

Western Region IPMA-HR Board Meeting Minutes

8/16/2011

Type of Meeting: Regular Board Meeting

Attendees: Governing Board members – Andrea Cutler (Pres.), Richard Dukellis (Exec. Council Rep.), Kelli Williamson (1st VP), Dee Emami (2nd VP), Don Deane (Treasurer), Kathy Ercul (Secretary), Ron Fox (Committee Member), Betsy Sawyers (Committee Member), Sonja Stanchina (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
Committee Reports	Committee Chairs/Members	15
Business Continuity		
Chapter Development		
Communications		
Marketing (Revenue Task Force)		
Professional Development		
Programs & Speakers		
Website & Technology		
Western Star Newsletter		
2011 Regional Conference Report	Mary Rowe	10
2012 Regional Conference Report	Bruce Gardner	10
2013 Regional Conference Report		
Chapter Liaison Reports	Governing Board	5
Other Business		5

45 Minutes

Teleconference Call: 3:00 pm- 3:45 pm PST

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

Welcome

Andrea welcomed everyone and asked for approval of the minutes from the last WR Board Meeting. Jeanette had motioned for approval (email) and Kelli had seconded (by email); there was no opposition. The minutes were approved and will be posted on the website.

President's Report

Andrea Cutler

Discussion: Andrea recommended sending certificates to the Northern California Chapter and Sonja Stanchina for implementing the Membership challenge and for the effort involved in the challenge. National has asked Andrea to make a presentation on Sunday at the Leadership Conference in Las Vegas regarding the challenge and the reason it was successful. She will be joined by Andreea from the Northern California Chapter and Randy Karraker from the Southern California Chapter (winning chapter).

Mark Olson, Marketing Committee Chair, is assisting IPMA-HR in possibly holding the 2013 International Conference in Las Vegas.

Conclusions:

Action items: Rich seconded and all were in favor.

Person Responsible: Andrea will proceed with the recognition efforts.

Deadline:

Treasurer's Report

Don Deane

Discussion: Don emailed out the Treasurer's report on 8/12/11 to the Board. We ended the year with a net position more than \$10,000 better than budgeted; Revenues were \$4,269 (15%) over budget and Expenses \$5,769 (25%) under budget. Don had some questions on figures from the 2011 WR Conference and has asked the Oregon Chapter for some clarification.

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: Andrea emailed the WRIPMA Roster, 2011-2012 Meeting Schedule and Chapter Assignments. Andrea asked that any changes to Governing Board, Committees and Chapter Presidents be sent to Kathy so the website can be updated.

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

Action items:

Person Responsible: Kathy

Deadline: On-going

Committee Reports

ALL

Discussion: Committee Reports submitted for review to WR Board: Website & Technology

Business Continuity –No report

Conclusions: Continue to develop handbook.

Action items: All asked to filter information to Fred.

Person Responsible: All

Deadline: On-going

Chapter Development- Andrea received an email from North Bay Chapter asking for assistance in increase their membership.

Conclusions:

Action items:

Person Responsible: Committee members

Deadline: On-going

Communications - Eddie Garcia will be the new chair for the Communications Committee.

Conclusions:

Action items:

Person Responsible: Committee members

Deadline: On-going

Marketing - Ron, Rich and Sonja now make up a sub-committee, Revenue Task Force. They will be in contact with Mark to present their recommendations..

Conclusions: The Task Force and the Committee will be scheduling a meeting.

Action items:

Person Responsible: Mark and Committee members

Deadline: On-going

Professional Development-No report

Conclusions:

Action items:

Person Responsible: Committee members

Deadline: On-going

Programs & Speakers –A demo will be presented to the Board in regards to a Google site

Conclusions:

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

Person Responsible: Karen Main & Program & Speakers Committee

Deadline: On-going

Website & Technology –Don updated the Board on the committee’s progress. The Web-Tech committee recently reached verbal agreement with our webmaster Preeti Tikekar of E-ikon on the written contract (and related interpretations) covering E-ikon services for the current WR fiscal year, July 2011-June 2012. This is the first written contract WR has had with E-ikon despite using their web services for 5+ years, and incorporates almost all

of the WR priorities noted in the WTC's July report. Andrea and Preeti are working to complete contract signatures. The August WTC report notes the most significant contract items, and also addresses ongoing updates of WR's static website by WTC members.

Conclusions: There was a lot of work involved by Don and the committee; with a good outcome.

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

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

Deadline: On-going

Western Star Newsletter –No report

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 review the books with 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 hotel contract has been finalized. The conference will be held at the Downtown Sheraton. The committee is about ready to send out call for presenters on WR and Arizona website. They are meeting with the Arizona Chapter Board this Thursday for conference budget approval. Information about the conference will be distributed at the Leadership Conference this weekend in Las Vegas and at the International Conference in Chicago in September.

Conclusions:

Action Items: Andrea recommended also working with the Programs and Speakers Committee for assistance and possibly sending the Call for Presenters to those on the Programs and Speakers database.

Person Responsible: All

Deadline: On-going

2013 Conference Report

Discussion: Kelli will be sending out information soon to see if any Chapters are interested in hosting the 2013 WR Conference.

Conclusions:

Action Items:

Person Responsible: Kelli Williamson

Deadline: On-going

Chapter Liaison Reports

ALL

Discussion: Reports were given on communications with Chapters. Andrea sent out talking points to assist the Chapter Liaisons when they communicate with their assigned chapters.

Conclusions:

Action Items:

Person Responsible: All

Deadline: On-going

Other Business

ALL

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Discussion: Leadership Conference will be held in Las Vegas this weekend (August 19 to August 21). Rich, Kelli and Andrea will be in attendance. The International Conference will be held in Chicago September 24 to September 28. Next WR Board meeting will be September 20, 2011.

Conclusions:

Action Items: N/A

Person Responsible:

Deadline:

Other Information — There was no other business.

ADJOURNED AT 3:45 P.M. PST