

# Western Region IPMA-HR Board Meeting Minutes

6/24/16-6/25/16

**Type of Meeting:** Transition Meeting

**Attendees:** Janet Newport (President), Bruce Gardner (Past Pres.), Tamara Dixon (1<sup>st</sup> Vice President), Sonja Stanchina (2<sup>nd</sup> Vice President), Andrea Cutler (Exec. Council Rep.), Toni Gonzales (Treasurer), Jason Jimenez (Secretary), Leah DiMarco (Incoming 2<sup>nd</sup> VP) and Christine Hoffmann (Incoming Secretary).

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

### Friday, June 24, 2016

Year in Review-Accomplishments (Thank you)	Janet
Review of By-Laws	Tamara
Board Calendar	Tamara
Chapter Liaisons	Tamara
Board Action Plan	Tamara

### Saturday, June 25, 2016

2015-2016 Initiatives	Tamara
Committees	Board
Budget	Board
2016 IPMA Leadership Conference	Board
2017 WR Chapter Leadership Retreat	Board
WR Annual Conferences: 2016, 2017, 2018	Board
Break out in Transition Groups	Board
May Treasurer's Report & Meeting Minutes	Board

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

### Tour of Hotel

The Board took a tour of the hotel's facilities.

### Year in Review

Janet

Janet welcomed everyone and discussed the year in review and recognized the accomplishments made. She acknowledged and thanked the Board members (outgoing and incoming) for their hard work and dedication.

### Review of By-Laws

Tamara

**Discussion:** Tamara said the by-laws with the proposed changes were sent to Neil for review and approval. Once it is approved, the West Region will send it to each of the chapters and post it on the website. The Board believes that International should have a record of each of the Regions' bylaws. Janet said it is a challenge of where all our records are located. It will be the Business Continuity Committee's responsibility. Jason will be added to have access to the drop box. Tamara said the financial procedures were approved by the Board and the procedures are in the drop box. The Board discussed and revised the emerging leaders list.

## Board Calendar

Tamara

**Discussion:** Tamara discussed the Board calendar to include the monthly Board meetings. The Board meetings are scheduled for the third Wednesday of each month at 12:00 pm PST (unless otherwise noted) and the quarterly Chapter Presidents' Meetings are scheduled for the first Wednesday of the quarter at 1:00 pm PST (unless otherwise noted). The Board decided to move the time of the meetings from 12pm PST to 11am PST. Christine will send Outlook meeting requests.

## Chapter Liaisons

Tamara

**Discussion:** Tamara discussed chapter liaisons and assignments were made. Tamara's assignments are Inland Empire, Southern Nevada, and Southern CA. Sonja's assignments are Nor Cal, North Bay, and Sacramento. Leah's assignments are San Diego, Colorado and Southern Colorado. Janet's assignments are Oregon and West Washington. Jason's assignment is Central CA. Christine's assignment is Arizona and Channel Islands. The Chapter Development Committee's assignments are New Mexico, Utah, and Idaho.

## Board Action Plan

Tamara

**Discussion:** Tamara reviewed the Board Action Plan. It was recommended that the planning for the chapter retreat occur now. It was determined the Leah will attend the September 2016 IPMA conference in KC, MO. Christine will send Bruce her bio and photo. Bruce said he will only post the most recent meeting minutes and Treasurer's report on the website and that the old meeting minutes and treasurer's report will be posted in the drop box. In July, Jason will arrange for annual exam and audit of WR accounts. Jason will work with Sonja to find a local CPA to audit the books.

## Traditions

Tamara

**Discussion:** Tamara discussed the "Traditions" document.

## 2016 – 2017 Initiatives

Tamara

**Discussion:** The Board reviewed the 2015-2016 initiatives and the 2016-2017 proposed initiatives. After discussion, the Board agreed on the proposed initiatives along with who will work on the initiatives:

1. Continue Mid-Year (Jan-Feb) Chapter Leadership Retreat for the purpose of information sharing and volunteer management development. Leah and Sonja.
2. Establish one Western Region Emerging Leaders Scholarship to support the mission of the IPMA-HR to "enable members to increase their professional growth and development by participating in programs such as meetings, conferences, seminars and workshops" to be funded when budget is available. The scholarship could be to a person or a chapter. Tamara and Janet.
3. Move forward to completion of the Western Region Strategic Goals identified at the Chapter Leadership Retreat in January 2016.
4. Research and determine strategy for the Western Region IPMA-HR to become a 501©(3) entity to ensure appropriate tax exempt status. Andrea and Jason.

## Committees

All

**Discussion:** The Board discussed location possibilities for the 2018 Conference. The Board discussed Sacramento as the first option. Sonja will contact the Sacramento/Motherlode Chapter and our hotel liaison Noel to start the process.

## Budget

All

**Discussion:** The Board discussed 2016-2017 Proposed Budget. The Board decided on the following changes:  
Code 43: Other professional development increase to \$9,000.  
Code 61: Scholarship Program increase to \$1,000.

Code 70: WR General operation increase to \$20,000.  
Code 410: Job posting increase to \$11,000.  
Code 440: National support through WR increase to \$1,000.  
Delete Codes 450 and 460.

Tamara said she will update the proposed budget and email it to the Board to vote.

### **2016 IPMA Leadership Conference** All

**Discussion:** The Board discussed the 2016 IPMA Leadership Conference in Houston, TX in August. Tamara, Sonja and Andrea will attend. There will be a Chapter President's meeting at the conference and Zoom will be discussed.

### **2017 Chapter Leadership Retreat** All

**Discussion:** The Board discussed the Chapter Leadership Retreat. Leah will be the Chair and Sonja will assist. The Board decided the date of the retreat will be January 27-28, 2017.

### **2016 Conference Recap** All

**Discussion:** The 2016 Conference was held in San Diego, CA April 27-29, 2016. A survey was conducted using Constant Contact and overall the conference received good ratings. The Board discussed recruiting volunteers to act as "runners" and to have a check off list for presenters on their needs for the conference.

### **2017 Conference** All

**Discussion:** The 2017 Conference will be held in Las Vegas, NV. The Board took a tour of the hotel and reviewed the conference layout including the breakout rooms and exhibitor's area. The Board decided to increase to room block from 270 to 370. The cost per room is \$119. The Board wanted to ensure that for future years, the hotel contract must have 2 complimentary rooms.

### **2018 Conference** All

**Discussion:** The Board discussed location possibilities for the 2018 Conference. The Board discussed Sacramento as the first option. Sonja will contact the Sacramento/Motherlode Chapter and our hotel liaison Noel to start the process.

### **Break Out in Transition Groups** All

**Discussion:** The Board broke out into transition groups to review duties with the incoming officers.

### **Treasurer's Report and Meeting Minutes**

**Discussion:** The Board reviewed the May Treasurer's Report and meeting minutes. Andrea made a motion to approve the May Treasurer's Report and meeting minutes. Janet seconded the motion and the Board approved. Sonja abstained from voting. Tamara, Sonja and Jason will go to Chase Bank to be added to both bank accounts.

**MEETING WAS ADJOURNED**