



Zoom Teleconference of the Governing Board and Committee Chairs

Thursday, September 21, 2017 – 11:45 a.m. to 12:45 p.m. PST

Attendees: Past President Tamara Dixon, President Sonja Stanchina, 1st Vice-President Ron Zito, 2nd Vice-President Brian Haggerty, Executive Council Representative Andrea Cutler, At-Large Board Member Kandice Taylor-Sherwood, At-Large Board Member Ted Yamasaki, Secretary Christine Hoffmann, Treasurer Brody Lorda.

Absent: 2018 Conference Chair John Perry.

AGENDA

<p>1. Back from the IPMA-HR San Antonio Conference! Sonja welcomed everyone to the meeting and asked the Board members in attendance at the IPMA-HR Conference to share a little about their experience. Tamara stated that she had enjoyed the City of Austin session on culture change, and that the keynote session was great. Kandice and Brody agreed that they also really enjoyed the keynote session. Attendees agreed it had been a great conference.</p>	<p style="text-align: center;">Tamara, Sonja, Andrea, Kandice, and Brody</p>
<p>2. August Minutes Approval Brian moved to approve, Ron seconded, Tamara abstained as she had not been in attendance, and the Board approved</p>	<p style="text-align: center;">Voting Members</p>
<p>3. July and August Treasurer Reports Brody updated the group that she is in progress on these reports and will send by email soon.</p>	<p style="text-align: center;">Brody</p>
<p>4. Items approved by the Board via email <u>FY 2017-2018 Budget Approved</u> The Board confirmed for the minutes that the 2017-18 budget had been approved by the Board via email on August 29, 2017. Tamara motioned, Ron seconded, and the Board approved. <u>Marketing Strategy with CSPCA Approved</u> The Board confirmed for the minutes that the partner agreement for conference marketing with CSPCA was approved by the Board via email on September 8, 2017. Andrea motioned, Tamara seconded, and the Board approved.</p>	<p style="text-align: center;">For the Minutes</p>
<p>5. Chapter Liaison Progress Updates Ron shared that he was working with Mary Rowe regarding Western Washington and shared that Board President, Jim Yearby, was in discussion with IPMA-HR regarding the Chapter status. Ron continues</p>	<p style="text-align: center;">All except Kandice, Ted, and John</p>

<p>his efforts to reach out to Southern California and Oregon. Christine mentioned a recent email to Oregon IPMA-HR members requesting volunteers for the Board. Christine has heard back from Channel Islands and has an item for the newsletter, and expects to connect with Arizona soon. Brian is in the process of connecting with his Chapters. Tamara was able to connect with both Colorado chapters at the IPMA-HR conference and they've expressed an interest in the competency training. Brody is in the process of contacting her Chapters. Sonja was able to connect with the NorCal and they're continuing to do very well. Sonja also had calls with both the Utah and Idaho Chapter and will be available as needed to help with the Utah Chapter conference.</p> <p>Sonja requested that Board members connect with Chapters and follow up on the best practices document and how the Chapters are or will be implementing any of these practices.</p>	
<p>6. Committee Chairs, Members, and Goals – Update Brian updated the Board on the transition of professional development to Kandice, and their intent to overlap this year. Andrea shared that many Chapters are looking into scheduling training sessions. Sonja has reached out to chairs for committees to learn more about their past goals and what they're working on and would like to accomplish next year.</p>	Sonja
<p>7. 2018 Chapter Leadership Retreat Update Brian updated the group that he's been in touch with the DoubleTree in Anaheim and has been having trouble getting ahold of people. Andrea suggested that Brian might reach out to Noel for help. Brian will email the group as soon as he has an update.</p>	Brian, Ron, Sonja
<p>8. 2018 Conference Update Tomorrow is the kickoff call led by John. Sonja shared that sponsor & exhibitor chair is the only one not yet filled. Sonja has a couple of people in mind. Tamara, Brody, and Sonja discussed whether there was anyone in the local Chapters who might be willing and able to help out. Brian updated the Board that about 25 submissions for concurrent sessions had been received and that the conference would feature both longer and shorter duration sessions.</p>	John or Sonja
<p>9. Financial Procedures and Non-exempt Tax Updates Andrea shared that there had been correspondence regarding the formatting of the Region's financials. Non-profit status is in progress and being finalized. Kelli Williamson is working with attorney on that.</p>	Sonja
<p>10. Zoom Webinar Topics and Planning Sonja shared that Bruce Gardner is preparing a 1-page summary of benefits of Zoom. On the Region agenda is to present a non-profit status webinar for Chapters, and Andrea has some suggested presenters.</p>	All
<p>11. Emerging Leaders List</p>	All

<p>Sonja reminded the group to provide information on emerging leaders as soon as possible. Sonja will send more information on the history and purpose of this list to the Board members not present at the transition meeting.</p>	
<p>12. Round Table</p> <p>Andrea shared that one of the Region Chapters was recently fished with an email alleged to be from the President to the Treasurer with an invoice that looked legitimate and stated that the bill should be paid by check by the end of day. Andrea stated that the Chapter had changed their procedure to authorize expenditures in response to this. Brody shared that she also got a similar email allegedly from Sonja. Kandice got an email allegedly from her former Chapter Historian. This will be shared in the next President’s message and may also be shared by chapter liaisons.</p> <p>Andrea shared that IPMA-HR will be changing membership rates for agency membership to tiers based on agency FTE rather than number of HR staff.</p> <p>Andrea also updated that Region focus should include non-Chapter members. Around October, Andrea gets a list of all members in Western Region and passes along to Chapters. However, geographically, there might not be chapter coverage in all areas. Sonja sent personalized email to each newly certified professional in the Western Region and will also reach out to attendees from IPMA-HR in San Antonio.</p> <p>Ron shared that he has a location on hold for the 2019 conference and Noel suggested a M/T/W conference at the end of April. Andrea suggested that this be coordinated with the IPMA-HR scheduling of other regional conferences. Tamara gave feedback on the process and suggested that Ron forward all of the information to the Board for review and then the Board would vote on the proposed location and date. Tamara stated that after the Board approval, Noel would prepare the contract for Sonja’s signature.</p>	<p>All</p>
<p>Adjourn with next meeting on Wednesday, October 18 for Governing Board plus Committee Chairs</p>	