

WRIPMA-HR Executive Board
Teleconference Minutes
February 22, 2010 1:00 p.m. – 2:30 p.m. PST

1a. Roll call: Ron Fox, Jennifer Fairweather, Jeanette O'Quin, Rich Dukeliss, Andrea Cutler, Mary Rowe, Judy Capaul, Preeti Tikekar, Kathy Scutti

1b. Approve Minutes: Last meeting held was January 25, 2010. It was agreed that a new Secretary needed to be appointed due to Susan's resignation. Several possibilities were discussed. Therefore there were no minutes from the meeting Moved/Seconded/Approved. Ron introduced Kathy Scutti as the new Secretary to the Board.

2. Treasurer's Report: Tamara was not able to provide an update report. Treasurer's Report not reviewed, Moved/Seconded/Approved

3. 2010 Regional Conference – San Diego update – Conference registration to date is 65 (goal is 220), with approximately 15 vendors/sponsors. The conference planning committee has secured all of the speakers and details continue to be refined. Rich will send a list of the vendors/sponsors to date and all Board members are asked to assist in getting additional exhibitors or sponsors. The Awards will be presented at the President's reception Wednesday, April 28 from 4:45 pm – 6:30 pm and the Business meeting will be conducted during the luncheon on Thursday, April 29th from 12-1:15 pm. It was agreed the conference committee will be able to decide on a Regional scholarship recipient in the up to the amount of \$750 and a Student scholarship from a local university up to the amount of \$500 to attend the conference. There will be a Board meeting with a continental breakfast held on the morning of April 28th with all Chapter Presidents invited, with RSVP's sent to Rich. Ron will prepare an agenda. Jeanette will notify Debi, conference chair of the plans.

2011 Regional Conference – Portland update – Mary has worked on an agreement with Embassy Suites hotel in Portland, securing a room rate of \$139 per night. The dates have been identified as April 27-29, 2011. Mary will continue to fine tune the details of the agreement for Ron's approval. Oregon will ask for the \$5,000 seed money from WR upon signing the contract to begin preparing marketing materials and other expenses. Mary shared a "save the date" flyer that will be used to distribute at the conference in San Diego. Further discussion will take place as to how the 2011 conference will be marketed, either with a table in the vendor hall, magnets or flyers in the registration bags, or other means.

4. Committee Reports/Updates

A. Nominating Committee – 2nd VP: Jeanette will send an email to the Chapter President and Vice Presidents notifying them that WR will be preparing a slate of candidates for the position of 2nd VP to be voted on at the business meeting during the conference in San Diego and asking for any nominations to be provided to include on the slate of candidates. Preeti, Rich, Mary, Jeanette researched conducting an electronic voting method, however there are issues with email addresses that have been difficult to reconcile and verify members. Therefore, the voting will take place at the business meeting during the conference.

B. Western Region website - Preeti continues to refine the member listing. There have been a total of 4,800 members registered, to include member information provided from National. Preeti continues to get bounce back emails from either invalid addresses or members with spam blockers. Preeti has sent out a form with the info she needs to Chapters and requests that we continue to assist in refining the data base with updated information. The conference registration process has had a few problems related to Pay Pal and possibly versions of Internet Explorer, which has dropped registrations from the

WRIN. Preeti continues to research.

- C. **Awards:** Andrea, Judy, Jeanette reported that two agencies have submitted their nominations. It was agreed to extend the Awards deadline to March 19th to allow additional nominations to be submitted. The committee will review the submissions and provide the recommendation at the March 29th meeting. Preeti will send a new email blast to the WR membership announcing the extension. Jeanette will also notify the Chapter leaders of the extension and invite nominations.
- D. **Chapter Development:** No report
- E. **Student Outreach:** It was agreed to provide a scholarship for a student from a university in the vicinity of San Diego to attend the 2010 conference.
- F. **News & Events:** Lisa– Absent
- G. **Train the Trainer:** Andrea reported their Southern California Chapter is ready to hold a class with the updated competencies class materials. Southern California Chapter will also host a refresher class for all of the trainers in Western Region. Debi Baczinski, Shirley Chinn and Bobbie Bennet completed revisions to the training slides and have completed their class in San Diego with the new materials. There was some concern about the testing at the end of the class. Neil from National, and the council determined on-line testing will be required rather than completed on the last day of the Competencies class. This had not been previously communicated and caused some confusion for the San Diego participants. However, the class was completed and on-line testing was done.
- H. **Mentor Program/CPAAC:** Judy has worked on this program, no update at this time.

5. Executive Council Update: Rich has requested that all Chapters provide any news so he can update National in his report.

6. New Business: Ron asked all Board members to contact their three designated Chapters for communication outreach. Ron also sent a questionnaire to all Chapters and only had three responses. All Board members will continue to attempt to contact the Chapters in an effort to improve communication within the Western Region.

Meeting adjourned at 2:25 pm PST
Next meeting is March 29, 2010
Conference # 877-883-8592 Participant Code 2852