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North Carolina Society of Certified Public Managers
Officers and Board Meeting Minutes
Division of Prisons – 831 West Morgan Street, Raleigh
January 11, 2007

Board Members Present: Beverly Hall, Dan Thomas, Amy Sawyer, Kim Gillespie, Tina Pickett and Anita McNeil.

Absent: Pete Burke, David Osborne, Karen Corley, Robin Haden, Katherine Harrelson

Dan Thomas called the meeting to order. A quorum was present for the meeting. This was the first meeting of the New Year for the CPM Board. The December minutes were approved with minor corrections to the CPM letterhead. These minutes will be emailed to the board.

The President's report was not given because Pete Burke was unable to attend the meeting. Tina Pickett provided the Treasurer's report. Tina stated that we stayed under budget this year and brought forward more than we spent. A portion of monies in the line item for membership was transferred to the purchase inventory line to cover the expense of merchandise purchased in the fall of 2006. Also money was moved from plaques and honors line to administrative expenses to cover the cost of updating the Askew Award plaque that is kept at the State Personnel Development Center. This plaque had not been updated since 2002. Since this expense was not budgeted for this year, we took did not have money in the plaques and honors line to cover the charge. A motion was made by Anita McNeil to accept the revisions to the 2006 budget and Kim seconded the motion. The Board was in favor of the Treasure report. Tina also provided a proposed 2007 budget to be reviewed and discussed at the next meeting. Dan recommended a line item be added to record dues received for the upcoming or following year.

Kim Gillespie gave the Membership committee report and presently only 38 members have paid the dues for this year and we have 3 honorary members. To date only 2 new members have completed applications and paid dues. The membership drive is still in full swing and began prior to the October 2006 graduation. Kim has sent a blanket email to all the email address that we currently have in our membership directory. Beverly Hall encouraged everyone to email their respective Division or Department staff to renew or encourage new members to join.

The Program committee report was not given because David Osborne was unable to attend the meeting. Dan Thomas gave a brief Merchandise committee report. Amy Sawyer transferred all the merchandise to Dan at the meeting along with the current inventory of the merchandise. The setting of prices was discussed and the merchandise prices are determined based on the cost of the item. A copy of the inventory is attached with the minutes.

Ethical Practices committee report was not provided because Robin Haden was unable to attend the meeting.

Dan Thomas stated that the Public Relations/Publications committee chair was still vacant. Dan reminded the board that Robin Haden is willing to assist Communication Chair with layout of newsletters but did not want to solicit for articles public relations. He asked Kim to let the board know if interest in the committee is represented on any of the applications received.

Old Business:

There was a discussion regarding the meeting times and dates. Several of the Officers Board members have standing Thursday meetings and will not be able to continue meeting on these days. Due to the number of members absent and the conflicts with the current time the Board decided to re-visit the meeting schedule. The Board also discussed the capability of conference calls to assist members that are not located in the Raleigh area to still participate in the meetings. The Board voted in favor to move the meetings back to the second Friday morning every other month. These meetings will be held at 10:00. The official 2007 meeting dates will be January 11th, March 9th, May 11th, July 13th, September 14th, and November 9th. These meeting are currently being held at 831 West Morgan Street. The September and November meetings may also be subject to change due to the AACPM conference and the annual meeting, respectively. However, the meeting location is subject to change if network luncheons can be scheduled prior to the meeting time.

The strategic planning meeting was scheduled to be held on February 9, 2007 at 10:00 am. The Board asked the Secretary to send minutes out a day or two prior to meeting.

New Business:

Karen Corley has also resigned a member of the Board due to extra job responsibilities and demands. This will create a vacancy in the Audit Chair position on the Board. Beverly Hall gave the "Oath of Office" to Anita McNeil as a 2007 Board member.

The Conflict of Interest was not ready for signature at this meeting but hopefully will be for the next scheduled meeting.

Motion to adjourn was made by Beverly Hall and seconded by Anita McNeil. Meeting ended around 2:30 p.m.



North Carolina Society of Certified Public Managers
Officers and Board Meeting Minutes
Division of Prisons – 831 West Morgan Street, Raleigh
March 9, 2007

Board Members Present: Pete Burke, David Osborne, Robin Haden, Kim Gillespie, Tina Pickett, Anita McNeil and Amy Sawyer.

Absent: Beverly Hall, Katherine Harrelson, Tami Hinton, Dan Thomas

Pete Burke called the meeting to order. A quorum was present for the meeting. The January minutes were approved as amended. The revised minutes will be emailed to the Board. Pete requested approval of the strategic planning information, however, this information was not provided to the Board. Pete stated he would email this information to the Board based on the Strategic Planning meeting February 9, 2007.

Pete Burke provided the President's report. Pete is a member of the CPM Advisory Council and they will meet on March 21, 2007. He will report information on this meeting at our scheduled meeting in May. The list of officer's was forwarded to AACPM. Tina Pickett provided the Treasurer's report. Tina stated that we do not officially have a budget for the 2007 year. Currently, we have two expenditures for the year. These are to pay the 100.00 assessment for AACPM and the postage for mailing in the amount of \$59.70. Tina provided the Board with a proposed budget for review. The Board had extensive discussion on the number of members and the amount that must be paid to AACPM per member. Last year our membership was based on a 90 member status. March of last year is when we paid \$15.00 per member with a final head count of 80 members to the AACPM. As of March 2007, we only have 51 members. To get our projected income for the year the membership will be based on a total of 70 members and 4 fellows. Robin Haden made a motion that we adopt the proposed budget as amended with the following adjustments in the monetary amounts:

- Reduce administrative by \$300.00 from \$1500.00 to \$1200.00;
- Reduce Plaques and Honors by \$100.00 from \$400.00 to \$300.00;
- Reduce Workshops and Conferences by \$200.00 from \$1400.00 to \$1200.00;
- Reduce Purchase Inventory by \$130.00 from \$500.00 to \$370.00.

This gives a Total \$5,740.00 for the 2007 budget. The budget was seconded by Anita McNeil and the budget passed with no objections.

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The Membership committee report was given by Kim Gillespie. Kim is in the process of updating the membership list to send to AACPM by March 15, 2007. Tina Pickett needed a copy of the membership list because she has to write the check to AACPM. Kim and Tina working together to get all information AACPM needs regarding membership and money. Kim is also setting up a meeting in April with membership committee to discuss the upcoming meetings with the June class of PMP students. Kim stated she will send out another email to boost membership and David Osborne recommended that the Board contact anyone they knew on the list and encourage to join. Pete will provide a letter from the President for membership drive.

The Program committee report was given by David Osborne. David and the program committee met on February 19, 2007 to discuss potential workshops. The group had two ideas. One was a program on the multigenerational workforce. This program would be on the dynamics and differences between the different generations. Anita McNeil a member of the programs committee discussed the 2nd idea which is Diversity training which is currently on schedule with the DENR Manager Forum Brown Bag Lunch workshops. It was suggested that maybe the topics could be merged for a program. Robin suggested the title of Managing across Demographics which would include differing generations, demographics and diversity. The Program committee will determine a date with potential date being in mid May and provide the date and location to the Board. David also researched the option of partnering with NC State and the Hugh Shelton Leadership Institute. He contacted Dr. Debbie Reno and they are open to the idea. Their next training is November 16, 2007 on " Shaping the Game: The Power of Team Leadership". Dr. Reno can also provide workshops for a cost of \$500 to \$1500 on various topics if we are interested. David and Pete to set up a meeting with Dr. Reno to further investigate how we can partner with the Leadership Institute.

Dan Thomas was not present to provide the Ways and Means committee report.

Robin Haden provided the Ethical Practices committee report. David and Robin met and David provided Robin with the information on the investigation process and review protocols to be developed for members in question on an ethical violation. She is working on developing an ethical committee to provide the proposed investigation process.

Robin Haden also provided information regarding the Public Relations/Publications committee. Robin has updated the website and has requested the term expirations of the Board for the website. Robin also needs a copy of the November Annual meeting minutes for the website. Dan Thomas should have a copy because he was the secretary last year. Robin is currently redesigning the merchandise form and will add pictures from the AACPM meeting.

No Old Business was discussed.

New Business:

Robin Haden passed out the Conflict of Interest statements for those Board members present to complete and sign. The forms will be provided to the remaining Board members not present to complete.

Tami Hinton was requested to fill in the remainder of Karen Corley's term. David made the motion and Kim seconded and request was passed. We look forward to Tami coming back on the Board.

The Board discussed the CPM mailbox which is located at the Personnel Development Center (PDC). Tami Hinton made Amy Sawyer aware that the secretary is responsible for checking the mailbox via phone prior to the meeting. Tami also provided Tina with the mail that was in the box and she brought the mail to the meeting. Amy suggested that the program chair provide their current business address on program correspondence since the majority of the mail was checks for last year's program. Amy will also check the mail box at the PDC.

Motion to adjourn was made by Anita McNeil and seconded by Tina Pickett. Meeting ended around 11:45a.m.



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North Carolina Society of Certified Public Managers
Officers and Board Meeting Minutes
Division of Prisons – 831 West Morgan Street, Raleigh
May 11, 2007

Board Members Present: David Osborne, Kim Gillespie, Tina Pickett, Anita McNeil and Amy Sawyer, Dan Thomas, Beverly Hall and Tami Hinton via telephone.

Absent: Pete Burke, Katherine Harrelson, Robin Haden

Dan Thomas called the meeting to order. A quorum was present for the meeting. The March minutes were approved by the Board. Dan read Pete Burke's report since he could not attend the meeting. Pete attended the CPM Advisory Committee on March 21st. It was noted that in the Advisory Committee meeting that the CPM program curriculum is under review and the committee is considering reducing the MDPW session from 2 ½ days to 2 days. The group is also considering adding a module regarding selection, performance review, resources and ethics. The North Carolina program is to be re-accredited in 2007 and the consortium committee site visit will be June 19 & 20. The cost for the CPM course work may increase from \$900 to around \$1000. OSP is checking the pulse of response of agencies and boards to any fee increase. Pete also noted he was appointed to the AACPM Ethics and Bylaws Committee for 2007.

Tina Pickett provided the Treasurer's report. Tina stated she paid the \$15.00 per member at a total of 59 members to AACPM. She also paid the \$50.00 deposit for the conference room at Yates Mill for the upcoming workshop. Our current balance is \$8,173.42. Tina also reminded everyone to use the reimbursement form for documentation when requesting a check.

The Board had a discussion the appropriateness of providing gifts to the presenters. Anita McNeil would like to give gift cards to the presenters at our upcoming workshop. It was agreed that would provide gift cards for the presenters and Anita stated she would purchase the cards.

Kim Gillespie gave the membership report. She stated that two presentations were made to the PMP students. The May 1st presentation included Tami Hinton, Sarah Smith and Kim. The May 8th presentation was staffed by Beverly Hall, Margaret Peacock, Haywood Poole, Ed Burt and Kim brought doughnuts. The presentation provided an overview of the Society and information on CPM workshops. There will be one more presentation on May 22nd staffed by Tami Hinton, Pete Burke, and Kim. Tami suggested that the presentation be emailed to the group for those who missed and that more of the overview flyers be printed to be given to students who missed the presentations.

The Program committee report was given by David Osborne. David said had 50 people signed up for the upcoming May 16th workshop. David requested the bios for the presenters from Anita. Anita will forward to David via email so their information can be printed with the program information. David asked program committee to be at Yates Mill about 8:15 am on the day of the meeting to set up. Tami will bring the laptop and the projector. The workshop is designed to be a morning and afternoon session and should last about four hours.

Dan Thomas provided the Ways and Means committee report. Dan stated not a lot of activity. He has sold 4 lapel pins, 2 key rings and 2 shirts. He also stated he will bring the merchandise to the May workshop.

Robin Haden was not present to provide the Ethical Practices committee report.

No Old Business was discussed.

New Business:

David Osborne has been calling co-workers and emailing to drum up membership for the Society. Correction's has nine people enrolled in the CPM curriculum this fall. The Board would like to officially congratulate Pete Burke on his appointment to the AACPM Ethics and Bylaws Committee.

The Henning Award was discussed and it was noted that this award is for members that are active at the State and National level. The Board concurred with the motion made to nominate Sarah Smith for the award for North Carolina. Tami also mentioned that the Society will need to do a State basket for the upcoming AACPM meeting in September.

Motion to adjourn was made by Anita McNeil and seconded by Kim Gillespie. Meeting ended around 11:00a.m.



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North Carolina Society of Certified Public Managers
Officers and Board Meeting Minutes
Division of Prisons – 831 West Morgan Street, Raleigh
July 13, 2007

Board Members Present: Pete Burke, David Osborne, Beverly Hall, Amy Sawyer, Kim Gillespie, Anita McNeil, and Robin Haden Rademacher.

Absent: Tami Hinton, Dan Thomas, Katherine Harrelson, Tina Pickett

Pete Burke called the meeting to order. A quorum was present for the meeting. The May minutes were approved by the Board. Pete provided the President's Report. In his report, Pete noted that the NC Public Manager Program was recommended for re-accreditation by CPM Accreditation Reviewers in June. This accreditation was approved and will be valid for five years. Pete also discussed that the AACPM Ethics and Bylaws committee reviewed several points of "housekeeping" and one proposed change to the AACPM Constitution and Bylaws. These amendments are provided with the minutes.

The Board had a small discussion on the basket that needs to be sent to Madison, Wisconsin for the upcoming AACPM National Conference September 9 -12, 2007. The group discussed various vendors like Southern Seasons and other ideas for the basket. A conclusion on what to send was not made.

Pete also requested Kim Gillespie to send an updated membership list to Larry Gordon, AACPM treasurer. He needs this information by September. Pete also suggested a mini excerpt on the Spring program be put in our newsletter and also information from the PMP graduation which occurred in October.

Tina Pickett was not present to provide the Treasurer's report so Pete Burke gave her report. Tina needed an updated list of delegates by July 20th and Pete needs this information to send to Ron Buckhaul of AACPM. A list of all the new members is also needed by Tina to submit the payment for the AACPM dues.

Kim Gillespie gave the membership report. She stated that a presentation was provided to the PMP students on May 22nd staffed by Kim, Tami and Pete. The presentation provided an overview of the Society and information on CPM workshops. The current membership is 61. Valerie Bonner, new member, is interested in working on the public relation and website committee.

The Program committee report was given by David Osborne. David stated that the Spring workshop in May was very successful. The Yates Mill Pond facility a limited capacity of 50 people and exactly 50 people showed up for the training. David reviewed the evaluations from the workshop and gave a brief update. The facility was well liked and the participants enjoyed the atmosphere and felt it was relaxing and educational. The training information also had good marks. The Spring workshop did make a profit of \$88.64. The Board also discussed the options for the Fall workshop. Pete and David are planning to speak with Dr. Reno of NC State regarding the Hugh Shelton leadership conference. They are researching reduced rates for CPM members to entice and boost attendance at the conference by us volunteering as a group to assist at the conference. The leadership conference is held at the McKimmon Center on November 16th and the topic is "Shaping the Game – Power of Team Leadership". If we attend this conference the annual meeting may have to done at a separate time. David is also checking into video workshops that may be done in conjunction with our annual meeting.

Dan Thomas was not present to provide the Ways and Means committee report.

Robin Haden was provided the Ethical Practices committee report. Robin will post the March and May minutes on the website since they have been approved. David will also provide Robin an excerpt on the Spring Workshop for the website and or newsletter. Robin is organizing the ethical practices information from David to turn back into the group. Beverly suggested that we link to the Hugh Shelton website and Pete will ask for permission. Pete also discussed the Wachovia Lecture Series at NC State. Pete will also ask permission to link to this site. This series is free to folks but parking may be an issue on campus. Robin will link to the sites once permission has been granted.

No Old Business was discussed.

New Business:

The House of Delegates for the upcoming CPM conference are Anita McNeil, Pete Burke, Beverly Hall and Sarah Smith is our alternate. Those that are attending the AACPM National Conference will try to set up a time to meet to meet in August to discuss the Basket and other items for the conference – this will not be a board meeting. We may need to reschedule the Board meeting in September due to the AACPM National Conference. If a quorum can be represented then we may not cancel this meeting.

Also will need to discuss filling Robin Haden Rademacher's Board position since she is relocating to Chicago in September.

Motion to adjourn was made by Beverly Hall and seconded by Kim Gillespie. Meeting ended around 11:30a.m.



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NCSCPM Board Meeting
Department of Correction, Division of Prisons
831 West Morgan Street, Raleigh, NC
September 14, 2007

Attendees: Pete Burke, President; David Osborne, President-Elect; Tina Pickett, Treasurer; Dan Thomas, Board Chair; Tami Hinton, Kim Gillespie, Robin Haden

Also in attendance: Ann Cobb, HR Managing Partner, HR Development, Office of State Personnel

Dan Thomas called the meeting to order at 10:07 AM

Ann Cobb presented a CPM Consortium update. The Consortium met September 8-9 in Madison, WI prior to the AACPM Annual Professional Development Conference. Ann commented that Madison is a beautiful city and the Wisconsin Society of CPMs did a great job as hosts.

The CPM Consortium is the national body formed 26 years ago. The Consortium is composed of the program directors of the accredited states, and Ann currently serves as the Chair of the Executive Council. Originally 8 states' programs were approved; currently there are 29 fully-accredited programs (California being the most recent addition), and four more states with accreditation processes well underway: Illinois, Maryland, Michigan and Nebraska. Other states under consideration as the Consortium looks toward expansion are Montana, North Dakota and South Dakota.

Focal point for the Consortium is communication and marketing. This is accomplished through updating the website and developing a branding strategy for national CPM certification. They are also looking at standards regarding the logistics for managing online learning. The Ohio delegation raised a question regarding continuing education, and the possibility of mandating CE in order to maintain CPM certification. The Consortium instead recommends that CE be considered value-added, and perhaps assign the designation "with distinction" to CPMs who meet some yet-to-be-determined criteria regarding CE. Discussion continues, and Ann has asked Ohio to share their findings with North Carolina as the process develops.

Ann cited the need for NC OSP and NCSCPM to partner more, to add additional benefit to the NC Society with regard to recognition and Society program development. Assisting with speakers, "Lunch & Learn" etc. are just two areas to be discussed. Tami asked if Steve Mastro was instrumental in California's award of accreditation; Ann noted Steve is active in his state but due to logistics was not involved in the development of the California process. Ann also noted that Steve was the recipient of the AACPM 2007 President's Award, and said how eloquently he spoke upon accepting the honor.

David reiterated the possibilities of online learning, mentioning the possible development of a video library. David gave the example of video presentations from the Shelton Leadership Forum at NC State University as one possibility to be investigated.

The Personnel Development Center is undergoing renovation beginning September 17 and continuing through mid-January, so the building will not be available for programs etc for several months.

David asked if there could be standardization (sp? term?) of paying for membership dues. It appeared from all the conversations on this topic, there was no standardization; either the company paid for it, or the member had to pay for it. (The IT department of NCDOT had a 10-8 filled out for the 20 Spring Workshop Participants.) David also asked if there were any laws to designate NCSCPM from the Jaycees. The Society Bylaws and the State Budget Manual touch on this item, but you need to read between the lines to use it for designation.

Ann stated that the class "Administrative Processes" would be added to the Public Manager Program. She wants to add online classes from the Skill Soft Company. Another topic she would like to add to the curriculum is "Succession Planning". The Board thanked Ann for her update information.

Minutes: The July minutes will be approved at the next Board meeting.

President's Report: Pete gave an update of the AACPM Annual Conference. Pete agreed with Ann Cobb that Madison is a pretty town. He stated that it was a college town, with the State of Wisconsin and the University being the main workforce. He really enjoyed the Conference classes, and the History and Military museums were great. He continued with an update from each day:

Sunday: A tailgate party was held where the Rose Bowl from 10 years ago was shown.
Monday: Art Shegonee, a Powwow leader, began the Legislative meeting that took place in the Capital. Pete also reminded the Board of the Iron Man triathlon that occurred concurrently with the Conference. They did have issues with no shows by some speakers, but the keynote pinchhitters filled in excellently. The educational sessions were great. Some of the items discussed were multigenerational issues, retention, and grant writing. A barbecue was held indoors on the Wisconsin University campus instead of the scheduled Wisconsin Fish Boil & bonfire.

Tuesday: The Awards Banquet was held, and Kay Rogers from South Carolina won the Henning Award. Steve Mastro won the President's Award, and spoke about what the value of CPM meant to him.

Wednesday: The House of Delegates meeting was an eye-opener. Pete said that CPMs showed up, because the information discussed at the meeting could have made some people very angry, but no one did. The 2 issues discussed were:

- 1) Perception of the election of officers

The AACPM chair that was leaving became a candidate for one of the offices, without nomination. However, the chair is supposed to recruit for the candidates. Pete said he didn't remember getting a nomination request. Therefore, the

election results were thrown out. The motions were: a) the bylaws were suspended, b) the election was voided, c) States asked for nominations, and d) the Nomination committee now has to consist of Board members & Presidents from 4 State Societies. (There cannot be a candidate from your state if you are on the Nomination Committee.)

Index cards had been placed on each table (for each person) asking (1) What can AACPM do to encourage people to join the House of Delegates, and (2) Who from your state would be a good candidate. It appeared to all of the NC Board Members that they should have sent this out much earlier.

There will be notification of candidates. The election will be held before January 1, 2008. The Nomination Committee never said they called people to get candidates. However, they have been complaining they were desperate to get people to join.

2) Budget

The annual report and financial report were shown (the HOD approved budget, Board-approved expenses, and actuals). The HOD had allotted \$34,000 for the Board for operating expenses, but the Board approved \$62,000 for operating expenses! Pete and all others attending the meeting said they never received this info. The Board stated they needed it to be at all the Society Graduations, etc., which was reflected in the \$20,000 spent on travel, when only \$12,000 was allotted by the HOD (\$8,000 over budget for travel alone)! Anita McNeil made a motion that the Board can spend no more than 10% of the budget without Board approval. \$5,300 was allotted for scholarships/sponsorships for Louisville.

A dues increase was posed for the 2008 Fiscal Year. That was turned down (quickly), however, we should expect a dues increase for 2009.

Treasurer's Report: Tina stated that the balance for the checking was \$8,665 and \$13,610.21 was allotted for checking. The budgeted amount for 2007 was approximately \$5,700. The cutoff date for paying all dues is October 1, 2007. Webposting dues have been paid through November. Pete stated that Sarah is going to update the website, while Robin will perform backups for the website. Tina continued that a new register is needed now, and new checks will be needed in 2009 (not duplicate checks). The Board agreed that Tina could go ahead and order what is needed.

Membership Report: Kim sent the current membership list to Larry Gordon. However, one person renewed between the time she forwarded the list and now. She stated he has the list with 66 members on it. (Current membership is 67.) She did not have time to email membership presentation or the overview flyers to the group of students who missed the presentations. She emailed Valerie Bonner a second time to see if she'd be interested in working on our website, as she showed an interest in the Public Relations Committee on her application. Kim had not heard back from her at the time of the meeting. (Since that time, Kim received an email stating Valerie Bonner had left her current position with no forwarding address.) Kim received an email from a member (via Sarah Smith) stating the member did not receive 2006 or 2007 certificates.

Program Report: Current budget is \$437.36. David stated the committee wanted to tie into the NCSU Leadership Institute for the Fall Workshop. He thinks the workshop may need to be done separately from the Annual Meeting. Tami suggested the committee might want to check with Terry Bell and Ann Cobb to get ideas on issues for the

workshop. Some issue suggestions made at the meeting by Robin & David: BEACON, Onslaught, tele-commuting, hiring people who were working in the office & now are working from home, and hiring people who were home-based first. Pete stated that the SC Society conduct a Legislative Q&A (lunch included). The NC Society looked into having a luncheon in the past as the membership fee increased. The luncheon fee included membership dues for a member's first year. However, the Board needs to check if a member's agency normally pays for Society membership &/or registration. David suggested inviting the SC Society to the Annual Meeting. Pete suggested talking to Ann Cobb for more information.

There was no report from the Ways & Means committee.

Ethical Report: It was suggested the SOP needed to be updated.

Public Relations: Sarah will continue to do the website, with Robin conducting backups. Pete stated that any info we want to send for the CPM Connection needed to be sent to AACPM soon. We wish Robin Haden much success with her marriage and her new job. We will miss you, Robin!

Old Business

Gifts are needed for the upcoming graduation; someone suggested using key chains as those gifts. The Board needs to check with Jean Waters for the number of graduates.

New Business

New candidates are needed for the 2008 Board. Pete suggested the Board needs to get names for candidates. Someone suggested Amy Simes and Suzanne Beasley. Pete reminded the Board elections go out in October, and the new Board members are sworn in in November.

Tina asked the Board to accept the Adopted Budget. Pete motioned it and Tami seconded. All Board members agreed.

Adjourn: Dan made a motion to adjourn; Pete seconded the motion and it was passed unanimously.