

Executive Board Minutes

For the South Carolina State Government
Improvement Network

Friday, March 6, 2009



Executive Committee Meeting Minutes Friday, March 6, 2009

Members Present:

Walter Caudle, Jocelyn Caldwell, Polly McCutcheon, Judy Lucas, Garry Monjo, Nathan Strong, Suzie Rast, Mark Wade.

Polly, Vice Chair welcomed the committee and opened the meeting. Walter, Chair arrived shortly thereafter.

Minutes from the February meeting were approved.

Financial Update:

Nathan reported total cash on hand of \$3,455.82. Judy reported that he had completed the financial audit of the Network and that all requirements were met. She did make one suggestion to include just a little more detail with future expenditures in order to enhance clarity and understanding. Nathan confirmed that he would file SCSGIN taxes by March 15, 2009.

Education and Events:

The majority of the meeting time was used to update present status, discuss, and continue the Network's plans for its special spring event. Current status: Garry reported that he has been in contact with Bob Goehrig, Budget and Strategic Planning Manager for the City of Coral Springs, Florida, and that Bob agreed to present on May 5th for expenses only. Some of our initial thoughts regarding his presentation included information on the city's Baldrige journey with a focus on process improvements, cost savings realized, benchmarking examples/ideas, and the importance of providing take-aways (information). Committee discussion (summarized): Walter presented information on the layout of "Dupree Northeast" (event location) and room set-up/seating/ breakout session options. Several options are available depending on final decisions on venue of event.

The committee then explored/discussed options for the day's activities. The discussion concluded with tentative plans for a full day event (9:30 a.m. – 4:00 p.m.). Registration until 9:30 a.m.; City of Coral Springs, 9:30 a.m. – 12:30 p.m.; lunch 12:30 p.m. – 1:30 p.m. (with a box lunch provided, Walter to coordinate); breakout sessions (2), 1:45 p.m. – 2:30 p.m.; panel discussion, 2:45 p.m. – 4:00 p.m. Presentation by Bob Goehrig: Garry will discuss additional details with Bob regarding presentation content and logistical arrangements, and will also work with Bob on bullets to describe presentation (for marketing purposes). Breakout sessions: Two primary topic areas: "Pro Forma Budgeting," John Taylor, Dept. of Revenue (Suzie will contact); and, rewards recognition processes/morale/motivation (Nathan and Jocelyn will coordinate). Panel discussions with possible topic "failure is not an option – moving from survival to success" (emphasis to be on cost savings and how to maximize customer services given shrinking resources): Committee brainstormed possible panel

participants, as follows: Anna (Facilitator); Gene Kodama, Forestry; Frank Fusco, Budget & Control Board; Grant Thornton, Columbia Chamber of Commerce; a representative from the education community; Bob Goehrig, City of Coral Springs; local government representatives (TBD). To help facilitate the afternoon panel discussion, the committee proposed to distribute "question cards" to participants at lunch; to be used for input as panel questions. This event will be marketed to city, county, municipalities, the education community, and state agencies.

Walter has waived the normal rental fee for Dupre Northeast; located at I-20 and Clemson Road (about 1 mile from interstate). This facility can hold up to 500.

The committee determined approximate costs for the event, as follows: Expenses related to facility set-up, \$500. Expenses related to Bob Goehrig, \$1,200 (flight, hotel, meals). Coffee, etc. \$3.00 per person (morning). Box lunch, \$10 per person. Total estimated costs based on a minimum of 50 participants is \$2,350. Estimated income from 50 participants at \$29.95 each (tentative registration fee) is \$1,497.50, which would equate to a financial loss. Calculated break-even is 79 participants. Committee determined to keep open the option for event cancellation if break-even point cannot be reached based on registrations and registration projections. Committee members understand that cancellation of event could result in a loss of funds related to airfare.

Additional Discussion:

Garry will email committee members with proposed marketing statement for SCSGIN website (pending discussion with Bob). Mark will coordinate development of marketing flyer/materials and SCSGIN Newsletter article. Anna will coordinate with Municipal Association (Cities, Counties and Municipalities), "pull the Panel together," and moderate the Panel. Contacting proposed Panel members: Judy will contact Gene Kodaman; Suzie will contact Frank Fusco; Walter will coordinate with the education community (name TBD). All committee members will coordinate further on mailing lists. Possible mailing lists mentioned thus far: SCSGIN; CPM; SC Quality Forum; Agency Directors; Agency CFO's; Agency HR Directors, SC Chamber (?); Cities, Counties, and Municipalities.

Due to the many event related details that need to be finalized/tracked, the committee decided to add a special SCSGIN Executive Committee meeting 9:00 a.m. – 10:30 a.m., March 24, 2009. Location: 1401 Senate Street, room 2001.

The regular monthly meeting for April will be held 9:00 a.m. until 11:30 a.m., April 3, 2009 at the Senate Street location.

Respectfully submitted,
Garry Monjo