

**CHANNEL ISLANDS PUBLIC MANAGEMENT ASSOCIATION-
HUMAN RESOURCES (CIPMA-HR)**

**Board of Directors Meeting
February 14, 2017
8:15a.m., DW's Restaurant, Ventura
Meeting Minutes**

1. Welcome Bernedette Terry

Present – Bernedette Terry, Rebecca Willhite, Laura Carlson, Kelli Fitzgerald, Deanna Weik, Patty Booker, Monika Dudas, Donna Smith, Shelly Howell, Tammy Madueno
Absent – None

2. Approval of Minutes

- The December 6, 2016 Board Member meeting minutes were reviewed by the Board members. Patty Booker moved to approve the minutes, Donna Smith seconded. All in favor.
- The January 11, 2017 Program Luncheon meeting minutes were also reviewed by the Board members. Patty Booker moved to approve the minutes, Donna Smith seconded. All in favor.

3. New Business

- There was a leadership retreat on February 4. Topics included “Making Yourself Known in Your Area” and enhancing social media presence.
- Some regions utilize a website service called Wild Apricot, which will manage an entire membership for \$40.00/month. There has been good feedback on it from the regions. Another website called 99designs.com will create a logo design for \$200.00.
- IPMA would like each chapter to sponsor a “Developing Competencies” course; they have offered assistance as well. There will be a “Train-the-Trainer” session on April 25 in Las Vegas for developing competencies.
- The Western Region has updated their Business Continuity handbook.
- The 2018 conference will be held in downtown Sacramento April 25-29, 2018.

4. Treasurer's Report Donna Smith

- The balance in the CIPMA-HR chapter account is \$12,613.84 as of January 31, 2016. Expenses for the President and chapter member drawing winner (Katie Reynolds) for the Western Region conference were recently paid.

5. Membership Report Kelli Fitzgerald

- Membership renewal notices were sent out.
- We received IPMA HR invoices. Kelli cross-referenced the membership roster and found 4 names who indicated they are members but haven't paid the dues. We will follow up individually with them, give them time to pay and invoice them directly if they don't pay by the deadline. IPMA-HR will also be revising group memberships (changing the amount of members per level). An announcement to members will be sent to make sure their IPMA membership is up to date.

6. Programs Report Patty Booker
- Karen Gabler will be the presenter for March.
 - Irma Moisa Rodriguez will present for May.
 - July's topic will be Workplace Investigations.
 - Patty brought up for discussion the possibility of a one-day written exam development seminar in lieu of a luncheon. We will need to obtain more info/research and discuss further before a determination is made.
7. Communications Tammy Madueno
- No update.
8. Hospitality Rebecca Willhite
- Rebecca investigated partnering with universities as part of a possible mentorship program with colleges and universities in the human resources field. Possible options include hosting a women's leadership conference and other areas to work with the schools as well as the private section. There are a wealth of HR professionals and students with a variety of opportunities to foster leadership within the community.
 - Patty requested to revisit the topic of purchasing a projector of our own for the luncheon/speaker presentations. The projector setup is often a pain point for our guests. Donna Smith moves to purchase, all other Board Members are in agreement. Patty will research it further to obtain some quotes and pricing.
9. Member at Large Update Laura Carlson
Rebecca Willhite
- No update.
10. Action Items
- Projector research and purchase;
 - Look further into university partnerships;
 - Three Board positions will be up for a 2-year commitment renewal:
 - i. President
 - ii. Vice President
 - iii. Secretary
11. Adjournment
- The next scheduled meeting is on Tuesday, April 11, 2017 at 8:15a.m. at DW's Restaurant in Ventura.