

# Western Region IPMA-HR Board Meeting Minutes

## 10/19/2016

**Type of Meeting:** Regular Board Meeting

**Attendees:** Tamara Dixon (President), Sonja Stanchina (1st Vice President), Leah DiMarco (2nd Vice President) Andrea Cutler (Exec. Council Rep.), Jason Jimenez (Treasurer), Brian Haggarty (At-Large Board Member and 2017 Conference Co-Chair), Christine Hoffmann (Secretary), Bruce Gardner (Website & Technology Committee Chair), and Kelli Fitzgerald (Marketing & Communications Chair).

**Absent:** Leslie Forsythe (2017 Conference Co-Chair)

---

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

President's Welcome	Tamara Dixon	5
Treasurer's Report	Jason Jimenez	5
Approval of September Minutes	Christine Hoffmann	5
Update on 2017 WR Conference	Leslie Forsythe	5
Update on 2018 WR Conference	Sonja Stanchina	5
Executive Council Representative	Andrea Cutler	5
Committee Reports	All	15
Other Business	All	10
Next Meeting: November 16, 2016		

**Meeting: 11:00 – 11:52 AM PST**

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

**Welcome** Tamara Dixon

**Discussion:** Tamara welcomed everyone.

**Treasurer's Report** Jason Jimenez

**Discussion:** Jason sent the draft September financials in advance, and incorporated feedback from Tamara and Sonja. Janet made a motion to approve; Andrea seconded the motion; and the Board approved.

### **Approval of September Meeting Minutes**

Christine Hoffmann

**Discussion:** Christine sent draft minutes in advance. Andrea motioned to approve; Tamara seconded; and the Board approved.

### **2017 WR Conference**

Tamara / Brian

**Discussion:** Leslie was unable to attend the call due to being deployed for the presidential debate in Las Vegas. Tamara reported from the committee call that the Program Committee had identified the first keynote speaker, Adam White, who will speak on influential leadership. Tamara also reported that the Social Committee is coming up with great ideas including for an opening ceremony.

Brian reported that the Region will host a train the trainer event for the Developing Competencies for HR Success certification training the Tuesday before the conference to allow attendees to participate in both that training and pre-conference sessions Wednesday morning. Jacqueline Snyder at IPMA-HR said that there will be no charge and suggested reaching out to Andrea Cutler to discuss the training. Brian also shared that as Chair of the Professional Development Committee, he has been reaching out to Chapters in the Region regarding who has trainers for this session and to help communicate Developing Competencies training sessions for members. Sonja shared that the Northern California Chapter hosted the training in 2014 and that there was no cost for materials, however attendees are typically charged to cover travel costs for the presenter(s) and a reasonable stipend as well as refreshments and facilities. Andrea shared that Jeanette O'Quin will also be happy to present the train the trainer session at the conference.

### **2018 WR Conference**

Sonja Stanchina

**Discussion:** Sonja reported that she has been working with Noel and had sent an RFP to Sacramento hotels for Wed-Friday the last week of April 2018. They received 6 responses of which 3 were not acceptable based on being too far from the airport or too expensive. Of the 3 others, the strongest was the Double-Tree. Noel recommended sending a second RFP in early November with both the original dates and the following week, May 3-5, 2018 and see if more hotels respond. In Noel's experience, hotels might not bid too far in advance of the dates.

Sonja also reported that she had checked and found no conflict with other regional conferences on the 1<sup>st</sup> week of May. By the November call, Sonja expects to have an update. Tamara thanked Sonja for all of the work she's doing.

### **Executive Council Representative**

Andrea Cutler

**Discussion:** Andrea reported work continues on the 501(c)(3) project. The task force concluded 3 interviews for quotes and had a meeting scheduled for later in the week of October 17<sup>th</sup> to prepare a

recommendation to the Board ahead of the December 31<sup>st</sup> target date. Sonja asked if the task force would be interviewing the IPMA-HR attorney and Andrea reported that he had not responded to the request for a quote.

Andrea also reported that reminders for the affiliation agreement and membership rosters went out from IPMA-HR to Chapters in October and another reminder would go out in November, with a due date of November 11<sup>th</sup>. Invoices will be sent as soon as possible to Chapter Presidents and will be due December 31, 2016. International will also reach out to Chapters if there is any change to the timeline.

Finally, Andrea reported that the Colorado Chapter would like to do a competency training in January and Jeanette has asked Andrea to co-present. The 2017 Western Region Conference Committee has also asked Andrea to assist with the train the trainer opportunity at the conference and she is working with the committee.

## **Committee Reports**

All

### **Professional Development**

Brian Haggarty reported that he has presented a plan to Tamara and Leah and that there will be a lot of coordination of development opportunities in 2017. A focus of the Committee will be on where there are trainers for the Developing Competencies training and where there is a need for a trainer. The Committee will help spotlight available training options throughout the region with the goal of getting every WRIPMA-HR member the training.

### **Awards & Recognition**

Leah DiMarco shared that there are spots on this committee. Sonja, Bruce, and Tamara recommended people who might be interested in participating on the Committee.

### **Business Continuity**

Jason reported that the handbook is in progress. Committee Chairs have provided feedback upon request by the Committee and this feedback is being compiled in the document which will be presented to the Board for review. Responding to Tamara's inquiry, Jason said that it was possible the completed handbook would be available for the Chapter Leadership Retreat.

### **Chapter Development**

Andrea reported that the Committee was continuing work to support the Chapters in resolving issues. The Utah area is continuing to move toward establishing their Chapter and Tamara offered to be their chapter liaison.

### **Chapter Leadership Retreat**

Leah reported that announcement were sent out and registrations were beginning to come in. An agenda for the retreat has been drafted and will focus on Chapter leadership lessons. The Southern California and Northern California Chapter presidents will speak to their Chapters' growth and lessons learned followed by a facilitated discussion. This session will be hands-on and participatory in response to feedback in Houston.

Tamara asked the Board to plan to arrive in Anaheim by noon on Friday for the Board meeting.

### **Website/Technology**

Bruce reported that the implementation of Zoom is continuing and that he intends to set up training for liaisons in the next 2-3 weeks. Zoom provides online training that may be taken by individual users or in group learning sessions. He anticipated being able to use the services in the next month. Practically, each participating Chapter will be able to use the service, but not on the same day. To avoid scheduling conflicts, Zoom offers a calendar, so users will be able to see which dates are available and which are already booked.

Bruce also reported that the 2017 conference website is in progress and will be available on schedule.

### **Marketing & Communications**

Kelli reported that the Committee is reviewing the purpose and everything related to Constant Contact. The Committee is also considering developing the WRIPMA-HR presence on social media. Tamara suggested that Kelli connect with Anita Asher about some existing social media accounts that have not been active lately. Tamara asked liaisons to reach out to Chapters and pass along any updates to Kelli to include in Constant Contact newsletters.

### **Other**

All

**Discussion:** Sonja reported that the financial audit is in progress. Jason and Sonja provided the requested materials and expect information before the next Board call. The CPA conducting the audit will be given a \$50 gift card to thank him for conducting the audit.

Tamara reported that the Chapter Presidents' call may be rescheduled and more information would be coming on that date.

Brian reported that he had been researching the Guidebook app after it was used at the 2016 IPMA-HR Conference with great feedback. Brian reported the free option is limited in number of users and that one option to fund the purchase of the paid plan would be to raise the conference registration price. Bruce suggested that a vendor sponsorship might be another option, and Tamara suggested that the Board think about it and send any feedback to Brian.

Tamara thanked the Board and adjourned the meeting.

**ADJOURNED AT 11:45 A.M. PST by President Dixon**

**The next meeting will be held on November 16, 2016.**