

# Western Region IPMA-HR Board Meeting Minutes

## 9/14/2011

**Type of Meeting:** Regular Board Meeting

**Attendees:** Governing Board members – Andrea Cutler (Pres.), Richard Dukellis (Exec. Council Rep.), Jeanette O’Quin (Past Pres.), Kelli Williamson (1<sup>st</sup> VP), Dee Emami (2<sup>nd</sup> VP), Don Deane, (Treas.), Ron Fox (Committee Member), Karen Maine (Committee Member), Bruce Gardner (Committee Member), Kathy Tinios-Rose (Committee Member), Eddie Garcia (Committee Member), Marnie Greene (Committee Member)

### ----- Agenda Topics -----

Welcome		
President’s Report	Andrea Cutler	10
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**70 Minutes**

**Teleconference Call: 11:00 am- 12:10 pm PST**

### ----- Agenda Discussions & Actions -----

#### **Welcome**

Andrea welcomed everyone. The minutes of the last WR Board meeting had been approved and posted.

#### **President’s Report**

Andrea Cutler

**Discussion:** Andrea provided written documentation and a verbal report about the Leadership Conference. Rich indicated that it was a good networking opportunity and he saw several new faces. Kelli also indicated that it was a good Conference. It was suggested that the Western Region should entertain the idea of providing a Leadership Conference of its own that is more inclusive of other Board Members from our region. Rich indicated that we might also consider having a conference located in both Northern and Southern California. Rich also indicated that Technology issues and social media were also areas discussed at the Conference.

**Conclusions:** Consider Leadership Conference for WR Chapter Boards. Consider caravan/ carpooling from SoCAL to AZ to facilitate conference attendance. We have an underutilized IPMA video which can be placed on our website. Another idea – Perhaps the WR can encourage chapters to coordinate student internship placements from HR programs in their local colleges.

**Action items:**

**Person Responsible:**

**Deadline:**

## **Treasurer's Report**

Don Deane

**Discussion:** Don has attempted to speak with Oregon Chapter regarding details necessary to complete the audit for the 2011 WR Conference, but they have been on extended vacations. If calculations received are correct, approximately \$415 is what the Region can expect from the Oregon Chapter. No check has been received, but Don is working on clarifying information prior to having a check cut. Don sent out financial reports for Board Member review via email.

**Conclusions:**

**Action items:** Dee & Don continue to review the books from the 2011 WR Conference

**Person Responsible:** Don & Dee

**Deadline:**

## **Transition Topics & Assignments**

Andrea Cutler

**Discussion:** Roster Updates-Governing Board, Committees and Chapter Presidents: Andrea requested that Board Members review the website to make sure their information is correct. Corrections to be sent to Roger cc to Anita, Don and Andrea. Andrea asked chapter liaisons to ask the chapters to review their information as well.

Minutes, By-Law Amendments, Financial Records Audit- Jeanette indicated that her copies of minutes for past meetings are no longer available, so it may be difficult to send minutes to IPMA unless she can find copies of the minutes on the web. Don mentioned that he has made contact with the 2011 WR Conference leadership and is waiting for additional clarifying information, so there is no information to audit at this point. Dee indicated that she also sent an email to Mary Rowe who is on vacation. Information is needed about the number of participants for the conference and pre-conference as well as the number of sponsors and exhibitors.

Nomination/Election First VP 2012-2013, Agency Awards, Chapter of the Year- Kelli is responsible for Nomination/Election of the First VP for 2012-2013 and has sent Dee information about Awards for the upcoming year. Dee has read the information. Kelli shared that the Eastern Region has a nice site for awards. She also suggested that an article about the awards be placed in the Western Star.

**Conclusions:**

**Action items:** Chapter Liaisons are asked to make sure that information is up to date for their assigned chapters and ask their chapters to review their information. Board Members and others should make sure that their personal information is up to date on the website.

**Person Responsible:** Kathy, Jeanette, Don, Dee

**Deadline:** On-going

## Committee Reports

ALL

**Discussion:** Committees are trying to meet more frequently. Andrea will talk with Eddie to identify individuals to move from communications to other committees.

**Business Continuity** –Fred was not available-no report

**Conclusions:** Continue to develop handbook.

**Action items:** All asked to filter information to Fred.

**Person Responsible:** All

**Deadline:** On-going

**Chapter Development**- No report

**Conclusions:**

**Action items:**

**Person Responsible:** Committee members

**Deadline:** On-going

**Communications** – The Communications committee has disbanded.

**Conclusions:**

**Action items:**

**Person Responsible:**

**Deadline:**

**Marketing** – Mark Olson is assisting with the 2013 National conference and stepped down from being Chair of the Marketing Committee. Ron Fox has graciously taken his place and will have more information at the next meeting. Ron spoke on behalf of the Revenue Task Force about using banner ads as a revenue source. Rich and Ron discussed possible monthly costs from \$125 for a rotating banner to \$150-\$200 for a fixed banner. Ron indicated that Sonja suggested we feature different sponsors monthly. Rewards for ads & job postings to apply towards conference attendance expenses was offered as another idea, and possible ethics issues were raised. Legal advice is being sought to clear up whether there are any ethics issues since actual money is not changing hands. Ron indicated that banner ads could be another part of sponsorship along with conference registration discounts. Reasonable prices for sponsorship were thought to be between \$3000 and \$5000.

**Conclusions:**

**Action items:**

**Person Responsible:** Ron and Committee members

**Deadline:** On-going

**Professional Development**- Fred was not available. Fred emailed a status report on 9/9/11: The Professional Development Committee had been in contact with a couple of chapters who are planning to conduct the Competencies training - in particular Sacramento Motherlode and SCPMA. They are available to assist chapters in the planning and/or delivery of this training that can generate revenue for chapters and meet their professional development programming goals. They are enthusiastic about possibly rolling out parts of IPMA's new HR Certificate modules i.e. recruitment/selection, class/comp, etc.

**Conclusions:**

**Action items:**

**Person Responsible:** Committee members

**Deadline:** On-going

**Programs & Speakers** –The Programs & Speakers Committee completed a speaker’s database using a free Google site for use by Chapters within the Western Region. It consists of an Excel spreadsheet with name, website, link, referring member, contact information, topics spoken on, etc. about speakers. It was suggested that chapter liaisons might be selected to manage the updating and adding of new speaker information to the site. Edits to the database are emailed to the committee as submitted. It was decided that although postings could be held for review prior to going live, that would slow down the process. The committee will review and remove if information is inappropriate. Andrea congratulated the committee on a job well done. Rich made a motion and Jeanette seconded that the programs and speakers site be opened to a limited number for a month or so before working out the bugs and going live.

**Conclusions:** Bugs will need to be worked out of the speaker site prior to go live. The WR Board was in agreement with the Committee’s recommendation.

**Action items:** Board members were asked to reviewing the site and share it with their assigned chapters. Jeanette suggested that we add a link on the regional website to this speaker page when it is up and running. Marnie suggested an article in the Western Star article to let membership know about this new site. In November, Marnie will send out a letter requesting articles for the December Western Star.

**Person Responsible:** Karen Main & Program & Speakers Committee

**Deadline:** On-going

**Website & Technology** – Don suggested that we only submit region website changes to Roger and Anita, rather than directly to Preeti. Since we have no formal review process for the website we should all check it every 3 months or so to see if there are officer changes for the Region Website. Roger and Anita are on the National taskforce looking at website issues and helping chapters. Don discussed social media and younger HR professionals. We need users of social media to serve as resources for the Region.

**Conclusions:**

**Action items:** Don will continue to carry out the objectives along with the committee.

**Person Responsible:** Don/ Web & Tech. Committee

**Deadline:** On-going

**Western Star Newsletter** –call for articles will be sent out on November first for the winter edition of the Western Start Newsletter.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

## 2011 Conference Report

Mary Rowe

**Discussion:** Mary wasn't available for the conference call. Ron & Don reported on the 2011 Conference.

**Conclusions:** Dee & Don will continue to review the books form the Oregon Chapter.

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

## 2012 Conference Report

Bruce Gardner

**Discussion:** The 2012 Conference will be held in Phoenix, AZ April 10-13, 2012. The conference will be held at the Downtown Sheraton. Thirteen speakers have submitted already. The deadline is September 30<sup>th</sup> and for sponsors/exhibits the end of next week. We are trying to get more sponsors and contributions. The hotel is ok. Preeti has formed a PayPal account. Jeanette will help Don document. Don will be unable to attend the next Board meeting. Rich requested a table at the international conference in Chicago next week to promote the Regional Conference. He would like to have a foam board to display, visitor's bureau pamphlets and 8 ½ x11 general information sheets ready to mail to the hotel. No one from AZ is attending National.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

## 2013 Conference Report

**Discussion:** Some discussion took place about different possibilities for the location of Conference 2013. All agreed that it must be accessible to transportation in order to work well for attendees. Channel Islands and some other sites mentioned are not readily accessible by airport, Burbank is, but would it make an attractive site. San Diego and Long Beach are accessible and wonderful locations. More to be discussed at the next meeting.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

## Chapter Liaison Reports

ALL

**Discussion:** Dee emailed her three chapters and received a response from Betsy of the Washington Chapter. Betsy indicated that her chapter is fiscally sound but it is difficult to grow member ship at this time. This is not unusual given the economy. Jeanette reported that she had contact with Arizona and Southern California. Andrea indicated that North Bay had no report and her other two chapters are doing fine. Kelli indicated that two of three are doing well, but Utah has experience turnover on its board and is short staffed. Rich indicated that Channel Islands had not responded and that the Inland Empire membership is not submitting for the conference.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

**Other Business**

ALL

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**Discussion:** Kelli indicated that the reception is Monday evening for the International Conference and that she had forwarded information about the awards nomination process to Dee. Andrea indicated that she will be on vacation next week but will attempt to answer any email or phone calls before she goes to the conference. Rich indicated that 85 from the Western Region are attending the conference in Chicago. The next WR Board meeting will be held on October 18<sup>th</sup>.

**Conclusions:**

**Action Items:** N/A

**Person Responsible:**

**Deadline:**

**Other Information** — There was no other business.

**ADJOURNED AT 12:10 P.M. PST**