

Western Region IPMA-HR Board Meeting Minutes

3/15/2017

Type of Meeting: Regular Board Meeting

Attendees: Tamara Dixon (President), Sonja Stanchina (1st Vice President), Janet Newport (Past President), Leah DiMarco (2nd Vice President), Jason Jimenez (Treasurer), Christine Hoffmann (Secretary), and Leslie Forsythe (2017 Conference Co-Chair).

Absent: Andrea Cutler (Exec. Council Rep.), and Brian Haggerty (At-Large Board Member and 2017 Conference Co-Chair).

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

President's Welcome	Tamara Dixon	5
Treasurer's Report	Jason Jimenez	5
Approval of February Minutes	Christine Hoffmann	5
501(c)3 Project Status	Sonja Stanchina	5
Update on 2017 WR Conference	Leslie Forsythe	10
Other Business	All	5
Next Meeting: April 19 th		

Meeting: 11:00 – 11:40 AM PST

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

Welcome Tamara Dixon

Discussion: Tamara welcomed the participants to the Zoom meeting.

Treasurer's Report Jason Jimenez

Discussion: Jason sent February financials in advance and responded to questions from Tamara and Sonja. Tamara motioned to approve, Sonja seconded, and the motion carried.

Approval of February Meeting Minutes

Christine Hoffmann

Discussion: Christine sent minutes in advance of the meeting and had no comments. Sonja motioned to approve, Tamara seconded, and the motion carried.

501(c)3 Project Status

Sonja Stanchina

Discussion: Sonja provided an update from Kelli Williamson that the attorney will start drafting the articles of incorporation. Sonja also apprised the Board of a name discrepancy between the bylaws and other documentation, as the bylaws refer to Western Region of the IPMA-HR, whereas other documents refer to Western Region IPMA-HR. Sonja recommended including “of the” in the articles of incorporation and the Board concurred.

A second issue is that there are two non-profit codes that could apply: 501(c)3 and 501(c)6. Code (c)3 is intended for charitable organizations to allow tax exempt payments where (c)6 is more applicable to professional associations. Tamara noted that (c)6 seems to make more sense.

Sonja motioned to add “of the” to the articles of incorporation and to correct the WRIPMA-HR bylaws to refer to status as a non-profit under 501(c)6, Janet seconded, and the motion carried.

2017 WR Conference Update

Leslie Forsythe

Discussion: Leslie provided an update from the 2017 Conference Committee Chair call that had just ended. Approximately 120 registrations have been received and additional marketing is planned to continue increasing registrations. Leslie also shared that the committee has a lot of balls in the air and is busy finalizing details.

Leslie and Jason discussed the conference budget and confirmed that half-payment for the food selection will be due within the next couple of weeks.

Sonja offered to reach out to the Sacramento-Mother Lode Chapter to see if they would like to add promotional materials to the conference bag in support of the 2018 conference.

Tamara provided an update on Guidebook implementation and noted that Brian Haggerty has been working on the setup and it is looking very user-friendly.

Other Business

All

Discussion:

First, Tamara wanted to discuss setting a limit for Board support to attend the WRIPMA-HR Conferences to be used for travel and conference expenses. Janet agreed that having an ongoing clear limit would be good since the Region has focused on stabilizing revenues and expenditures. Tamara motioned to

authorize no more than \$500 per member in qualifying expenses, Janet seconded, and the motion carried. The Board also clarified that separate funds would be available for trainers.

Second, Tamara reminded the Board that voting for the 2017-18 2nd Vice President closes this Friday.

Third, Sonja sent the proposed 2018 Conference theme and graphic for review by email in advance of the meeting. Tamara motioned to approve the proposed theme, Leah seconded, and the motion carried. Sonja agreed to identify a graphic designer/printer to produce 1000 postcards & 500 business cards to be shipped to Leslie for distribution at the 2017 conference.

Fourth, Leah and Sonja provided an update that they, Gail Brooks, and Ron Zito had reviewed the submitted award nominations, and upon review, recommended presenting awards for the Muriel Morse, small agency, medium agency, and large agency categories. Janet motioned to approve the recommended awards as presented, Leah seconded, and the motion carried.

Tamara thanked the Board and encouraged the group to be on video for the next call.

ADJOURNED AT 11:40 A.M. PST by President Dixon

The next meeting will be held on April 19, 2017 and will be expanded to include WR Conference Chairs.