

# WRIPMA-HR Executive Board

## Teleconference Minutes

August 25, 2008 2:00 p.m. – 3:30 p.m. *MST*

1. Roll call, minutes – previous minutes approved

Roll call: Judy Capaul, Tamara Dixon, Rich Dukellis, Jennifer Fairweather, Ron Fox, Melody Kessler, Rob Moody, Jeanette O’Quinn, Maria Rivera, Mary Rowe, Lisa Scott, Susan Stern, Susan Thoman, Preeti Tikekar, Joan Torne

2. Treasurer’s Report - Financial Summary shows balance of 24,842.30 from July. The difference was the net proceeds from the conference. There are 2 accounts – one for the net proceeds from conferences and the “other account” which contains “seed money”, etc. Bank conversion for the signatures on the accounts is scheduled for 9/12 .

3. 2008/2009 Proposed Budget - need to raise the amount budgeted for the President to attend the conference from \$400. to \$1200.

3. 2009 WR Conference – Preeti will create forms and send them to Karen. Once the expenses with the hotel are figured out then the conference fees and vendor fees can be set. To assist with booking vendors the Board is to call contacts to ask to advertise or exhibit. Will need to know how many vendors the event can hold, how large this space will be and if they will be charged for tables, chairs and power and at what costs. Suggestion to put the “break areas” in the center of the vendor displays. A monthly Conference meeting via teleconference is set for the 3<sup>rd</sup> Friday of each month at 12:00 MST. Discussion of “token gifts” for Vendors – ideas included filling a trash can with items for them. Vendors receive one event registration per table and they receive the same items as the attendees. Would be good idea to find one vendor who would like to put on a reception. Ron, Rich, Jennifer, Mary and Conference Committee to attend teleconference calls regarding Conference planning.

4. WR Website – Maria and Preeti – Website unification. There are currently 8 chapters without websites. To initiate and get all chapters on level and up to speed will be \$10,000. Idea to charge an amount per member per month to manage website was suggested. This is something we can do to help the members that are struggling. Preeti will put together a proposal based on actual costs – bottom line costs to maintain and list of additional costs for additional services to look at a rate that is not charged per member but an annual or quarterly fee per service.

5. Bylaws – Article 4 – change working to read “at least quarterly” and special meetings as needed. Regional Board to meet 2x per year. There needs to be further discussion on number of meetings. No change to Regional Conference. Article 5 – 5 voting members: Past President, President, VP and 2<sup>nd</sup> VP and Representative. Secretary and Treasurer are appointed positions and not voting members. Members at large include Secretary and Treasurer. Rich will get out electronic versions of other regions for comparison and review.

6. New Business:

- a. Conference Expectations – 2010 conference – the Chapter has experience putting on conference. Chapter will need to submit a proposal.
- b. Student Outreach – Joan and Lisa. Looking as possibility to involve students in the 2009 conference at a student rate.
- c. Chapter Liaisons – Central California has some people wiling to step up to be officers.
- d. Scholarships – Mary and Tamara. The proposal is to offer registration and 2 nights hotel. 1 scholarship will be about \$400. Looking at having 1 scholarship for a student and 1 for a regular member. The Board will select the recipient.
- e. News & Events – New Board Member Packet was sent out for review.
- f. Request from New Mexico for Maria to attend and speak. Some concern that the chapter needs to work towards funding their speakers.

6. Announcements

- a. Next meeting Monday, September 15th at 2:00 p.m. (MST)