

Western Region IPMA-HR Board Meeting Minutes

12/20/2011

Type of Meeting: Regular Board Meeting

Attendees: Governing Board members – Andrea Cutler (Pres.), Jeanette O’Quinn (Past Pres), Kelli Williamson (1st VP), Dee Emami (2nd VP), Don Deane (Treas), Kathy Ercul (Secretary), Ron Fox (Committee Member)

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

Welcome		
President’s Report	Andrea Cutler	5
Treasurer’s Report	Don Deane	5
Transition Topics & Assignments	Governing Board	15
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
2012 Regional Conference Report	Bruce Gardner	
2013 Regional Conference Report	Kelli Williamson	
Chapter Liaison Reports	Governing Board	5
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1 Hour 5 Minutes

Teleconference Call: 3:00 pm- 4:05 pm PST

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

Welcome

Andrea welcomed everyone. All minutes have been approved and posted to the website.

Treasurer’s Report

Don Deane

Discussion: Don emailed out the Treasurer’s report on 12/12/11 to the Board. The report shows revenues are above expectations and job ads are about even with budget. The 2011 WR Conference revenue was \$1,345 and has been deposited. Ending balance pending transactions slightly exceeds \$24,000.

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:

Person Responsible: Don

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. Washington and North Bay Chapters will have a change in Chapter Presidents in January. 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.

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 have completed the audit of the 2011 Regional Conference records and the money has been deposited in the WR Board account. Dee recognized Don for his hard work on the audit for the conference and Andrea thanked him as well. Don discussed creating a template/excel document with formulas for future Conference committees to use which will help both the Conference committee and the WR audit. Kelli shared that the nomination deadline for Second VP nominations/election is January 20, 2012. She is working on having a second email blast sent out after the first of the year. Dee shared that no nominations have been received for the Muriel Morse, Agency Awards and Chapter of the Year awards. She will look into sending out another email blast\ regarding the awards.

Action items:

Person Responsible: Jeanette, Don, Dee, Kelli

Deadline: On-going

Committee Reports

ALL

Discussion: Committee Reports submitted for review to WR Board: Marketing, Website & Technology, Western Star Newsletter

Business Continuity –No report

Conclusions:

Action items:

Person Responsible: All

Deadline: On-going

Chapter Development- Andrea reported that she, Susan and Vickie had a conference call meeting on November 16th to talk with Vickie in Idaho who is interested in starting a Chapter. They discussed how to start a chapter, marketing efforts, etc. Vickie was going to look at possibly starting a Chapter in February.

Conclusions:

Action items:

Person Responsible: Committee members

Deadline: On-going

Marketing –Ron reported that the committee met and discussed how to get WRIPMA out there for people to “check out”. They have been discussing vendors and potential advertisers on the website and trying to track how many hits the website gets and if it can be determined how many of the hits are from members of our Region. They also discussed trying to find a student intern to maintain the website with regards to advertisers, what type of software may be needed to run the banner ads, possible sources for advertisers and having WRIPMA logo items for use by Chapters for conferences.

Conclusions:

Action items:

Person Responsible: Ron and Committee members

Deadline: On-going

Professional Development- No report.

Conclusions:

Action items:

Person Responsible: Committee members

Deadline: On-going

Programs & Speakers –Andrea reported for the committee stating the database is ready to go. The committee is working on the documentation regarding the use, rules and instructions for the database

Conclusions:

Action items:

Person Responsible: Karen Main & Program & Speakers Committee

Deadline: On-going

Website & Technology –Don reported. Committee discussed WR2012 conference preparation, transferring historical conference data from old event management system to AIMNOW and AIMNOW address list for email blast (discussed in November). Sponsor/exhibitor recruitment and signup is on WR website.

Conclusions:

Action items: update email list to include all current WR members.

Person Responsible: Don/ Web & Tech. Committee

Deadline: On-going

Western Star Newsletter –No updates. Next newsletter will go out in the Spring.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

2012 Conference Report

Bruce Gardner

Discussion: Bruce was not available.

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. Kelli reported that they plan to do site visits on January 6, 2012 to the hotels and will report back. The tentative dates for the conference are May 1-3, 2013. They are currently in the process of building committees to help with the Conference.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

Chapter Liaison Reports

ALL

Discussion: Reports were given on communications with Chapters. Dee reported that Motherlode held their competency training in October, will have a winter mixer, a legal update in January, joint training with North Bay in February, has sent out a survey to Chapter members for feedback and will hold a one day conference in March. Dean Barnes is the new Chapter President for Washington. No other Chapter Reports.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

Other Business

ALL

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Discussion: Andrea mentioned that National was having a membership drive. There has also been talk from different chapters becoming incorporated (501C3). The next WR Board meeting will be held on January 17, 2012.

Conclusions:

Action Items: N/A

Person Responsible:

Deadline:

Other Information — There was no other business.

ADJOURNED AT 4:05 P.M. PST