



## Zoom Teleconference of the Governing Board

**Wednesday, Dec. 8, 2021 – 12:00 p.m. to 1:00 p.m. PST**

**Invited Attendees:** WRIPMA-HR Governing Board & 2022 Conference Chair

**Members Present:** Paula Adams, Mel Gregg, Kisha McDonald, Christine Hoffman, Tamara Dixon, Brody Lorda, Jocelyn Kurland, Chris Hazen, Andrea Cutler, David Kitchen, Nancy Love

**Members Absent:** None

## Meeting Minutes

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| 1. Call to Order/Roll Call<br>The meeting was called to order at 12:03 p.m.   | Paula/Nancy |
| 2. Approval of Oct. 13, 2021, minutes (carried over from 11/10/21)<br>There were no changes to the October 13, 2021 meeting minutes. Mel made a motion to approve the Oct. 13, 2021 minutes. Tamara seconded. Christine abstained from voting. Motion passed.   | Nancy       |
| 3. Approval of Nov. 10, 2021, minutes<br>There were no changes to the Nov. 10, 2021 meeting minutes. Kisha made motion to approve the Nov. 10, 2021 minutes. Mel seconded. Christine and Tamara abstained from voting. Motion passed.   | Nancy       |
| 4. WR Leadership Retreat – Update<br>Kisha reported she is finalizing everything with the Sahara. They have requested a certificate of insurance. Kisha will reach out to International to get a copy of the insurance certificate. All plans must be finalized with the Sahara no later than Dec. 21, 2021.<br><br>As of this date, 14 Chapter Presidents have registered for the retreat, as well as 9 Board members.<br><br>Kisha is also finalizing the agenda, which will include a presentation by IPMA-HR President Jennifer Fairweather, as well as WR President Paula Adams. Other agenda items will include a facilitated discussion on best practices for building membership and revenues, post pandemic. David will present a session on how to utilize Wild Apricot and Kisha will speak about putting on a Chapter Conference. | Kisha       |

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| <p>There was some confusion on whether IPMA-HR Executive Director Cara Woodson Welch would be attending and/or if she had been invited. Tamara will reach out to Cara to invite her.</p> <p>Brody reminded the Board that WR will pay for one night lodging for Chapter Presidents and reimburse them up to \$200 for travel expenses. The Region will cover 2 nights lodging for Board members so they can arrive in time for the noon Board luncheon and meeting.</p>  |        |
| <p>5. WR Webinar Dec. 17th - Registration &amp; PowerPoint Update<br/>The next Webinar is scheduled for Dec. 17, 2021. David is working with the presenter, Brian Haggerty, to ensure everything is ready to go for the webinar. David will also send out another webinar reminder. Brian will be presenting on data analytics.</p>  | David  |
| <p>6. 2022 Conference Update<br/>Tamara thanked Jocelyn for pushing out the marketing materials on the conference. Prior to the marketing campaign 80 were registered. As of today, we have 155 registered. This number does not include Board and committee members who have registered. Combined registration is at 171. The conference budget is based on 225 early bird registrations so the board was encouraged to get the word out that early bird registration will be ending soon.</p> <p>The restaurant that was going to provide breakfast for attendees is closing, so the conference committee is looking into other options.</p> <p>The Board is to wear their conference shirts on the first day of the conference.</p> <p>Andrea reported she is getting questions on if attendees have to be members of IPMA (International or a local chapter) to attend. She believes the questions may be coming from City Managers or others not serving in the HR field. Membership is not required to attend.</p> | Tamara |
| <p>7. Executive Council Update<br/>Tamara reported their last meeting focused primarily on operational issues. She anticipates the survey results will be discussed at an upcoming meeting.</p> <p>The Executive Council is discussing the overall structure of the organization. There is some concern with Chapters not completing the IRS 990 form, which could possibly create some liability to the International Association, as a whole.</p> <p>An International Training Conference was not budgeted for 2022. The Executive Council had a discussion about the Conference, and</p>  | Tamara |

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| <p>the pro and cons of having a conference and not having one. Tamara brought up that one of the key components to membership is networking, and the annual conference is the primary avenue for members to engage in this valuable networking resource. It was mentioned that SHRM is continuing to hold conferences. The Executive Council will have further discussion on the annual conference.</p>  |             |
| <p>8. Technology, Sponsorship &amp; Marketing<br/>Chris mentioned the countdown calendar, to the end of early bird registration, which is on our website. It makes a great visual for those who go to our website for conference or other information but have not yet registered. Sponsors are submitting logo's to use on our website. As of today, we have approximately \$24,000 in conference sponsorship.</p>  | Chris/David |
| <p>9. Holiday Season – Elfster Update<br/>Everyone on the Board is participating in our holiday gift exchange. Brody reminded everyone to make sure their address is in their profile, so their Secret Santa knows where to send their gift. Brody will send out a survey to determine the best date and time to do our virtual gift exchange.</p>   | Brody       |
| <p>10. Miscellaneous<br/>Brody informed the group that she filed our tax return. She also informed the Board that she received Southern California's \$30,000 in support of the conference. Brody is also available to help answer conference registration and invoice questions, to help relieve some of the work on Chris on David.</p> <p>Everyone loved the Top 10 Reasons to Attend the Conference marketing piece.</p> <p>David reported that the Utah Chapter had a great conference with about 75 people in attendance.</p> <p>Tamara reminded the Board that a business card size 2023 conference announcement is needed for the luggage tags that will be made at the 2022 conference.</p> | All         |
| <p><b>Adjourn:</b> Being no further business the meeting adjourned at 12:49p.m.</p>  |             |