

Western Region IPMA-HR Board Meeting Minutes

4/19/2017

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.), Brian Haggarty (At-large Board Member, Conference Co-Chair), Christine Hoffmann (Secretary), and Leslie Forsythe (2017 Conference Co-Chair), Jennifer Fairweather (Program & Speakers Chair), Brenda Williams (Social Chair), Esther Laird (Finance & Registration Chair), & Rich Dukellis (Sponsors & Exhibitors Co-Chairs), Anita Asher (Marketing Chair) .

Absent: Janet Newport (Past President), Jason Jimenez (Treasurer), Bruce Gardner (Sponsors & Exhibitors Co-Chair)

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

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| President's Welcome | Tamara Dixon | 5 |
| Treasurer's Report | Jason Jimenez | 5 |
| Approval of March Minutes | Christine Hoffmann | 5 |
| 501(c)3 Project Status | Sonja Stanchina | 5 |
| Update on 2017 WR Conference | Conference Committee | 40 |
| Co-Chairs | Leslie & Brian | 15 |
| Programs & Speakers | Jennifer | 5 |
| Sponsors & Exhibitors | Bruce & Rich | 5 |
| Finance & Registration | Esther | 5 |
| Marketing | Anita | 5 |
| Social Activities | Brenda | 5 |
| Other Business | All | 5 |
| Next Meeting: April 19 th | | |

Meeting: 11:00 AM – 12:00 PM PST

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

Welcome

Tamara Dixon

Discussion: Tamara welcomed everyone and thanked participants for the combined meeting.

Treasurer's Report

Jason Jimenez

Discussion: Jason was unable to attend the meeting.

Approval of March Meeting Minutes

Christine Hoffmann

Discussion: Christine sent minutes in advance of the meeting and had one comment which was incorporated. Sonja motioned to approve, Leah seconded, and the motion carried.

2017 WR Conference Update

Conference Committee

Co-Chairs

Leslie & Brian

Discussion: Leslie, Brian & Andrea discussed the train the trainer session on Tuesday and confirmed that all was on track.

Leslie also updated the group that the backpacks are on track and that boxes had been received from the Sacramento Mother Lode chapter with goodies and information on the 2018 conference to be added to the backpacks and be available at the WRIPMA-HR table to provide information and drive interest. The laminator will also be available at the table. Brian confirmed that he would have his laptop available for last-minute registrations at the conference. Moderator packets are being prepared by Jennifer and will be ready for moderator check-in. Brian updated that the Guidebook app is being downloaded and encouraged all Board and Committee members to download the app before the conference. HRCI credits have been approved for the conference.

Programs & Speakers

Jennifer

Discussion: Moderator assignments have been distributed and speakers have been given their time, location, and other information. Wifi can be used for presentations or a hotspot can be purchased by the presenter if they need a connection. Wireless lapel mikes and podium mikes will be available in each room all day. Brian has a laptop and clicker for presenter use for the TED Talk day. Gift cards will be available for speakers and moderators will have the phone number for tech support.

Sponsors & Exhibitors

Rich

Discussion: Rich shared that the hotel tour approved by the Board was very helpful. The exhibitor room layout is good and there's room for additional exhibitors if any last-minute sponsors are identified. The nametag list is to be sent to Brenda Williams and Leslie, and Brenda will take care of badges and lanyards.

Finance & Registration

Esther

Discussion: 180 people have registered for the conference, and the attendee and speaker list were sent to Brenda for badges. Badge ribbons will also be available for attendees at registration.

Marketing

Anita

Discussion: The program went to printer last week and will be shipped to Leslie's office. Prizes are available for free nights at the Tropicana, for the Holiday Inn in Sacramento, and for registration to attend the 2018 WRIPMA-HR conference

Social Activities

Brenda

The former Mayor of Las Vegas will be leading the opening ceremonies with showgirls. There will also be a color guard and singing of the national anthem. From 5-7pm, there will be games, music, and karaoke. Thursday night, there will be a dine around, and Neogov is hosting a reception from 4:45 to 6pm.

Shirts will arrive this week and the Board and Committee members agreed to wear their shirts on Wednesday to kick off the conference.

Other Business

All

Sonja shared that the "Articles of Incorporation of a Nonprofit Mutual Benefit Corporation" were filed with and accepted by the Secretary of the State of California on April 4, 2017. The next step is to secure the federal employer identification number.

Tamara thanked everyone and said that she's looking forward to next week!

ADJOURNED AT 12:00 PM PST by President Dixon

The next meeting will be held at the WRIPMA-HR Conference