



## TRANSITION MEETING AGENDA

Holiday Inn Sacramento Downtown – Arena  
 300 J Street, Sacramento, CA 95814 ▪ (916) 446-0100

<b>Cutler, Andrea</b>	Executive Council	<b>Lorda, Brody</b>	Treasurer
<b>DiMarco, Leah</b>	1st Vice President	<b>Newport, Janet</b>	Past President (2015-2016)
<b>Dixon, Tamara</b>	Past President (2016-2017)	<b>Stanchina, Sonja</b>	President
<b>Haggerty, Brian</b>	2nd Vice-President	<b>Zito, Ron</b>	1st Vice-President
<b>Hoffmann, Christine</b>	Secretary		

### Saturday, July 29, 2017

2016-2017 Year in Review – Accomplishments and Appreciation (Lead by Tamara) 8:00 a.m. – 8:30 a.m.  
 Tamara reviewed the year: Leah did a great job coordinating another successful chapter leadership retreat; Janet’s emerging leader(s) scholarship was launched with three recipients, one of whom, Brody Lorda, is now on the Western Region board; Sonja coordinated the 501 non-profit registration with the help of counsel and expects it to be complete in 2017/18; the conference was a success and Brian’s contribution of guidebook and karaoke were fantastic.

Tamara reminded the Board that a leader only as good as her team, and thanked each member for their service and contributions. Tamara stated that it was a wonderful year and that she is confident that this will continue – only go up from here.

At this point, Tamara Dixon, Past President, officially passed the WRIPMA-HR President’s leadership lanyard to Sonja Stanchina, President.

#### Governing Board Review

8:30 a.m. – 11:00 a.m.

#### Nomination and Election Process for Impending Vacancy

Sonja discussed mid-term Board changes and applicable section of by-laws Article IV Governing Board Section 2. Elected Members. Sonja formally recommended that Brian be appointed, Tamara seconded and the Board approved. Kelli Fitzgerald will send the nomination and election out to members via Constant Contact in accordance with the bylaws.

Sonja also confirmed the appointment of Brody Lorda to serve as Treasurer and Christine Hoffmann to serve as Secretary.

#### April and June 2017 Minutes for Approval

Sonja noted that these had been reviewed in the June meeting, but one section regarding the 501(c)(3) project had been added. Brian motioned to approve April minutes, Tamara seconded, and the board approved.

Tamara motioned to approve June minutes, Andrea seconded, and the board approved

#### June 2017 Treasurer's report

Ron motioned to approve June treasurer's report, Andrea seconded, board approved.

#### Bylaws: WRIPMA-HR Purpose, Roles of each Board Member

Sonja reminded the Board that the bylaws have been recently updated and recommended that each Board member review and highlight sections applicable to their role. During the transition meeting, each Board member will have the opportunity to meet with a predecessor to review roles and responsibilities.

Janet spoke on the history of the Board's efforts to qualify for 501(c)(3) status in instituting and following financial procedures and tracking expenditures and revenues accurately, as well as analyzing the data to better steward funds and serve members. Practical standards were established in early 2016 and the business continuity handbook has been completed in accordance with auditor recommendations. This effort will continue and each new Treasurer has been able to add to the process.

Sonja reminded the Board that last year, Tamara said that the WRIPMA-HR purpose is to serve the Chapters. Though it's fancier in the bylaws, when you boil it down, that's what we do and that's what we're all here to do. We're all volunteer leadership, working hard all year in many roles and it's really to serve the Chapters. Initiatives for the coming year are all tied to that purpose.

Tamara recommended selecting a new At-Large Board Member to help share the workload. Andrea also reminded the Board that past presidents are available as resources due to their investment of time and energy into the success of the Board. Tamara confirmed that she reached out to former Board members and presidents throughout this past year with great feedback. Janet also suggested that this year, there might be two at-large members due to the transition in leadership.

Board discussed conference locations and Ron suggested polling members for input on which location they'd be more likely to attend. The Board considered running this poll at the Sacramento conference for the 2020 location, and doing this as both an instant poll at the luncheon and to all members via constant contact.

#### 2016-2017 Initiatives and 2017-2018 Initiatives Proposed

Tamara reviewed the 2016-17 initiatives, and confirmed that the Leadership Retreat convened for 3rd time; the scholarship was successful and was awarded to 3 emerging leaders; and that communication to member chapters increased in the last year and that she would like to see that continue. Sonja then noted that the appropriate tax designation is moving forward though the exact status is likely to be 501(c)(6) rather than (c)(3) on the advice of Counsel. It was suggested that the Region host a webinar on how Chapters establish tax exempt status using Zoom and Janet added that we could also add documentation to the business continuity handbook to be posted on the website. Sonja noted that all initiatives for 2016-17 were completed and noted that other Regions are emulating the Chapter Leadership retreat now and it's taking off and very successful. Western Region has been invited to share details at the Cleveland leadership meeting. Other initiatives by Western Region are being used at the International level, such as the rewards luncheon videos.

1. Continue with fourth annual Chapter Leadership Retreat and second annual Emerging Leaders Scholarship Award. Finalize obtaining Western Region tax-exempt status.

2. Refresh the Western Region website with recognition, resources, and records to further promote and rightly brand the region's value and support for the chapters. Brian recommended that members who have expertise to share and who would be willing to serve as SMEs could be made available to other Region members. Sonja proposes adding the wonderful photos taken from awards luncheons to the website and compiling years' worth of this information.

3. Fortify each of the 16 Western Region chapters with support to fully implement at least three of the Best Practices Strategies for Chapter Development as identified at the 2017 WRIPMA-HR Chapter Leadership Retreat.

4. Evaluate and make a recommendation for Chapter members as to how best to promote the value of the IPMA-CP and IPMA-SCP professional certifications to public agency decision-makers for the purposes of: a) inclusion in human resources classification specifications as desirable, and for b) providing a compensation incentive to IPMA-HR certified professionals for obtaining and maintaining these valued and coveted public sector credentials. The Board discussed the different certifications and considered highlighting newly certified individuals on the website and at the Awards luncheon. Janet asked Andrea to request more information from International to be used in the website. Discussed having resume bank for unemployed members at some point in the future and/or use LinkedIn more. Brody and Janet discussed reaching out to government headhunters to see if they'd like to sponsor the website and/or be conference sponsors.

Tamara motioned to approve the 2017-18 initiatives, Ron seconded, and the Board approved.

#### Board Action Plan and Board Member Traditions

WRIPMA-HR Traditions. Sonja thanked Tamara for sending out this document and noted that it will be updated and formatted as we continue refining the roles and traditions. Janet agreed to reformat the document and keep it updated in her role of business continuity chair.

In a review of the Board Action plan by month, Brian updated the Board that he's planning President's reception for IPMA-HR Leadership Training Conference for Chapter representatives and will have that scheduled soon.

The 2019 conference was discussed and suggestions regarding location were given to Ron to consider in his determination.

For the IPMA-HR Conference, the President, 1st VP, and Executive Council Representative are expected to attend and to be present at Chapter Presidents' meeting and Chapter Social. Chapter Leadership Retreat planning is also to commence in August.

In Fall 2017, planning for the Leadership Retreat and for the 2018 Region Conference is an ongoing activity and contracting for the 2019 conference is in progress. The Conference Program Committee to meet and discuss in Fall. Ron suggested recording a short video with a personal invitation and value proposition for the conference. 2018 conference registration to open before end of Calendar Year and nominating committees to be established.

In early 2018, nominations will open for Western Region board members, scholarship, and awards. By February award winners to be selected and notified. Chapter Presidents to be notified of the meeting at the conference.

Spring and summer activities include the 2018 conference in Sacramento and finalizing activities for the year.

### Board Meeting Calendar

The proposed meeting schedule is for the 3rd Wednesday at 12pm, with the August meeting at 1pm to accommodate summer schedules. Starting in August, on even months, Committee Chairs will be invited to participate. Sonja confirmed that the Committee Chairs have agreed to continue on in their roles and are excited to continue.

### Chapter Leadership Retreat

The Board discussed possible dates and locations, and tentatively scheduled the retreat for January 26-27 in Anaheim. Brian will start contact the hotel soon to determine if they can accommodate our group and an announcement will go out to Chapters with a save the date.

### Chapter Liaison Assignments

The Board reviewed the Chapter Liaison assignments, and Andrea shared that this practice has been recognized at the International level. Feedback was received that Chapters saw value in additional contact from the Region. Tamara suggested that she and Brian switch assignments and Sonja concurred. Other assignments confirmed with agenda to help chapters implement the chapter leadership retreat information and remind them about sending people to International events.

### Emerging Leaders Scholarship Program and Emerging Leaders List

The Board agreed that Scholarship recipients should by default be on the list. Give some thought to who we know of who is an emerging IPMA-HR leader who we would recommend for future leadership opportunities. Board to discuss with Chapters assigned as liaison for recommendations and provide by mid-August. The Board also agreed that this year, the scholarship announcement should include more information about using the scholarship award and expectations of recipients, for example, the 2017 recipients will serve on committee to select 2018 recipient(s).

### Committees: Purposes, Assignments, Changes

Chairs have been confirmed, but membership of each committee is still to be determined and will be pulled primarily from the list of emerging leaders.

The Board also discussed an invitation to sponsor/partner with other organizations to market Western Region activities at non-IPMA-HR conferences.

### **Small Group Meetings:**

**11:00 to 11:30 a.m.**

- Sonja met w/Tamara, Janet, Andrea – Transition to President
- Ron and Brian met w/Leah – Transition to 1<sup>st</sup> & 2<sup>nd</sup> Vice-President
- Brody met s/Christine – Board Orientation/Insights

### **Governing Board Review (cont.)**

**11:30 a.m. to 1:30 p.m.**

### Non-Profit Status Update

#### Budget, Board Travel Policy, Financial Procedures, Banking

There was discussion of the draft 2017/18 budget. For the conference, board members to get volunteer rate, other Region support to be determined at mid-year, closer to conference. Janet reviewed history of relying on local chapter for volunteers. Brian asked about professional development funding by the Region for Chapter competencies training. Board agreed \$1200 would pay for a trainer's travel and meals. The Chapter Presidents' meeting at the WR Conference increased to cover hotel expenses for all 16 chapters.

The Board discussed designing a survey to be administered by the Chapters to provide demographic information for use in designing programming to fit member needs and to highlight benefits of sponsorship for continuing and potential conference and web sponsors.  
Budget to be finalized at a later date.

A draft of the Region financial procedures was attached to transition meeting agenda email for review. Sonja asks each member to review the document and be prepared to discuss at the next board meeting in addition to the idea of cross-marketing with other organizations.

The Board also discussed Region bank accounts. Ron and Brody agreed to take signed document and bylaws to local Chase bank to activate their account access as 1<sup>st</sup> Vice President and treasurer. Jason Jimenez, former Treasurer, and Tamara Dixon, Past President will be removed. Tamara suggested that John Perry also be added to the Conference account in his position as 2018 Conference Chair and the Board agreed.

#### Business Continuity Handbook

Janet discussed the history of the business continuity handbook that she had prepared as an internal resource for the Board's use. Janet expressed her commitment to continue to work on folding other documents into one comprehensive guide and suggested that a further refinement could be a WRIPMA-HR Conference Resource Guide. Sonja asked all members to read the handbook before the August Board meeting and be prepared to discuss.

Sonja reinforced the value of having past accomplishments documented to allow the Board to move forward with future innovations.

#### Tools/Resources: Website, Zoom, Constant Contact, Drop Box, Social Media, Western Star Newsletter

Website, Zoom, Constant Contact, Dropbox, and Western Star were discussed by the Board. Sonja will ask Communications Committee to enhance social media, particularly focusing on LinkedIn.

#### **Other Business**

**1:30 p.m. to 2:00 p.m.**

Janet asked about how the committees are kept involved with Board. Sonja determined that committee chairs would be invited to Board meetings in even months (starting in August). The Board discussed the liaison role in encouraging Chapters to help implement the Chapter best practices.

Ron and the rest of the Board thanked Sonja for a great meeting and look forward to a fun year of service to the Region.