

Western Region IPMA-HR Board Meeting

7/1/2010

Teleconference Call:

Dial: 1.877.8838592

Participant Code: 031609

Type of Meeting: Board Transition

Attendees: Governing Board members - Jeanette O'Quin (Pres.), Ron Fox (Past Pres.), Richard Dukellis (Exec. Council Rep.), Andrea Cutler (1st VP), Kelli Williamson (2nd VP), Don Deane, (Treas.), Kathy Scutti (Secretary)

----- Agenda Topics -----

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Western Region IPMA-HR Board Minutes

7/1/2010

1 Hour, 27 Minutes

Teleconference Call: 2:00 pm- 3:27 pm MST

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----- Agenda Topics -----

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Discussion: Items for review today are the agenda, roster, proposed committee members, 2010/2011 budget, assignments, draft welcome letter to new members, meeting schedule for WR Board meetings and Chapter President's meeting, proposed program/expense tracking and review of website charges.

Structure of the Western Region Board- Per the bylaws a proposal was made to the Board to consider having representation on the Governing Board to include the appointments of Treasurer and Secretary as non-voting members. In addition, appointment of Fred Weiner as one other "At Large" non-voting member. All other appointments will be as "committee" members (non-voting) as provided for in the bylaws. This should assist in

management of the time and activities of the Board. The committees will typically be represented by more than one person, select a chair, and complete the assigned tasks for the fiscal year. The committee members will participate in Board meetings as needed to provide committee reports. Each Board member will solicit their assigned Chapters to identify potential committee members in an effort to diversify representation among the States within the Western Region to serve on the Board's appointed committees. Request additional feedback from WR Board as to whom they would suggest/appoint as an "At Large" members or if there should be any additional "At Large" members.

Chapter liaison assignments document: It was recommended to continue with the same as previous assignments, but switch Kelli with Jennifer Fairweather, and switch Rich's assignment of San Diego to Andrea. Refer to document, which outlines assignments and suggested discussion topics to have with the Chapters. No other changes suggested.

Western Region Activities per Bylaws: Discussion was held on a new report that outlines the assignments by office, which are governed by the Western Region bylaws with proposed dates for upcoming fiscal year. Report provides an outline of tentative assignments for each officer and suggested timelines.

Assignments- A project for the upcoming year is the need to research and possibly change language in the bylaws in areas that may not be necessary or needed, Rich and Ron have agreed to complete this effort. Research needs to be done to determine whether to keep the archiving of WR records language in the bylaws. Presently the bylaws require the Past President/Secretary to submit the records to IPMA-HR headquarters at the end of each fiscal year for archive purposes. As stated in the bylaws, records include agendas, minutes and financial records, or treasurer's reports. Jeanette talked to Jessica Allen at IPMA-HR and was informed there are no records for Western Region that has been provided for retention to date. Rich will talk to Jessica Allen and/or Neil at headquarters to see about expectation of the Regions to have historical records maintained by IPMA-HR.

An additional review of the bylaws is the definition of Western Region "At Large" Executive Council Representatives and whether or not they are considered part of the Western Region Governing Board. Rich and Ron will research this language and provide a recommendation.

Andrea is beginning to work with Preeti regarding website management and development of a wiki. She is additionally researching whether an agreement is necessary to address fees for services, intellectual property rights and transferability of the hosting site. Andrea will also share ideas on ways to generate revenue for Western Region.

Andrea and Rich will research the voting process (looking at Eastern Region as an example) as well as electronic voting for the positions of 2nd Vice President and Executive Council Representative for the Western Region. They will provide a recommendation to the Board on the process for how nominations are made, as well as identifying a method to notify the membership of nominations prior to the voting that takes place during the Western Region annual business meeting.

Kelly will be responsible for the annual awards, along with Melody Kessler. Additionally, establishing criteria for a new award of "Outstanding Chapter of the year". Jeanette and Andrea will assist Kelly based on past experience.

Rich and Fred Weiner have helped to gather information on past officers, awards given and history of past conferences. There will be a new committee for the upcoming fiscal year that will help document the legacy of the Western Region in three areas. Jeanette will distribute the information that has been completed to date. Eileen Bitten has agreed to serve as a committee member for this WR Legacy of historical records project. Susan Stern has already provided historical information to Andrea as well. The WR manual will be updated with the processes and procedures of the Board's activities.

A Program and Speakers committee will continue, which is intended as a resource for Chapters for program ideas and speakers. John Perry, Patty Tash and Karen Main have agreed to serve on this committee. They will need to identify a chair for the committee that would report back to the Board on matter.

The Chapter Communications committee will continue with Phyllis Lynes. The Board will consider potential additional members in the future and the role of the committee to improve chapter communications.

Mary Rowe will be the Western Region Conference committee designee since she is already involved as the Chair for the Portland Chapter. Rich recommended that we go back to the previous WR model that had the WR Board members more involved in the conference planning. Rich will continue to be on this committee since he has been actively working on exhibitors and sponsors. Ron will also work with this committee, as well as having involvement with the Oregon Chapter.

The Professional Development committee will continue to be represented by Fred Weiner and Susan Stern. Eileen Bitten will join this committee as she has been providing the on-line Competencies training and can bring that dimension to the Region.

We will continue to have a Chapter Development committee and Susan Stern and Eileen Bitten have agreed to continue in this capacity.

The Western Star Newsletter will be revitalized with Jennifer Fairweather and Tamara Dixon agreeing to serve on the committee. They will research alternative methods to use current technology to distribute and share information with members of the region.

Possible future committees will include Student Outreach, Technology & Website, Marketing and Membership. Board members will be reaching out to Chapters to appoint representatives.

Future Regularly Scheduled Meeting Dates Schedule to remain on the third Monday of every month and Chapter Presidents to meet quarterly on the first working day of the month.

Conclusions: All Board members indicated their approval with assignments and recommendations on the documents from Jeanette. The WR Board meetings will be limited to the Governing Board with the “At Large” members added as needed. Committees will join WR Board meetings as needed at the end of the meeting for reports. All are asked to review closely and determine if additional changes are needed prior to distributing.

Action items: Finalize the draft documents sent for consideration of the WR Board before posting to the website and distributed to Chapters, and members of WR as needed.

Person Responsible: Jeanette O’Quin. All requested to provide any changes or suggestions.

Deadline: July 19, 2010

Treasurer’s Report

Don Deane

25

Discussion: Don reported that he inherited a running spreadsheet including monthly treasurer’s report from October 2005 forward to present. There is no way to get patterns across months in current format. Don proposed a more efficient method to identify transactions by coding, using categories and codes for programs and expenses in one database with the ability to filter transactions as needed. Don has developed a coding scheme to track the transactions and asked the Board for consideration to see if it would be useful for tracking purposes in this format. The detail will allow tracking of the hourly rate for each of the transactions.

There was additional discussion on the Board’s investment to date in the website. It was suggested to have one person as a point of contact with Preeti to update or submit items for website. Andrea suggested getting approval for website updates on items over a certain cost in order to help determine the yearly budget. Andrea will be assisting the Board in this area.

Lastly, there was a lengthy discussion on whether we can close the second bank account and just track one account since everything will be coded in the new financial reporting format. There were multiple pros and cons discussed.

Follow up action item for future, in order to research it a little more before acting.

Don noted in past, the bank account at June 30th regularly had \$22,000 to \$30,000 and is currently \$11,700 without seed money or profit share from the San Diego conference. (Don will check on seed money check to see if it was cashed)

Conclusions: Everyone is okay with closing the second account if needed; however, they will think it over and weigh the pros and cons and research it a little further before deciding. We cannot adopt a budget for 2010/2011 year yet because all of the financials are not complete pending a report and deposit from the San Diego conference.

Action items: Research closing second account; postpone adopting the 2010/2011 budget after receiving 2010 conference report.

Person Responsible: Jeanette O'Quin and Don Deane

Deadline: TBD base on obtaining funds and report.

2010 Conference Report

Richard Dukellis

10

Discussion: May have a San Diego conference report by tomorrow. Everything on feedback was positive and well received. Numbers were below target (concern for future conference). However, overall it was a very successful conference.

Conclusions: pending final report

Action Items: Waiting at this time for wrap up of conference.

Person Responsible: All; San Diego Chapter

Deadline: TBD based on obtaining funds and report

2011 Conference Report

Ron Fox

5

Discussion: Ron will step back on conference and let Jeanette take over as new President. Hotel is reserved at this point but the committee is not happy with current room block (Jeanette, Ron, Rich, Mary to review documents to see what they want to do and discuss it another date).

Conclusions: Conference planning is underway. Rich already working on 2011 sponsors and exhibitors.

Action Items: Follow up on hotel and let Mary know who from the WR Board will be involved in the 2011 Conference in Portland. Check into Portland seed money. Will hold a special teleconference next week if possible.

Person Responsible: Jeanette, Ron, Rich

Deadline: on-going

2010 Leadership Conference

Jeanette O'Quin

10

Discussion: Rich, Andrea and Jeanette registered. Rich to get the latest update from National. Don to receive reimbursement requests for transportation purposes and requested to breakdown charges and receipts for tracking purposes. There will be a Pre meeting that Jeanette will attend regarding joint conferences with National and Regional. A lot of time scheduled into program for WR to meet on their own topics if needed.

Conclusions: Jeanette will request a Special Meeting for those interested in discussing the topic of joint conferences before the Nashville leadership conference. Rich and Fred have provided a great deal of historical background that Jeanette will attempt to summarize and provide to those involved.

Action items: Special Conference call to discuss joint conference topic prior to going to Nashville to prepare for discussion.

Person Responsible: Jeanette
Deadline: Prior to July 29, 2010

2010 International Conference Jeanette O'Quin 5

Discussion: Jeanette plans to attend. No budget information yet so we are unable to determine if the WR should host anything for WR members, such as a special meeting or reception to meet and provide networking with others. Rich suggested even if we arranged an event where WR members meet and everyone responsible for their own expenses. Jeanette will try to do something as WR outreach.

Conclusions: Need to wait until budget is set for 2010/2011 year.

Action items: Need to wait until budget is set for 2010/2011 year.

Person Responsible: Jeanette
Deadline:

Other Business ALL 5

Discussion: Wrap up on the discussion for the new fiscal year projects.

Conclusions:

Action Items:

Person Responsible:

Deadline:

Other Information