

Western Region IPMA-HR Board Meeting

7/1/2011

Teleconference Call:

Dial: 1.877.8838592

Participant Code: 031609

Type of Meeting: Board Transition

Attendees: Governing Board members – Andrea Cutler (Pres), Jeanette O’Quin (Past Pres.), Richard Dukellis (Exec. Council Rep.), Kelli Williamson (1st VP), Dee Emami (2nd VP), Don Deane, (Treas.), Kathy Ercul (Secretary)

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

Initiatives	Andrea Cutler	15
Treasurer’s Report	Don Deane	15
Yearly Schedule	Andrea Cutler	15
Other Business	All	15

Western Region IPMA-HR Board Minutes

7/1/2011

1 Hour, 4 Minutes

Teleconference Call: 1:00 pm- 2:04 pm PST

Type of Meeting: Board Transition

Attendees: Andrea Cutler (Pres), Jeanette O’Quin (Past Pres.), Richard Dukellis (Exec. Council Rep.), Kelli Williamson (1st VP), Dee Emami (2nd VP), Don Deane, (Treas.), Kathy Scutti (Secretary)

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

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Discussion: The Key Initiatives were revised to add the 2012 Conference in Phoenix AZ and develop other revenue sources for Western Region. Items removed were 2011 Conference, Student Mentorship Outreach and Review by laws and voting process for 2nd VP & Regional Exec Council Rep. (See attached list of 2011-12 Key Initiatives.)

Update of Bylaws- Per the bylaws a motion was made to reappoint Don Deane as Treasurer and Kathy Ercul as Secretary (non-voting members). Motion was seconded by Rich and carried. Fred Weiner will continue to serve on the committees (Jeanette will contact Fred). The committees will continue; same as 2010-2011. The committee members will participate in Board meetings as needed to provide committee reports.

Chapter liaison assignments document: There were some changes made to Chapter assignments. Refer to document, which outlines assignments and suggested discussion topics to have with the Chapters. No other changes

suggested. Chapters will be asked to email the Secretary (Kathy) with updated Chapter President Information to have posted on the website.

Future Regularly Scheduled Meeting Dates The Western Region Board will meet on the third Tuesday of every month and Chapter Presidents will meet quarterly on the first working day of the month.

Conclusions: All Board members indicated their approval with assignments. The WR Board meetings will be limited to the Governing Board. Committees will join WR Board meetings as needed at the end of the meeting for reports.

Action items:

Person Responsible:

Deadline:

Treasurer's Report

Don Deane

15

Discussion: Don reported current balance is \$21,277. Amount for Job ads in June will be added upon receipt of money and there is an invoice from Eikon for services through June that will be subtracted.

The proposed budget expenditures were reduced from \$23,150 to \$17,900. Some of the decreases included Chapter Development/ Outreach, Member outreach, Student mentoring/outreach, IPMA WR conference and WR Board meeting/retreat. Projected revenues were adjusted to include an additional \$2,500 in job postings, \$5,000 in Advertising, and assumes no income from the 2011 Conference. This results in a deficiency of \$6,785. Rich motioned to approve, seconded by Kelli and carried. Andrea presented some ideas to generate the additional revenue that is budgeted. It would involve offering a reimbursement/rebate to members who post jobs or advertising on the WRIPMA to attend a WR or International Conference. The board was in agreement to share the idea with the Marketing committee to work out the details.

The Oregon Chapter is still in the process of wrapping up the 2011 Conference books. Once outcome is known, it will be reflected in the budget.

Conclusions: The 2011/12 Budget was approved with a Deficit of \$6,785. A final report and any deposits from the 2011 Oregon conference will be reflected in the budget.

Action items: Follow up with final report from 2011 Oregon Conference.

Person Responsible: Andrea Cutler and Don Deane

Deadline: TBD.

Other Business

ALL

15

Discussion: 2012 Conference is scheduled on April 10-13, 2012 in Phoenix AZ. Rich has been working with Bruce, conference chair. Seed money was not needed by the Chapter and they are already talking with exhibitors. It was requested that the website be updated regarding the conference.

Jeanette asked Rich to looking into the Past President's role to submit information to headquarters regarding permanent storage of Board records.

An updated list for those signed up for leadership training will be sent to Board members. Board members are asked to contact their assigned Chapters to encourage them to register.

Conclusions:

Action Items:

Person Responsible: Chapter Liaisons

Deadline:

Other Information