



Zoom Teleconference of the Governing Board and Committee Chairs Meeting Minutes

Wednesday, August 16, 2017 – 1 p.m. to 2 p.m. PST

Attendees: President Sonja Stanchina, 1st Vice-President Ron Zito, 2nd Vice-President Brian Haggerty, Executive Council Representative Andrea Cutler, Secretary Christine Hoffmann, Treasurer Brody Lorda, Business Continuity Committee Chair Janet Newport, and Website and Technology Committee Chair Bruce Gardner. NOTE: Some Board Members also hold Committee Chair positions.

Absent: Past President Tamara Dixon, , At-Large Board Member, Kandice Taylor-Sherwood, At-Large Board Member, Ted Yamasaki, 2018 Conference Chair John Perry, Communications Committee Chair Kelli Fitzgerald,

Agenda Discussion & Actions

<p>1. Welcome New Governing and Committee Board Members! Sonja welcomed everyone to the meeting and thanked everyone for their time.</p>	Sonja
<p>2. July Transition Meeting Minutes Approval Christine sent the minutes in advance of the meeting and no feedback was received. Ron motioned to approve the July minutes, Sonja seconded, and the board approved.</p>	Voting Members
<p>3. Board membership Sonja checked in on the status of the formal election of Brian Haggerty as the nominated 2nd Vice President per the Region’s bylaws. Janet provided clarity on process for Brian’s nomination and formal election through Constant Contact with Survey Monkey. Sonja formally appointed Kandice Taylor-Sherwood and Ted Yamasaki to at-large member appointments on the Board to unanimous consent.</p>	Sonja
<p>4. FY 2017-2018 Budget Sonja thanked the Board for their patience as she continues to work on a revised draft in consultation with Tamara and Andrea to provide a balanced and thorough budget for the year.</p>	All
<p>5. Feedback from IPMA-HR Leadership Conference in Cleveland Brian reported out on the Leadership Conference and reported that</p>	All who attended

<p>Kandice presented and facilitated on Strength Finders focusing on building relationships and networking. Brian shared that the conference was well-attended and well-run. Sonja shared she had reported out on Western Region accomplishments and initiatives for current year, and that some of the Chapters also shared successes and initiatives, including NorCal's Emerging Leadership Retreat with 20 attendees for the weekend.</p> <p>Ron, Brian, and Andrea will plan to attend the conference next year. Sonja also said that Brian hosted a great reception for the Region with >30 people attending, and that it had been a lot of fun.</p>	
<p>6. IPMA-HR Conference in San Antonio The Board and Committee Chairs discussed who would be attending the IPMA-HR conference in San Antonio and agreed that it looks like a wonderful schedule. Bruce, Brody, Tamara, and Sonja are going and agreed to report back on the conference to the Board.</p>	All
<p>7. Quick review of WRIPMA-HR Key Initiatives In general review of status, Ron shared that 2019 conference locations remain under consideration and that he would like more input on criteria for picking location and recommended room rate pricepoints. Bruce reminded Ron and Brian that a site visit is critical before settling on a location, since conference room layout is a key factor in selecting a location.</p> <p>Brian updated the group that he continues to work on the leadership retreat logistics and may consider alternate meeting sites in the Anaheim area depending on room rates.</p> <p>Sonja updated the group that documents are being put together for Region non-profit status filing.</p>	All
<p>8. Committee Chairs, Members, and Goals Bruce started with an overview of the website committee and shared that the Region also has a webmaster who handles the backend setup. Bruce is hands-on in updating the site on a weekly or biweekly basis. Bruce also works with emerging chapters to get a website going, and the Board typically budgets \$500/year for new chapter technology. Bruce asked the Board to continue exploring the utility of the Zoom for Chapter use in hosting webinars and video meetings. The website committee also supports the conference in getting speaker submittal and registration forms up, and Bruce will be in touch with John Perry on how he wants to handle this for the 2018 conference. Sonja and Bruce discussed posting more photos and providing recognition for certifications and awards on the Region website. Bruce said to just let</p>	All

<p>him know! Ron and Bruce discussed the possibility of hosting video on the website and some ideas for video content. Bruce will look into and report back in a few weeks. Finally, Bruce requested an updated W-9 to post on the website.</p> <p>Kelli Fitzgerald is continuing as communication chair, but was unfortunately unable to attend the call.</p> <p>Brian continues to work on professional development plans for the Region and will have additional updates as time goes on.</p> <p>Andrea reported out as the Chapter Development chair that Utah is coming together with their first conference scheduled for October 12th.</p>	
<p>9. Chapter Liaison Assignments</p> <p>The group provided updates on their efforts to reach out to Chapter Presidents via email and discussed possibly also setting up a standing phone call to check in. Sonja agreed to distribute the Board document that included member contact information for use in reaching out to Chapter Presidents.</p>	All
<p>10. Emerging Leaders List</p> <p>Sonja thanked the Board for all emerging leaders identified to date and asked the group to provide any additional names by the end of the week.</p>	All
<p>11. Financial Procedures + Business Continuity handbook</p> <p>Janet provided an update that she plans to fold dropbox information into the handbook for ease of access/procedure as a reference document. To ensure that this information is accurate and up-to-date, she requested feedback from the Board on the document that was distributed with the Transition Meeting minutes.</p>	All
<p>12. Marketing/Partnering Request</p> <p>Sonja provided follow-up information on the request for sponsorship from a professional association. Sonja let them know we weren't quite ready for this request for sponsorship and would need to consider.</p> <p>However, Sonja shared that her contact said that they would also be open to providing our marketing materials to their conference attendees at no cost as a service to their members. Ron and Brian agreed that would be a great way to increase marketing. Andrea will touch base with local chapters to see if anyone is available to attend their conference as a representative of IPMA-HR.</p>	All
<p>13. Conference Planning Kickoff including forming Planning</p>	John

<p>Committee The group discussed the conference and that a call for speakers would be issued within the next week or two. Bruce stated that he would be able to work on the webform early next week and would discuss this with John Perry. Brian stated that he would schedule a conference call with John and would invite Bruce to that meeting.</p>	
<p>14. Round Table Brody shared she is working with Chase to update the list of users on the Region conference account but was having some difficulty working with Chase. Ron agreed to work with Brody on this project.</p>	<p>All</p>
<p>Adjourn with next meeting on 9/21 for Governing Board only and 10/18 for Governing Board plus Committee Chairs. Sonja thanked everyone for attending and adjourned at 2:01pm</p>	