

Western Region IPMA-HR Board Meeting Minutes

11/15/2011

Type of Meeting: Regular Board Meeting

Attendees: Governing Board members – Andrea Cutler (Pres.), Richard Dukellis (Exec. Council Rep.), Jeanette O’Quinn (Past Pres), Kelli Williamson (1st VP), Dee Emami (2nd VP), Don Deane (Treas), Kathy Ercul (Secretary), Karen Main (Committee Member), Kathy Tinios-Rose (Committee Member), Bruce Gardner (Committee Member)

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

Welcome		
President’s Report	Andrea Cutler	10
Treasurer’s Report	Don Deane	
Transition Topics & Assignments	Governing Board	15
Upcoming	Kelli Williamson/Dee Emami	
Committee Reports	Committee Chairs/Members	15
Business Continuity		
Chapter Development		
Communications		
Marketing (Revenue Task Force)		
Professional Development		
Programs & Speakers		
Website & Technology		
Western Star Newsletter		
Regional Conferences		10
2011 Regional Conference Report	Mary Rowe	
2012 Regional Conference Report	Bruce Gardner	
2013 Regional Conference Report	Kelli Williamson	
Chapter Liaison Reports	Governing Board	5
Other Business		5

1 Hour 11 Minutes

Teleconference Call: 3:00 pm- 4:11 pm PST

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

Welcome

Andrea welcomed everyone. The minutes of the last WR Board meeting were still in the process of being finalized and will be sent out soon for review/approval. The minutes for the September WR Board meeting were approved.

President’s Report

Andrea Cutler

Discussion: Andrea will give an update on the Idaho Chapter and HR Certificate Program under Committee Reports.

Conclusions:

Action items:

Person Responsible:

Deadline:

Treasurer's Report

Don Deane

Discussion: Don emailed out the Treasurer's report on 11/15/11 to the Board. The report shows we are in good shape. They are still waiting on the audit to be completed before receiving funds from the Oregon Conference. The Conference should bring revenue of approximately \$1200.

Conclusions: Don recommended that the WR give future conference committees more explicit guidelines about the expectations regarding conference financial report content, reporting and payment schedule for seed loan repayment and net proceeds distribution.

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

Person Responsible: Don & Dee

Deadline:

Transition Topics & Assignments

Andrea Cutler

Discussion: Andrea asked that any changes to Governing Board, Committees and Chapter Presidents be sent to Kathy so the website can be updated. Jeanette continues to work with Heather on what method is required in order to store the Board's minutes, by-law amendments and financial reports. The audit of the 2011 Regional Conference continues. Nomination/Election of Second VP 2012-2013 and Awards are still in process. Kelli is working on the timeline for accepting nominations up to the selection process. The suggested time line would start in December and selections would be made in February. Dee stated that the information regarding the awards criteria is on the website and an email blast should have gone out to the members. She will check with Preeti to be sure the emails were sent.

Conclusions: All Board transition topics and assignments are on schedule per the By-Laws. Jeanette will continue to check into storing our historical records. Don & Dee will continue to audit the 2011 Regional Conference records. Kelli will continue to work on the Second VP nominations/election and Dee will look into the email blasts regarding the awards.

Action items:

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

Deadline: On-going

Committee Reports

ALL

Discussion: Committee Reports submitted for review to WR Board: Western Star Newsletter

Business Continuity –No report; same as last month

Conclusions: Continue to develop handbook.

Action items: All asked to filter information to Fred.

Person Responsible: All

Deadline: On-going

Chapter Development- Andrea reported that a meeting has been scheduled for November 16th to talk with Vickie in Idaho who is interested in starting a Chapter.

Conclusions: Andrea will report back to the Board

Action items:

Person Responsible: Committee members

Deadline: On-going

Marketing –A meeting will be scheduled soon.

Conclusions:

Action items:

Person Responsible: Ron and Committee members

Deadline: On-going

Professional Development- Fred was not available. Andrea shared that she is working with Neil on the possibility of making the National HR Certification available to the Western Region. National is considering the possibility of offering 2 modules of the 8 module program at the 2012 Regional Conference in Arizona.

Conclusions: Andrea and Fred will continue to work with Neil and National on this matter.

Action items:

Person Responsible: Committee members

Deadline: On-going

Programs & Speakers –Karen Main and Kathy Tinios-Rose asked the Board for feedback on the demo that was presented to the Board in regards to a Google site. The committee sent out an email on 9/14/11 asking for the Board's comments and feedback before the committee released the site to members. The demo will next be presented to the Chapter Presidents. The committee plans to announce the resource in the December Western Start Newsletter. Andrea and Jeanette both liked the format and content. The Board will review and submit and comments to the committee by 11/16/11.

Conclusions:

Action items: Committee members will wait for feedback and plan to announce site in the Newsletter.

Person Responsible: Karen Main & Program & Speakers Committee

Deadline: On-going

Website & Technology –No report. Meeting was rescheduled to 11/28/11.

Conclusions:

Action items:

Person Responsible: Don/ Web & Tech. Committee

Deadline: On-going

Western Star Newsletter –Call for articles closes 11/15/11 for the winter edition of the Western Star Newsletter.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

2011 Conference Report

Mary Rowe

Discussion: Mary wasn't available for the conference call.

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: Bruce reported that things are moving along. The 2012 Conference will be held in Phoenix, AZ April 10-13, 2012. The conference will be held at the Downtown Sheraton. The committee has finalized the speakers. They are currently negotiating with keynote speakers and will have a final meeting on December 5th. The call for sponsors and vendors is open and information is on the website. Formal action of the proposed budget will be emailed out for Board approval.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

2013 Conference Report

Discussion: Since there was no interest from Chapters to host the 2013 WR Conference, the WR Board decided to host the conference in Orange County CA with the help of the Southern California Chapter. Rich is currently working on a location to hold the conference and has checked into numerous sites as possibilities and should have more information in the next few weeks.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

Chapter Liaison Reports

ALL

Discussion: Reports were given on communications with Chapters. Dee reported she is working with the Washington Chapter on ways to increase membership. No other Chapter Reports.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

Other Business

ALL

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Discussion: The next WR Board meeting will be held on December 20th. Rich stated that a special meeting may need to be scheduled prior to the December meeting in order to discuss the hotel option for the 2013 Regional Conference.

Conclusions:

Action Items: N/A

Person Responsible:

Deadline:

Other Information — There was no other business.

ADJOURNED AT 4:11 P.M. PST