



Zoom Teleconference of the Governing Board

Wednesday, August 12, 2020 – 12:00 p.m. to 1:00 p.m. PST

Invited Attendees: WRIPMA-HR Governing Board & 2021 Conference Chair

MINUTES

1. Welcome: Christine called the meeting to order at 12:03p.m.	Christine
2. Roll Call: Members Present: Christine Hoffman, Mel Gregg, Tamara Dixon, Andrea Cutler, Brody Lorda, Chris Hazen, Jocelyn Turner, Nancy Love Members Absent: Brian Haggerty, Paula Adams, Ron Zito	Nancy
3. Review July Minutes: Being no changes Tamara made a motion to approve the July meeting minutes. Mel seconded. Motion passed.	Andrea
4. June & July Financials: Brody reported there has not been much activity in the account recently. She also reported that the June revenue numbers appear overstated due to the timing of WR conference refunds. She has updated the format of the financials now that everything is handled through the main account number and not separated into a conference and main account. There was no further discussion on the June or July financials. Tamara made a motion to approve the June and July 2020 financial reports. Mel seconded. Motion passed.	Brody
5. 2020/21 Budget: Christine and Brody met recently to finalize the FY21 budget. It is similar to the budget presented and discussed at the transition meeting. An adjustment to the proposed budget was made to the General Operations/Board Business line item to cover the cost of upgrading our Zoom meeting and webinar accounts to allow more participants to attend meetings and events. Mel made a motion to approve the FY21 Western Region Budget. Tamara seconded. Motion passed.	Christine
6. 2021 Conference Budget and Update: 2021 conference planning is continuing to move forward. Christine went over the proposed 2021 conference budget. Christine reported that it was decided the registration fee would be \$199, opposed to some of the lower cost options previously discussed. It is estimated conference attendance will be around 150 attendees.	Mary

<p>With food being one of the largest conference expenses, Tamara suggested the amount of food estimated for the last day of the conference be reconsidered since not everyone stays through the end of the conference.</p> <p>Mary Rowe and Mel Gregg will be teaching the Developing Competencies training at the conference.</p> <p>Christine mentioned there will be some new and unique things at this conference including wellness rooms and other fun activities.</p> <p>Tamara asked if the committee planned to use Guidebook again for the program, and if so, money needs to be included in the conference budget for it. The cost is approximately \$1,700 – \$1,750.</p> <p>Tamara also asked how we were going to handle the winners who won a complimentary registration at the Colorado conference, for the 2020 Disney conference. All agreed those winners would be able to use their free registration for the 2022 conference in Disneyland.</p> <p>Mel made a motion to approve the 2021 conference budget. Tamara seconded. Motion passed.</p>	
<p>7. Executive Council Update: Tamara reported that the International Training Conference, scheduled for October 2020, will now be a 2 day virtual conference. The registration fee will be \$50. A discussion took place about paying the registration fee for WR Chapter Presidents since money is budgeted to send 3 WR board members to the in-person conference. That budget item includes registration, hotel, and travel. Further discussion will take place on this matter.</p> <p>Tamara reported that Cara Woodson Welch, IPMA –HR Executive Director is hiring a Finance Director for the Association. Tamara will be involved in interviewing the final 2 candidates for the position.</p> <p>Registration is now open for the International conference. Tamara encouraged everyone to register.</p>	Tamara
<p>8. Disruption / Innovation plans: No report.</p>	Paula
<p>9. Awards, Recognition & Support plans: Mel is continuing to work on formulating her strategies and ideas in support of recognizing excellence in Chapters, organizations and practitioners and will have more to report at the next meeting.</p>	Mel
<p>10. Communications / Chapter Engagement: Jocelyn is continuing to work on ways to connect and engage with WR IPMA-HR members</p>	Jocelyn

<p>through in-person and virtual platforms. She will have more to report at our next meeting. Christine mentioned and a brief discussion took place regarding the possibility of having a virtual chapter presidents meeting. More discussion will follow on this topic.</p>	
<p>11. Technology, Sponsorship, & Marketing: Chris reported that he has been in contact with a graphic designer to help with brochures and other marketing materials. He is also working with Nancy to upgrade the Zoom meeting and webinar accounts. He is also working on updating the website. He asked if anyone has changes or updated information for the website to please get it to him as soon as possible. Jocelyn will reach out to Paula to get the 2020 award recipient information and then provide that information to Chris for the website.</p>	Chris
<p>12. Professional Development: Andrea reminded everyone of the Diversity and Social Justice in the Public Sector Webinar scheduled for Thursday, August 13, 2020. This is the first of a 3 or 4 part webinar series. Presenter and facilitator of the August 13 session, Viva Asmelash, will survey the WR membership, after the first session, to gather information and assist her in designing the remaining webinars in the series. Over 250 people are registered for the August 13th webinar.</p>	Brian / Andrea
<p>13. Round table/Miscellaneous</p> <ul style="list-style-type: none"> a) Chapter/Region Leadership meeting. Registration is due by 8/28. This meeting will take place in Salt Lake City on 9/12: Paula, Tamara, & Christine are planning to attend. b) Christine committed to sending out a Presidents letter before next month's meeting. c) Christine asked Nancy to send action item reminders to board members. 	All
<p>Adjourn: There being nothing further the meeting was adjourned at 12:55p.m.</p>	