

# Western Region IPMA-HR Board Meeting Minutes

## 7/19/2011

**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 (Treasurer), Kathy Ercul (Secretary), Ron Fox (Committee Member), Fred Weiner (Committee Member)

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

President’s Transition Meeting	Andrea Cutler	5
Transition Topics & Assignments	All	10
Treasurer’s Report	Don Deane	10
Committee Reports	All	10
Business Continuity		
Chapter Development		
Communications		
Professional Development		
Programs & Speakers		
Website & Technology		
Western Star Newsletter		
2011 Conference Report	Mary Rowe-designee	10
2012 Conference Report	Bruce-designee	10
Chapter Reports	All	10
Other Business	All	5

**1 Hour 9 Minutes**

**Teleconference Call: 3:00 pm- 4:09 pm PST**

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

**President’s Transition Meeting** Andrea Cutler      5

**Discussion:**

**Conclusions:**

**Action items:** Jeanette motioned to approved the transition meeting, seconded by Dee and carried

**Person Responsible:**

**Deadline:**

## Transition Topics & Assignments

Andrea Cutler

5

**Discussion:** Andrea reviewed the key initiatives and budget for 2011-2012. The first Chapter President's meeting is scheduled for Monday, August 1, 2011 at 2 p.m. MST.

**Conclusions:** All Board transition topics and assignments are on schedule per the By-Laws.

**Action items:** Kathy will send the transition meeting minutes to Roger & Anita to post on the WRIPMA website. Kathy will send email to all past president's for updated information on Chapter Presidents.

**Person Responsible:** Kathy

**Deadline:** On-going

## Treasurer's Report

Don Deane

10

**Discussion:** Don emailed out the Treasurer's report on 7/18/11 to the Board.

The main budgeted item remaining is repayment from the WR conference committee of the \$5000 seed loan.

Current balance \$21,277. Ron said the conference committee was scheduled to meet on August 2 at which time more information on financial outcome should be known.

**Conclusions:** It is unsure at this time if the conference is on pace to be in the red until the conference books have been completed.

**Action items:** Continue to monitor the revenues and expenditures. Chase accounts will need to be transferred to Andrea as new WR President

**Person Responsible:** Don

**Deadline:**

## Committee Reports

ALL

10

**Discussion:** Committee Reports submitted for review to WR Board: Website & Technology, Chapter Development, Communications and Western Star

**Business Continuity** –Fred suggested the WR Board adopt a resolution congratulating the Oregon chapter for a successful conference. Dee motioned, Jeanette seconded, carried. This step should be added in for future conferences as part of the process. Fred continues to work on written policies, procedures and checklist for officers and bylaws. Everyone should continue to submit the status of their contribution to the WR Handbook which includes the process for the Conference Planning Committee.

**Conclusions:** Continue to develop handbook.

**Action items:** All asked to filter information to Fred. Jeanette will follow up with Fred.

**Person Responsible:** All

**Deadline:** On-going

**Chapter Development**–Susan reported that the Chapter Development Committee has been working with the Communication Committee to participate in a joint survey. Five chapters have replied. The committee is sending out a reminder to the Presidents and will follow up by phone or email on some of the responses.

**Conclusions:** The survey deadline was June 30, 2011. The results will be shared with the Board. On-going efforts continue to assist Chapters.

**Action items:** Susan will continue to assist Chapters with development opportunities as needed, and notify the Board designated liaisons of her contacts. The Chapter Development Committee will work with the Communication Committee.

**Person Responsible:** Susan/Chapter Dev. and Communication Committee members

**Deadline:** On-going

**Communications**-Phyllis Lynes was unavailable but will be stepping down in June from her role as Committee Chair and is looking for a replacement. Nothing new to report

**Conclusions:** Committee members will report progress on each of their initiatives at the scheduled meeting.

**Action items:**

**Person Responsible:** Committee members

**Deadline:** On-going

**Marketing**-Mark, Ron and Mila will work together on the Marketing committee. There was discussion on setting up a task force subcommittee under the Marketing committee to find ways to increase revenue for the WR Board. Jeanette suggested letting the committee take a look at it first before doing anything else. Fred and Andrea will discuss the matter with Mark to get his input.

**Conclusions:** committee will be scheduling a meeting.

**Action items:**

**Person Responsible:** Mark and Committee members

**Deadline:** On-going

**Professional Development**-No new training is scheduled at this time.

**Conclusions:** Waiting to receive information regarding the HR Certification Program from International. Continue to encourage training throughout WR.

**Action items:** Continue to monitor training that is offered throughout the WR.

**Person Responsible:** Fred Weiner & Committee members

**Deadline:** On-going

**Programs & Speakers** –Andrea reported that she has been working with Kathy Tinios-Rose on a demo to present to the Board in the next couple of months.

**Conclusions:** Kathy Tinios-Rose will be in contact with Andrea to schedule a demo.

**Action items:** Committee members will be meeting to further develop a plan of action.

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

**Deadline:** To be determined

**Website & Technology** –Don updated the Board on the committee's progress. Don has prepared the final proposed contract with E-ikon and plans to forward the contract to Preeti for discussion and negotiation (if needed). Any information that needs to be posted to the static site should be sent to Roger Wapner or Anita Asher. If they cannot process the request, they will send it on to Preeti to post.

**Conclusions:** The Website & Tech committee continues to work with Preeti on the contract. Andrea complimented Don for his work on this matter stating it was a big accomplishment and she knew it took a lot of time to complete.

**Action items:** Don will continue to carry out the objectives along with the committee. Andrea and Don will discuss the matter further. If E-Ikon does not agree, another platform will need to be discussed.

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

**Deadline:** On-going

**Western Star Newsletter** –Jennifer was not in attendance. The next newsletter is for the fall. A call for articles will go out August 1.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

## **2011 Conference Report**

Mary Rowe

5

**Discussion:** Mary wasn't available for the conference call. The committee is in the process of finalizing the books and sending out certificates and surveys to attendees.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

## **2012 Conference Report**

Bruce Gardner

10

**Discussion:** Bruce was unavailable but sent a list to Andrea of the conference committees. Bruce would like a couple of volunteers from the WR Board to assist on the committees. Help is needed to handle marketing and promotion on Western Region. Rich will assist with exhibitors and sponsors. The 2012 Conference will be held in Phoenix, AZ April 10-13, 2012. The hotel contract has been finalized. The conference will be held at the Downtown Sheraton. The committee is working on the budget.

**Conclusions:**

**Action Items:** The committee is working on the budget.

**Person Responsible:** All

**Deadline:** On-going

## **Chapter Reports**

ALL

5

**Discussion:** Dee mentioned they have had a request to hold a TTT in October.

**Conclusions:**

**Action Items:**

**Person Responsible:** All

**Deadline:** On-going

**Other Business**

ALL

5

**Discussion:** Leadership Conference will be held in Las Vegas in August and International Conference will be held in Chicago in September.

**Conclusions:**

**Action Items:** N/A

**Person Responsible:**

**Deadline:** To be determined

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

**ADJOURNED AT 4:09 P.M. PST**