconded. All approved. Ed then recommended a "revision date" be added to the form. David will forward to the entire Board. Secretary of Board should be steward of the signed forms. David distributed copies of the draft change to Section VIII: delete the citation of "Executive Order #1" which attaches to official boards and commissions of the State of NC, which we are not. Edited version of the section extends the concept to the Board and to the general membership. Adds Section 8.9, move the "old" 8.9 to become 8.10. Ed recommended changes be forwarded to Society fellows, who can review in advance of the annual meeting. David moved to send the changes to the general membership for review in advance of the annual meeting, and Ed seconded. All approved. Ed moved that the board adopt the proposed change to the Code of Ethics, Tami seconded. All approved.

SOP: Archivist duties. Section 5.16 proposed change to the wording regarding archivist duties. David moved to accept, Amy seconded. All approved.

History statement: copy of Articles of Incorporation be added to the history statement as well as copies of Certificate of Copyright registration (logo) and the Tax Exemption Certificate. Pete asked for pdf copies of the documents to be kept with the soft copies of the SOPs and Constitution & Bylaws. David moved to accept, Ed seconded. All approved. Ed then asked for an update to the History section. He served two additional terms as Treasurer 2001-2004.

Treasurer Record Checklist: David distributed. Tami asked all to review and be prepared to discuss at the September Board meeting. Regarding section 5.02, Rodger asked if it needs to be mentioned that the Past President serves as the Archivist as per the bylaws. David moved to make the update, Rodger seconded and all approved.

Ethics Committee is beginning work on "investigations."

Nominations: Tami distributed slate of potential candidates for Board positions up for vote at the annual meeting. Please review and send comments/suggestions to Tami and/or Sarah.

David asked about the next social event. Tami said nothing is planned yet. David will try to arrange for an event to coincide with the September board meeting. David also noted that NCSCPM can offer to assist the Office of State Personnel with the graduation reception.

With no further business to discuss, the meeting adjourned at 11:50 AM.

Reminder: The next Board meeting is scheduled for Friday, September 9, 10:00 AM at the Commissioner of Banks, 316 W. Edenton St., Raleigh in the Hearing Room, 2nd floor.

Respectfully submitted by Pete Burke
July 19, 2005

**North Carolina Society of Certified Public Managers
September 9, 2005 Board Meeting Minutes
Commissioner of Banks Hearing Room
316 W. Edenton Street, Raleigh, NC**

Board Members: Suzanne Beasley, David Osborne, Tina Picket, Tami Hinton, Ed Burt and Sarah Smith. Also in attendance: Wes Seamon

I. CALL TO ORDER

Board President Tami Hinton called meeting to order at 10:25 AM.

II. JULY MEETING MINUTES

July Meeting Minutes were distributed by Tami Hinton. Sarah called for a motion to approve the minutes as presented. David Osbourne moved that the minutes be approved as submitted. Suzanne seconded. All approved.

III. PRESIDENT'S REPORT

Tami Hinton reported that nomination forms for the Margaret J. Bailey Award have been sent out with requests for nominees. The nomination form is also on the society web site (www.ncscpm.org). President Tami further reported that the Margaret J. Bailey Committee membership included Tami Hinton, Ed Burt and Sandy Pearce, committee chair.

Tami Hinton stated the CPM Advisory Board met on August 31, 2005. Tami Hinton and Rodger Rochelle, former Askew award winner, are on the CPM Advisory Board from the NCSCPM board. She advised that during this meeting the functions of the Advisory Board were discussed and also reviewed the consortium management model previously presented by Ann Cobb. The CPM Advisory Board will meet again February.

North Carolina attendees at the American Academy of Certified Public Managers Annual meeting in New Hampshire in September will be Amy Sawyer, Beverly Hall Sarah Smith, Ed Burt, Tish Hagler and Anita McNeil. Amy Sawyer, Beverly Hall and Sarah Smith will serve as members to the House of Delegates. Ed Burt will represent North Carolina as the Henning Award Nominee while James Borawa will represent us as the Askew Award Winner. Tami Hinton announced that she would be forwarding all AACPM reports to the Board as they are received.

The NCSCPM annual meeting will be November 9, 2005. The meeting location and time will be announced shortly. All members are encouraged to attend.

An invitation has been sent to the South Carolina Society of Certified Public Managers (SCSCPM) officers to attend our fall workshop on October 6, 2005. SCSCPM officers attending will attend as our guests.

The Society's Networking lunch is still on target for today at 11:45 a.m. at the 42nd Street Oyster Bar.

IV. TREASURER'S REPORT

Ed Burt presented the September treasurer's report. He advised that Charlie Helms had been using Quicken and that Ed had purchased a copy of that software and would be using it to produce future reports.

Ed advised that AACPM now has a cheaper pin, which will probably cost about \$5.00 instead of the \$23.99 cost of the previous pin. The Board discussed keeping these pins in stock if they were going to remain an item for sale on the membership application for NCSCPM.

Ed recommended for consideration in the future that annual conference expenses be split out and listed separately in the budget (travel, registration fees, and gift basket). The Board further discussed other methods for further clarifying accounting procedures which would include leave instructions for future Treasurers on current procedures.

The Treasurer's report unanimously approved.

V. MEMBERSHIP COMMITTEE REPORT

Suzanne Beasley reported that she has received three new applications for membership, increasing current membership to 105. She advised the Board that she would be unable to attend the next graduation due to having scheduled her vacation last year for the same date as the next graduation. Tami Hinton advised that she would attend that graduation. Suzanne also distributed the most current membership list to the Board.

Suzanne announced that she would begin maternity leave in November of this year. She stated that she would have the Membership Campaign completed before she leaves. Rodger Rochelle will assume the chairmanship of that committee upon Suzanne's departure.

VI. PROGRAM COMMITTEE REPORT

Reporting for Beverly Hall, Tami stated the next workshop is scheduled for October 6, 2005 at the UNC Center for School Leadership Development. This workshop is designed for all managers within the State Government System and is co-sponsored by Office of State Personnel. All Society members are encouraged to attend.

VII. WAYS & MEANS COMMITTEE REPORT

In Amy Sawyer's absence no Ways and Means Committee Report was received.

VIII. ETHICAL PRACTICES COMMITTEE REPORT

David Osborne passed out conflict of interest statements, which had been approved at the last meeting. Board members present were requested to review and sign a conflict of interest statement. Statements will also be sent to members not present.

David reported that the committee met on August 19, 2005. As a result of that meeting, the committee recommended they the Board proceed with formalizing a process for reporting complaints, which would include a format for reporting and to whom these reports should be made. This process would include a procedure for review that would determine if further action should be taken, if any. This process would include a hearing

process for the Board with disciplinary options to be specified. Ed Burt made a motion to proceed with development of a disciplinary review process. The motion was seconded by Sarah Smith and unanimously approved.

IX. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Sarah Smith presented the Public Relations/Publications Report. The committee continues to work with the Web Master to post minutes from Board meetings, the newsletter and the overall content of the Website. Sarah views the Website as a point of content for the membership and also a valuable way for the Society to project itself.

Sarah advises that publications will continue to solicit articles for member profiles. Previous request for such information have not lead to an overwhelming response and it may be necessary to more actively recruit volunteers for profiling. The Board suggested possible members for profiling might be Tina Picket, who has cut a Gospel CD or Peter Burke who is in New Orleans with FEMA assisting with Hurricane Katrina relief.

X. NEW BUSINESS

Sarah Smith advised that the ballot for the annual election of officers and Board members would soon be distributed. Pete Burke will be nominated for President Elect, Tina Picket will be nominated for Treasurer. Two year Board member nominees will be Karen Corley, Kim Gillespie and Katherine Harrelson. David Osbourne will be appointed to fill Suzanne Beasley's unexpired one-year term and another Wes Seamon will be appointed to fill Pete Burke's unexpired one-year term as Secretary. Rodger Rochelle and Amy Sawyer will finish out their one-year terms on the Board.

The Board discussed preparations for the Annual Meeting. Tami Hinton is looking for a motivational speaker for the meeting. The Board discussed the possibility of door prizes and/or doing something for hurricane relief. Ed Burt suggested we might make a donation to the Louisiana Membership for their discretion for distribution.

With no further business to discuss, the meeting adjourned at 11:28 AM.

Reminder: The next Board meeting will be the Annual Meeting on November 9 with time and location to be announced.

Respectfully submitted by Wes Seamon
September 12, 2005

**North Carolina Society of Certified Public Managers
December 9, 2005 Board Meeting Minutes
Commissioner of Banks Hearing Room
316 W. Edenton Street, Raleigh, NC**

Board Members: Pete Burke, Ed Burt, Kim Lash Gillespie, Beverly Hall, Katherine Harrelson, Tami Hinton, David Osborne, Tina Pickett, Rodger Rochelle, Sarah Smith

I. CALL TO ORDER

Board Chair Sarah Smith called meeting to order at 10:12 AM. Sarah welcomed new board member Kim Lash Gillespie.

II. SEPTEMBER MEETING MINUTES

David Osborne moved to accept the minutes of the September board meeting. Tami Hinton seconded. All approved. Pete Burke and Kim Lash Gillespie abstained, as they were not at the meeting.

III. PRESIDENT'S REPORT

Tami Hinton reported that the November 9 Annual Meeting was well attended: Barbara Bland presented "The 7 Habits of Highly Effective Organizations;" new officers and board members were sworn in. It was determined at the Annual Meeting that the 2006 regular board meeting calendar would be established at the December (today's) regular meeting. Beverly Hall noted that Kim Lash Gillespie needed to be sworn in; Tami asked that we wait until the January meeting so all others who have yet to take the oath can be present together.

IV. TREASURER'S REPORT

Ed Burt distributed a budget comparison report. We had a realized net gain on the annual meeting; both revenues and expenses were in excess of their respective budgets. Sarah Smith asked about the line item descriptions. Ed recommended we look into more descriptive naming convention. Ed also recommended not carrying the \$1,000 transfer line item for the purchase of merchandise, rather that we apply/spend as needed. Sarah directed all to review the report carefully, as the 2006 annual budget needs to be approved at the January board meeting. David Osborne asked if there are any outstanding invoices, and Ed said there are not. Sarah asked Tina Pickett if she has access to Quicken or QuickBooks, or does NCSCPM need to obtain a copy/license for her. Tina will check. Pete Burke moved to accept the Treasurer's Report, Beverly seconded. All approved.

V. MEMBERSHIP COMMITTEE REPORT

Tina has Membership Committee materials from Suzanne Beasley to turn over to Rodger Rochelle.

VI. PROGRAM COMMITTEE REPORT

Beverly Hall noted not activity to report.

VII. WAYS & MEANS COMMITTEE REPORT

Beverly asked on behalf of Amy Sawyer about changes to the SOPs regarding Ways & Means. Sarah asked that we discuss under New Business. Beverly also noted that we need to add Tina's name and e-mail address to the merchandise order sheet to direct payments to Tina in her role as Treasurer.

VIII. ETHICAL PRACTICES COMMITTEE REPORT

David Osborne noted no activity to report.

IX. PUBLIC RELATIONS/PUBLICATIONS COMMITTEE REPORT

Sarah met with John Morck on November 14 about reformatting our website. New version "coming soon." We need to try to develop a greater capacity for keeping our content current... i.e. granting multiple persons the capacity to update the site. The Newsletter is almost ready to go. Wes Seamon is finishing an article on the Ethics of Management. There are also about ten "member profiles" ready for publication in this and future issues.

X. NEW BUSINESS

Beverly presented an updated SOP drafted by Amy Sawyer regarding vendors (Section 9.00). The recommendation is that we do not list specific vendor information in the SOPs. Also, consider adding a bullet #7 to Ways & Means Committee procedures related to performing annual physical inventory of merchandise on hand. Ed stated that any software licenses we own should also be included/valued as part of our inventory. Software should be recorded at retail fair market value, less amortization.

Sarah suggested we update the SOPs regarding financial records (checks, etc) that we do not routinely archive but must retain for five years. Sarah asked that Tina review the Treasurer's section of the manual to be sure our records are current and up-to-date, particularly the retention statement for financial records that fall outside the archive plan and discard dates.

Beverly will examine the organization chart and board member roster and term dates.

Rodger said there are 35-38 2006 dues checks in hand for members. Rodger will transfer to Ed for deposit. Rodger noted it's time to send out a reminder about membership renewals; he will draft and Sarah will distribute. Rodger is sending e-mail acknowledgements for applications received. His committee interest list is current. Rodger will send the names and contact information to the various committee chairs in January and again in February. Beverly noted pens were distributed as graduation mementos in 2005, and asked that Rodger/Tina consider something for the Class of 2006.

David asked why budget comparison report did not list expenditures for plaques and honors from the annual meeting. Sarah commented that the charges are rolled into the annual meeting expenses line. David recommended the charge(s) be broken out; Ed agreed and will adjust for the December report.

Sarah said we need to consider someone to serve as secretary next year to complete Pete's term. Beverly has received a nomination of David Osborne for board chair.

Sarah said this must be approved by a vote in January.

Sarah added a nomination is needed to fill Suzanne Beasley's board slot. Both Pete and Suzanne's terms officially end in December 2006. Sarah also asked if all committees have chairs for 2006. Publications chair needs to be filled. Beverly will check with Amy regarding her interest in continuing to chair Ways & Means. Beverly is also considering potential secretary candidates.

Next board meeting is set for Friday, January 13 at 10:00 AM at Commissioner of Banks office; followed by lunch and then our meeting regarding Henning Award nomination. We need to establish the 2006 regular meeting calendar at the January meeting; schedule should be incorporated into the SOPs. Tentative 2006 schedule: Jan 13, Feb 10, March 10, May 12, July 14, Sept 8, (something around) Nov 10 and Dec 8. David asked if all board members have hard copies of SOPs (binders?) that those leaving the board need to turn in. Sarah said all need to make sure their copies of the SOPs are paginated correctly; we need to be sure the copy on the web is correct as well. There is a version of the strategic plan on the website under Publications tab. Tami distributed a calendar of standard board responsibilities (annual due dates).

With no further business to discuss, Ed moved to adjourn at 11:18 AM. Tami seconded.

Reminder: The next Board meeting is scheduled for Friday, January 13, 10:00 AM at the Commissioner of Banks, 316 W. Edenton St., Raleigh in the Hearing Room, 2nd floor.

Respectfully submitted by Pete Burke
December 14, 2005