

Western Region IPMA-HR Board Meeting Minutes

11/16/2016

Type of Meeting: Regular Board Meeting

Attendees: Tamara Dixon (President), Sonja Stanchina (1st Vice President), Leah DiMarco (2nd Vice President) Andrea Cutler (Exec. Council Rep.), Brian Haggarty (At-Large Board Member and 2017 Conference Co-Chair), Christine Hoffmann (Secretary)

Absent: Leslie Forsythe (2017 Conference Co-Chair), Jason Jimenez (Treasurer)

----- Agenda Topics -----

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Next Meeting: December 21, 2016		

Meeting: 11:00 – 11:40 AM PST

----- Agenda Discussions & Actions -----

Welcome Tamara Dixon

Discussion: Tamara welcomed everyone.

Treasurer's Report Jason Jimenez

Discussion: Jason was unable to make the call and discussion of the October financials was tabled.

Approval of October Meeting Minutes

Christine Hoffmann

Discussion: Christine sent draft minutes the night before the meeting. To allow more time for review and feedback, minutes will be approved via email or at next meeting.

Chapter Leadership Retreat

Leah DiMarco

Discussion: Leah reported that registrations are continuing to be received, but that more are expected closer to the December 2nd deadline. The agenda for the retreat has been finalized, and the event is coming together. Once all registrations come in, final details will be arranged with the hotel.

2017 WR Conference

Brian Haggarty

Discussion: Brian reported that the Conference Committee had met the morning of November 16th, and that everything is in place and that there are exciting things planned for social events in addition to the programming. The website is due to go up in early December, with more information to go out at that time. Committee members were still verifying one more sponsorship, and will contact all concurrent session speakers when final sponsorships are confirmed. The committee expects to send out announcements and registration information by the Christmas holiday.

2018 WR Conference

Sonja Stanchina

Discussion: Sonja reported that Noel had sent out the second request for proposal (RFP) discussed in the October meeting, based on two date periods, the last week of April and the first week of May. In addition to the second RFP, John Perry from the Sacramento-Mother Lode Chapter also directly contacted the venue of the 2008 WRIPMA-HR Conference to invite a proposal. The location of the venue is convenient to old town Sacramento and the airport and received good feedback from the 2008 conference. However, vendors & meals would be in the same room as the general sessions, and conference attendance might be capped at approximately 225 participants. The proposal including maximum attendees and the room rate is expected soon. Once the proposal is received, Sonja will do a site visit before the end of the year to see in-person how the logistics would work, and will forward a diagram as soon as possible.

Chapter Presidents' Meeting

Tamara Dixon

Discussion: Tamara reported that five Chapter Presidents were present on the call and that two had sent feedback via email. Participants reported conferences and trainings planned for the year. Bruce Gardner provided an update on Zoom and will soon be reaching out to each participating Chapter to identify a main contact and list of all Chapter users. The Colorado Chapter has agreed to act as the pilot for using Zoom and will be doing a legal update video in December.

Tamara also reported that there was a discussion regarding the train the trainer workshop at the conference which was welcomed by the Chapter Presidents. Also, Andrea gave an Executive Council update regarding the affiliation agreement, and the call participants were reminded about the upcoming leadership retreat.

Appointment of 2nd VP Nomination Committee

Tamara Dixon

Discussion: Tamara appointed Janet, Sonja, and Christine to the nominating committee for the WRIPMA-HR 2nd VP position for 2017-18. The process will be handled through Constant Contact with the vote to be held approximately 60 days before the conference so that the person approved through the region will be introduced at the 2017 WRIPMA-HR Conference.

Other

All

Discussion: Tamara provided an update on the Emerging Leaders scholarship application. The scholarship opportunity should be ready to discuss and roll out at the Chapter Leadership retreat and interested people will be able to apply before the 2017 WRIPMA-HR conference.

Sonja provided an update on the internal financial review completed by a CPA. Jason and Sonja are in receipt of a report on the findings and recommendations and will work with Janet to incorporate the findings with recently revised procedures. Janet will work with Jason and Sonja to review and make a recommendation to the Board to adopt appropriate changes.

Tamara wished the Board a wonderful Thanksgiving, and Janet thanked Tamara for leading the group so well and recognized Tamara's leadership and investment of time.

ADJOURNED AT 11:40 A.M. PST by President Dixon

The next meeting will be held on December 21, 2016.