

Western Region IPMA-HR Board Meeting Minutes

12/21/2016

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), Christine Hoffmann (Secretary), Leslie Forsythe (2017 Conference Co-Chair).

Absent: Brian Haggarty (At-Large Board Member and 2017 Conference Co-Chair)

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

President's Welcome	Tamara Dixon	5
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Approval of October/November Minutes	Christine Hoffmann	5
Update on 2017 WR Conference	Leslie Forsythe	5
Update on 2018 WR Conference	Sonja Stanchina	20
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Next Meeting: January 27, 2017		

Meeting: 11:00 – 11:55 AM PST

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

Welcome Tamara Dixon

Discussion: Tamara welcomed everyone and wished the group a happy first day of winter.

Treasurer's Report Jason Jimenez

Discussion: Jason emailed the October and November reports in advance and Sonja moved to approve with one adjustment to the November report. Andrea seconded and the motion carried

Approval of October/November Meeting Minutes

Christine Hoffmann

Discussion: Christine sent drafts prior to the meeting which were duplicates of the November meeting minutes. Sonja motioned to approve the November minutes and agendaize the October minutes on the January board meeting. Tamara seconded and the motion carried.

2017 WR Conference

Leslie Forsythe

Discussion: Leslie reported that a link for event and hotel registration has been set up and a notice will go out in January 2017 with the dates. The social committee is continuing to pursue options for the evenings with a President's reception planned for the first evening with a DJ and prizes and there is a possibility of offsite options for the second night. Catering for the conference has been arranged and the conference committee is looking into conference survival backpacks with items. Tamara encouraged the committee to contact Kelli Fitzgerald to arrange for a message to go out through constant contact. Feedback was provided that the cost of the hotel room wasn't readily available on the website and that it would be helpful to participants to have that information. Sonja volunteered to work with Brian on arranging for HRCI credits for the conference.

2018 WR Conference

Sonja Stanchina

Discussion: Sonja provided the proposal and synopsis of the site visit by email in advance of the meeting. John Perry confirmed the success of the conference at the same location in 2008. Some of the highlights of the venue are: it is 12 miles from the airport and minutes to walk to downtown Sacramento historic district with shopping, restaurants, and other businesses with a gold rush, western frontage. Also, a new sports arena with concerts and restaurants is within 100 yard of the hotel.

The hotel can accommodate the estimated size of the conference and would charge a room rate of \$144/night, with a 3 star restaurant, complimentary wifi in guest rooms, and \$16/day parking with in/out privileges. The facilities will allow the conference to bring in our own AV equipment without charging a use fee and will provide general and breakout rooms on the 1st floor and a board office on the 2nd floor that would be accessible by short stairs. The venue doesn't have a separate room for exhibitors and in 2008, located exhibitors in the hall. An alternative option would be to locate higher level or even all exhibitors in the general session room which would increase traffic between sessions. Bruce Gardner, who has worked extensively with conference exhibitors, opined that this would be acceptable to them. The general session room is 5700 square feet with a layout of 26 oval tables, with 8 attendees/table. More tables could potentially be added.

Tamara responded that the room rate is reasonable for the area, and that the location and access to the airport seem good. Leah concurred and Andrea added that the 2008 conference was very well attended.

Sonja concluded that she was very impressed by the renovations and that the lobby, meeting rooms, and guest rooms are updated and beautiful. Sonja advised the group that the Region would need to respond to the proposal by 12/31/2016 and confirmed that Tamara would be available to sign the

agreement. Janet noted that Sonja had done a great and thorough job with the hotel selection. Andrea motioned to approve, Tamara seconded, and the motion enthusiastically carried.

Committee Reports

Professional Development

Tamara Dixon

Tamara reported for Brian that the Region will charge \$50 for the train the trainer event and that interest was strong in this training.

Awards & Recognition

Leah DiMarco

Leah reported that the awards committee had sent out the announcement last week and has reminders scheduled to go out. Tamara congratulated the committee and noted that typically submissions for the awards come in close to the final due date.

Business Continuity

Janet/Jason

Jason reported that work is progressing on the handbook and Janet shared that she was continuing to review historical records for past precedent. Janet and Jason shared that they expected to have the handbook draft available by the time of the Leadership Retreat.

Chapter Development

Andrea Cutler

Andrea shared that she had received an email from the Utah Chapter that is currently developing and that she planned to reconnect after the holidays.

Chapter Leadership Retreat

Leah DiMarco

Leah shared that the event was coming together and that a finalized list of attendees would be prepared by the end of the week in time for the hotel deadline of 12/28/2016. Leah confirmed that the Region picks up on night at the hotel for one attendee for each Chapter, and stated that a communication would go out to people booked on more than one night regarding payment for the second night. Unfortunately, the North Bay Chapter will not be able to attend this year, but 20 people are currently registered. Tamara reminded the Board to encourage Chapters to send newsworthy items to Kelli Fitzgerald for the Region newsletter.

Other Business

All

Discussion: Tamara provided an update on the Professional Development scholarship which will be available for either one highly deserving recipient or to multiple recipients in smaller increments depending upon the response to the call for applications. Sonja provided some edits to the draft that was sent out by Tamara and Janet incorporated those changes to the document. Tamara thanked the group.

Tamara wished the Board happy holidays and stated that she looked forward to seeing everyone at the Leadership Retreat in January.

ADJOURNED AT 11:55 A.M. PST by President Dixon

The next meeting will be held on January 27th in Orange, CA.