



## Western Region

### TRANSITION MEETING MINUTES

Zoom Meeting

Saturday, June 20, 2020

#### Roll Call

Members Present: Christine Hoffman, Brian Haggerty, Ron Zito, Paula Adams, Mel Gregg, Andrea Cutler, Tamara Dixon, Brody Lorda, Chris Hazen, Nancy Love

Members Absent: Jocelyn Turner

Guests: Mary Rowe for a portion of the meeting

Christine called the meeting to order at 10:05 a.m.

2018-2019 Year in Review – Accomplishments and Appreciation (Led by Brian the Great)

10 to 10:30am

Governing Board Review of:

10:30 to 11am

**Brian provided an overview of the FY 19/20 WR IPMA-HR year:**

Great year. The Region accomplished a lot.

- Focus on Chapter engagement. Jocelyn was a big help with this effort. She reached out to Chapter presidents which has resulted in more Chapter participation than we've had in years.
- Two new Chapters are being re-established: Washington State and Northern California
- Partnered with the Southern California and Inland Empire Chapters for the Regional conference. First time in many years that WR has partnered with local chapters for a conference. Tamara and Stacey were putting together an amazing conference.
- Decided against having the Region Chapter President Leadership meeting. Instead enhanced the Region involvement in the Leadership Conference in Detroit as well as at the International Conference in Miami.
- The Region Presidents have been meeting more frequently and out of those meetings have come some really good things. One being a presentation Brody did for the Eastern Region Treasurer's. It was extremely well received and appreciated.
- Brian is working with Stacey Lewis and Jennifer Fairweather on some webinars on diversity and inclusion.

Christine showed a presentation which captured the highlights of Brian's Presidency.

#### **Minutes and Treasurer's Reports pending:**

Minutes: Being no decision, Brian made a motion to approve the May 20, 2020 Governing Board meeting minutes. Ron seconded. Tamara was not in attendance at the May meeting and abstained from the vote. Motion passed.

Treasurer's Report – April 2020: Being no decision, Brian made a motion to approve the April 2020 Treasurer's report. Ron seconded. Motion passed.

Treasurer's Report – May 2020: Brody stated she had to issue a stop-payment on a conference refund check that was not received by the recipient, therefore, there is a charge of \$25 for the stop-payment. Being no further decision, Brian made a motion to approve the May 2020 Treasurer's report. Ron seconded. Motion passed.

### **Mission and Role of the Region**

Christine review the States that make up the Western Region as well as the Mission of our Region. Our mission is to support local Chapters and their membership, as well as convene a regional conference each spring that is devoted to educational programming of interest to Chapter members. She then reminded everyone of IPMA-HR's purpose which states 'We represent the interests of human resource professionals at all levels and strive to promote excellence in HR management'.

Tamara provided an Executive Council report:

- Executive Council met on May 30, 2020 for an all-day Zoom meeting.
- The new Executive Director is Cara Woodson Welch. Cara previously work for World at Work. Cara is very forward thinking and has a powerful conviction for our field. Tamara sat on the Executive Director interview panel. Mary Rowe did an excellence job coordinating the recruitment efforts. Neil Reichenberg's last day in the office was May 29, 2020.
- The HR 2020 report has been updated. Tamara encouraged everyone to go to the National website and review it.
- Executive Leadership Program kicked off this year and has been very successful.
- The Leadership Conference scheduled for Salt Lake had to be cancelled, but they are looking into holding something via Zoom. Watch for more information on this.
- The International Training Conference in Baltimore has also been put on hold. They are considering holding parts of the conference virtually, but nothing definite on that yet.
- 3 Committees were formed in September in Miami. The committees are: Governance, Personnel and Finance. The committees had an excellent decision on the roles and responsibilities of the Executive Council, as well as International IPMA-HR, related to the three areas. Tamara and Andrea sat on the Governance committee. They took a look at how we govern the work the Executive Council does for the Regions. Cara will take the information and recommendations offered by the three committees and put an action plan together which will guide how we move forward as a National body.
- Jennifer Fairweather (Western Region member) is running for the National IPMA-HR President's position.
- The Executive Council also discussed meeting more than their current two times a year and that is being considered.

### **Bylaws: WRIPMA-HR Purpose, Roles of each Board Member (Sections 4 & 5)**

Christine lead the group in a review the bylaws and the role of each Board Member. She has no intention of updating the bylaws, however, if anyone would like to review them and offer possible updates, they are free to do so.

### **Board Member Traditions**

Christine then reviewed the Board Traditions. These are things that aren't in our Bylaws, but that the Western Region Board has done on a routine basis for several years. Christine

did a strikethrough of the items that were not applicable for the coming year due to the pandemic, such as plan and co-host a Presidents Reception at the Leadership Conference and the National Conference.

Paula stated she found value in the meetings that Brian, Christine and she had over the last year. They provided her insight into the roles of 1<sup>st</sup> VP as well as President, and she would like to see those meetings continue with Christine, Mel and herself.

Brody mentioned, for the benefit of the new Board Members, that some Board Members are not voting members, such as the Secretary and Treasurer, as well as others. Therefore, it's important that at least 3 of the 5 voting members be on each call so that action can be taken, when necessary. Voting members are the Past President through the 2<sup>nd</sup> VP, and the Executive Council Rep.

**Break**

11 to 11:15am

**Visioning for 2020/21**

11:15am to 12pm

Christine shared her thoughts on the Region Priorities for the coming year:

- Priorities: Celebrate, Disrupt, Energize
- Celebrate – our members, our Chapters, and our Region. We've been doing this through our awards program but she would like us to expand on this by helping HR professionals, throughout the region, be recognized by their organizations and peers, for the great work they are doing.
- Disruption – the actions we take today will guide what our future looks like years. What can we do differently to make the future better than things are right now? What are we doing as HR professional and as IPMA-HR members, and what should we be doing as we look into the future?
- Energize – the change we want to be. Be there for Chapters, and for members. Assist them with the challenges they are facing. See's the Board playing a role in helping Chapters and members get energized. The opportunity to lead the change that we want to see.

Christine then went over the roles she is hoping individual Board Members will take on related to our Celebrate, Disrupt and Energize priorities.

- *Paula – Disruption /Innovation* – identify ways we can NOT follow past practices and business as usual.
- *Mel – Awards, Recognition & Support* – find new ways to recognize excellence by Chapters, organizations and practitioners.

A decision took place regarding other award options, such as identifying and certifying programs as recognized by the WR IPMA. A decision also took place surrounding the need for the region to find more ways to celebrate and acknowledge the good work the various Chapters are doing. It was agreed these messages need to be brief, so the readers will take the time to read them. Use of our website (David Kitchen from Utah has agreed to help revamp), Twitter and other social media outlets might be good resources to recognize the good work being done by individuals and organizations in our region.

- *Chris - Technology, Sponsorship & Marketing* – continue to develop and maintain the WR Website, provide technical support to the Board and Conference Committee, and conduct outreach to market sponsorship opportunities. Chris was encouraged to build a team to help him in these efforts, and Board members were encouraged to provide staff resources to Chris, if they have them.

- *Jocelyn Turner - Communication/Chapter Engagement* – Seek out ways to connect and engage IPMA-HR members in the Western Region through a variety of platforms.
- *Andrea & Brian - Professional Development* – Support participation in IPMA-HR and identify opportunities for learning in person & virtually. How to conduct training in a new way. The group discussed ways to create professional development outreach in new areas.

Christine has put money in the budget specifically for each of these focus committees and encouraged everyone to make use of the funds as they deem appropriate, in support of the region. She reinforced her desire that she wants those assigned to these committees to make them their own and to be as creative as they would like. She, of course, is available to help and support.

### **Year in advance (events, meetings, concepts)**

Christine reported that obviously there won't be many events this year, however, we are still planning on the Portland conference in May 2021. It will be a conference like no other!

The group discussed monthly Board meetings days and times. It was decided that the monthly meetings will be moved to the second Wednesday of the month at noon (Pacific Time).

A discussion took place regarding the Chapter President meetings. What is the purpose? Why did they fall off? Do we want to continue them? Brian, Andrea and Tamara reported the purpose was simply a way to keep the Chapter Presidents in touch with one another outside of the Leadership conference, WR conference and National conference. Brody stated, from a Chapter Presidents perspective, she would like these calls to be focused on a topic, with a specific agenda, opposed to just a Chapter report out. She found value in the in person meetings, but not as much in the calls. Brian reported that some Chapters are really capitalizing on Zoom meetings, and are having, in some cases, better attendance at those meetings than they were at their in person meetings. Christine will work with Ron, Paula, Mel and Brian to plan at least two, possibly more, Chapter President meetings, via Zoom.

Engaging past leaders, emerging practitioners, and partner professions; and providing channels for involvement (members of the board may appoint committee members!) Discussion took place around engaging past leaders and other professional associations such as GFOA and PRMIA. Christine encouraged members to reach out to colleagues in other disciplines to become involved in committees, etc. She asked that we all look for others to become involved in committee's and perhaps ultimately hold Board positions.

Communication gap and needs (New ideas requested!) – Enhancing communication was discussed throughout the meeting. More discussion took place on better utilization of our website and other vehicles to connect and communicate with members. A brief discussion took place about number of talented individuals out there that might enjoy being involved in various aspects of the region, they just aren't aware of the opportunities nor are we aware of them. Outreach and communication is key. Christine did remind the Board that 8 individuals submitted a letter of interest during the call for nominations. She has reached out to them to encourage their involvement.

Chapter/HR practitioner engagement & networking/connectivity – discussed throughout the meeting

Recognition and financial support (awards & scholarships) – A discussion occurred related to enhancing and promoting our awards and scholarship programs.

Christine would like each committee to provide updates at each Board meeting throughout the year. She asked that each committee report out on one action item, and committee members they have identified, at our July Board meeting.

Board members voiced their support and enthusiasm for the coming year, based on the plan Christine presented.

**Group Virtual Lunch** (submit receipts not to exceed \$30) 12 to 1pm

Learning content and discussion among more personal update  
The group watched a “Disrupt HR” video featuring Jennifer McClure

2021 Conference Overview and Planning – Mary Rowe joined the meeting to talk about the Portland 2021 conference 1 to 1:30pm

- COVID-19 – Pricing, planning, pestilence - A discussion took place related to the Portland conference and the pandemic. Concerns about organizations budget for training/travel, travel concerns, ability to social distance, date is next to Mother’s Day weekend, use of live streaming for those who cannot attend in person – have to be mindful of hotel room requirements.

Considering lower price registration to boost attendance. Possibly offering discount codes for those who registered for Disney. Charge just enough to cover the cost of the conference. Understanding we may not make money on this conference. Also negotiate with speakers to get the best possible price.

- Innovative programming (wellness, travel training, radicalized, trauma-informed) Programming for the conference is being developed. Looking for unique, relevant topics that will ensure the event adds value to those in attendance. Topics being considered include: Social involvement (BLM), racial justice and equity for all, employee mental health and wellness, managing remote work, uncertainty, etc.
- Involvement – Pledge drive! – Mary asked for Board involvement with conference planning. Conference Chair to attend monthly Board meetings.
- A site visit will be planned to the conference hotel in the future, if the pandemic allows.
- There was also a brief discussion regarding inviting the various award winners to the Chapter Presidents meeting at the conference to introduce them to the WR Board and encourage their participation in the region.

All things financial 1:30 to 2pm

- Budget – review and discussion of the proposed budget.
- Revenue – Discussed looking for sponsors for professional development trainings, as well as advertising on our website
- Banking transition – Ron Zito made a motion to add incoming FY20/21 President Christine Hoffman and FY20/21 1<sup>st</sup> Vice President Paula Adams as authorize signers on the main bank account. Tamara Dixon seconded the motion. Motion passed.

Ron Zito made a motion to remove FY19/20 President Brian Haggerty as a signer on the main bank account. Tamara Dixon seconded the motion. Motion passed.

Nancy will go to Chase bank to initiate the following bank changes:

Remove Brian from the account. Add Christine and Paula to the account. Nancy will let Christine and Paula know when this has been done so they can go to their local Chase bank to sign the necessary documents and request a debit card.

- Financial guidelines – Brody will be re-doing the claim form for Board members to receive reimbursement from the region. She also asked that receipts be submitted timely, include the chart of accounts number on the form, and the address where you'd like your check sent (home, office, etc.).
- Other financial guidelines include: Reminder we are a non-profit organization and exist to provide services to our members, support agency events, etc., and not to make money.

#### **Break**

2 to 2:15pm

Breakout Meetings: - the Board then broke up into small groups to discuss roles and responsibilities of their position and provide information to incoming Board members.

2:15 to 2:30pm

- Ron, Brian, Christine, Paula, and Mel – Presidency Role
- Brody, Nancy and Jocelyn – Treasurer/Secretary Roles
- Tamara, Chris & Andrea – Outreach, Connectivity with IPMA-HR, Chapters, and Region Members

Closing Message and Intentions for 2020-21

2:30 to 3pm

Christine closed the meeting by reviewing a list of intentions she hopes the Board will embrace during the coming year. The list includes:

- Support each other personally and professionally
- Be kind to ourselves
- Speak up for racial justice and equity for all communities
- Examine our own biases and traditions
- Innovate
- Take time for our families, friends, hobbies, and wellness

The meeting ended with those who were interested participating in a 10 minute mindfulness meditation provided by Daily Calm videos

The meeting adjourned at approximately 3:00p.m.

