

# Western Region IPMA-HR Board Meeting Minutes

## 9/14/2016

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

**Absent:** Janet Newport (Past Pres)

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

President's Welcome	Tamara Dixon	5
Treasurer's Report (August)	Jason Jimenez	10
Approval of August Minutes	Christine Hoffmann	5
Update on WR Conference	Leslie Forsythe	5
Update on Chapter Leadership Retreat	Leah DiMarco	5
Executive Council Representative	Andrea Cutler	5
2018 Western Region Conference	Sonja Stanchina	5
Other Business	All	10
Next Meeting: October 19, 2016		

**Meeting: 11:00 – 11:45 AM PST**

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

**Welcome** Tamara Dixon

**Discussion:** Tamara welcomed everyone.

**Treasurer's Report** Jason Jimenez

**Discussion:** Jason sent the draft August financials in advance, and reported that there had been 18 job postings. Sonja made a motion to approve; Leah seconded the motion; and the Board approved. Tamara noted that reminders about the job postings should continue to go out via Constant Contact.

### **Approval of August Meeting Minutes**

Christine Hoffmann

**Discussion:** Christine emailed minutes in advance and incorporated notes from Tamara and Andrea. Andrea motioned to approve; Tamara seconded; Sonja abstained since she was not present; and the Board approved.

### **Update/Approval of 2017 WR Conference Budget**

Leslie Forsythe

**Discussion:** Leslie sent the budget out to the Board in advance with projected sponsorship of \$35,000. This budget is consistent with the 2016 budget except in the area of dining and entertainment which were increased to support networking opportunities for attendees. Total budgeted expenditures remain below projected revenue and the Conference Committee expects to come in under budget. The Board discussed the details of each change from the 2016 budget. Tamara suggested that the Board vote to approve the budget by email to capture feedback from all voting members and Leslie agreed to send out the budget by email and to complete the vote by Friday, the 16<sup>th</sup>. Via email, Sonja motioned to approve; Tamara seconded; and the Board approved the 2017 WR Conference budget.

### **Update on 2017 Chapter Leadership Retreat**

Leah DiMarco

**Discussion:** Leah reported that the contract with the venue had been signed and the deposit had been made. An announcement regarding the retreat would be sent out within the next month with participants directed to send registration forms to Christine. Tamara shared she would work with Janet and Leah to select gifts.

### **Executive Council Representative**

Andrea Cutler

**Discussion:** Andrea reported that she had submitted the Western Region activity report to the Council earlier in the month and that she was preparing for the IPMA-HR National Conference in Kansas City and was preparing to promote the 2017 WR conference.

The 501(c)3 task force had one meeting and decided to reach out for additional proposals. 3 firms were invited to submit a quote and the task force will conduct interviews and make a recommendation to the Western Region Board by the December 2016 meeting with a plan of action to start in January. Preliminary quotes are between \$7k and \$7.5k to complete the process, though details regarding caps vary.

A notice went out with a 9/30/2016 deadline for Chapters to submit the affiliation agreement. However, the actual deadline isn't until 12/31/2016. National intends to send out an email, and Andrea suggested that a follow-up email from Western Region would help clarify the due date.

## **Update on 2018 WR Conference**

Sonja Stanchina

**Discussion:** Sonja shared that she had a conference call scheduled on Monday to discuss the location and that Sacramento was under serious consideration. Sonja also reported preliminary discussions with members of the Sacramento-Mother Lode Chapter and that the Chapter was excited by the possibility.

## **Other**

All

**Discussion:** Tamara reported out that she is continuing to work with Bruce Gardner regarding the timing of the zoom webinar and video conferencing implementation. To date, 7 Chapters are interested in using zoom; 3 chapters are not interested; and she hasn't heard from 5 chapters.

Tamara reported that Leslie and other 2017 conference committee members will be in Kansas City and have volunteered to staff a table in the vendor hall and to make promotional luggage tags.

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 October 19, 2016.**