

Western Region IPMA-HR Board Meeting Minutes

2/15/2017

Type of Meeting: Regular Board Meeting

Attendees: Tamara Dixon (President), Sonja Stanchina (1st Vice President), Leah DiMarco (2nd Vice President), Brian Haggarty (At-Large Board Member and 2017 Conference Co-Chair), Jason Jimenez (Treasurer), Christine Hoffmann (Secretary)

Absent: Janet Newport (Past President) Andrea Cutler (Exec. Council Rep.), and Leslie Forsythe (2017 Conference Co-Chair).

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

President's Welcome	Tamara Dixon	5
Treasurer's Report	Jason Jimenez	5
Approval of January Minutes	Christine Hoffmann	5
Update on 2017 WR Conference	Brian Haggarty	10
Discussion of Action Items from Leadership Retreat	All	20
Other Business	All	5
Next Meeting: March 15 th		

Meeting: 11:00 – 11:44 AM PST

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

Welcome Tamara Dixon

Discussion: Tamara welcomed the participants to the new Zoom format for the meeting.

Treasurer's Report Jason Jimenez

Discussion: Jason sent January financials in advance. There were 44 jobs posted; 27 paid registrations received for the 2017 conference, and funds received from 4 sponsors. There were no questions or feedback. Tamara motioned to approve, Leah seconded, and the motion carried.

Approval of January Meeting Minutes

Christine Hoffmann

Discussion: Christine sent minutes in advance of the meeting and incorporated feedback from Tamara, Sonja, and Jason. Sonja motioned to approve, Tamara seconded, and the motion carried.

2017 WR Conference

Brian Haggarty

Discussion: Brian shared that the February conference call had been rescheduled, but that he had some updates for the Board. The Committee has begun gathering speaker information and Leah confirmed that they are close to getting all information needed. Brian is working on Guidebook and expects to have it ready for testing in March.

Tamara shared that she had an email from Bruce Gardner and that sponsors have now reached \$30,000 of the \$35,000 goal. The Committee is also looking for someone to work with from the Southern Nevada Chapter on more local sponsors. Tamara also advised the Board that Bruce and Rich Dukellis had offered to visit the conference site in advance to confirm logistics and sponsor layout. The Board agreed that this site visit was important, and Tamara motioned to approve expenses for Rich and Bruce to travel and stay one night at the Tropicana. Sonja seconded the motion, and the motion carried.

Discussion of Action Items from Leadership Retreat

All

Discussion: The Board discussed sending a survey to retreat participants using the same questions as in 2016 to compare and note successes and areas for improvement. Sonja also noted that it would be a great follow-up to the retreat to check in with attending Chapters to learn about how they have implemented some of the best practices shared by the Northern California and Southern California Chapters.

Tamara discussed the 2016 strategic goals list and noted that most of these goals have been accomplished and remaining items are in progress. Tamara will prepare a status update for the Board review and will then distribute to Chapters. Tamara noted that she was also excited about the IPMA-HR marketing document regarding the value of membership.

Jason noted that he had received positive feedback on the business continuity handbook from the Chapters, and that the document is currently with Janet for final review. Jason also noted that Chapters expressed interest in a quarterly conference call. Tamara suggested using a doodle poll to identify the best day and agenda for the call and to determine how these calls could differ from the Chapter Presidents' call/meetings.

Sonja provided an update on the speaker gifts and prizes from the retreat. Since one speaker was unable to attend and only 2 of the 3 prize cards were distributed, Sonja has 1 unused \$50 Amazon gift card and 1 \$25 Starbucks gift card. She will bring both to the 2017 Conference for distribution there.

The Board agreed that it had been a good conference with a lot of useful information.

Other Business

All

Discussion: Tamara provided an update on the tax exempt status project. Kelli Williamson prepared an engagement letter for the selected attorney, George Parnell, and the project will commence shortly.

Tamara also reminded the Board that the Region had budgeted for Conference Chairs to register at the volunteer rate for the 2017 conference. Tamara also asked the Board to provide feedback on what support might be needed to help members to attend the conference.

Sonja noted that there was a final deadline of Friday, February 24th for nomination of the WRIPMA-HR 2nd Vice President, and stated that the review committee would move quickly when all nominations had been received.

Sonja also shared that she would be meeting with John Perry and Janet to consider concepts for the 2018 conference theme, and that they expected to have 1-2 themes for consideration soon so that postcards may be printed in time for the 2017 conference.

Leah and Sonja presented the emerging scholarship applications, of the 16 total applications received, 3 applicants were identified as standing out as both emerging in their Chapter and organization. Sonja also recommended that the Board increase the scholarship budget from \$1,000 to \$1,050 to round the per recipient amount from \$333.33 to \$350. Tamara motioned to increase the budget, Leah seconded, and the motion carried. Sonja noted that the recipients will report back to the Board on how they use their scholarship and will also serve on the selection committee to select next year's recipients.

Tamara thanked the Board and encouraged the group to be on video for the next call.

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

The next meeting will be held on March 15, 2017.