

# ***PTC-SC***

## ***Meeting Minutes***

January 07, 2014

### **I. Call to order**

Amy Tompkins called the PTC-SC board/officers meeting to order at 8:25 p.m. on January 07, 2014 at Lucille's Smokehouse BBQ in Long Beach, CA.

### **II. Roll call**

The following persons were present:

P. Bourne

B. Tietze

P. Deines

F. Olmos

A. Jankly

A. Tompkins

J. Kahn

J. Smith

J. Stiegelmar

### **III. Officer Reports**

#### **1) President Elect – P. Bourne**

- P. Bourne did not have a report at this time.

#### **2) Past President – J. Stiegelmar**

- J. Stiegelmar thanked everyone for an exciting year and A. Tompkins for taking on the presidency for this year. She said that we still have some promotional items to give away at luncheons. We could not put the new logo on the website but she suggested that we flash it on certain pages on the website. She also mentioned that we had 5 luncheons and a good conference. She also said that we have plenty of money so we can dig into the balance this next year.

#### **3) VP Communications – J. Landin**

- J. Landin was not present at the meeting. A. Tompkins said that she updated the website with the new information this year (new dates, new officer names, etc.)
- P. Bourne asked if we ever distributed a newsletter any more. She suggested that maybe we could make a newsletter tab on the website. She also suggested that we need to focus on innovative ideas for the new year.
- J. Kahn suggested that we could put out a beginning-of-the-year survey to PTC-SC members to see what people really care about learning this year.
- B. Tietze said that we need to focus on our presentations and being innovative. He suggested that each person that attends a board meeting this year should come with at least one good idea.
- P. Bourne said that she saw a presentation made by interns at LACOE on the topic of how to work with the merit system and meet the needs of consultants/subject matter experts.

- J. Smith suggested that the luncheon presentations could be made by analysts or those people that are doing the actual selection work in agencies.
- J. Kahn suggested that we could ask members in the beginning-of-the-year survey if they are willing to make presentations.
- F. Olmos suggested a topic of the competency modeling way of selection vs. the WRIPAC way of selection.
- B. Tietze suggested that one of the topics could be held in a debate format.
- J. Stiegelmar asked if everyone thought the luncheons should be split between the Rio Hondo location and the Luminarias location.
- J. Smith suggested that we could ask which location members prefer for the luncheons on the beginning-of-the-year survey.
- P. Bourne and F. Olmos wondered if we could bring down the cost of luncheons if they were held at districts (such as LACOE).
- P. Deines suggested that the luncheons should be free for students.
- **F. Olmos made a motion that the luncheons should cost \$5 for students. B. Tietze seconded the motion. All present concurred.**

**4) VP of Programs - M. Cool**

- M. Cool was not present at the meeting.

**5) VP of Conferences – P. Deines**

- P. Deines said that he would love to have everyone continue to think of new innovative ideas for topics this year. He is hoping to get a speaker that will fire up the crowd in the beginning of the conference. Then he is hoping to break down the recruitment process with the other presentations. His goal is to get a location booked by the end of the month and settled by summer so that we can start advertising right away.
- J. Stiegelmar said having the date and location will really get things going.
- B. Tietze suggested that P. Deines check-in with the other associations to be sure that the date of the conference will not conflict with other association conferences.

**6) Treasurer’s Report – A. Jankly**

- A. Jankly did not have anything to report at this time.

**7) Secretary – J. Smith**

- J. Smith said that Dropbox has been updated with all of the minutes. She also reminded everyone to reply to her when they vote via the internet.

#### IV. New Business

- 1) Recognize the change in Officers for bank account for the minutes:
  - J. Stiegelmar made a motion to nominate A. Jankly and A. Tompkins to be on the account along with herself and then remove J. Kahn and E. Ceja. B. Tietze seconded the motion. All present concurred.
- 2) Propose Amy Tompkins to be added as authorized signature on financial documents and/or accounts on behalf of PTC-SC:
  - J. Stiegelmar made the motion for A. Tompkins to be added as authorized signature on financial documents and/or accounts on behalf of PTC-SC. B. Tietze seconded the motion. All present concurred.
- 3) Nomination and election of Executive Director:
  - B. Tietze made a motion to nominate A. Tompkins as the Executive Director of PTC-SC. J. Kahn seconded the motion. All present concurred.
- 4) Discuss CSPCA conference attendee – Feb. 6 to Feb. 9 – San Jose (Registration is paid via sponsorship; attendee needs to pay for room and travel fees)
  - So far, no one at the meeting wanted to go to the conference. An attendee will have to be decided at a later date.
- 5) Present proposed 2014 Budget:
  - J. Stiegelmar handed out a spreadsheet with the proposed budget for 2014. She told P. Deines that we try to break even on the conference and that we usually lose money on the luncheons.
  - B. Tietze thought the budget was good for a starting point.
  - J. Stiegelmar said that she put the budget spreadsheet in Dropbox so that it can be adjusted as the year goes on.
  - A. Tompkins made a motion to approve the proposed budget for 2014. J. Stiegelmar seconded the motion. All present concurred.
- 6) Discussion of proposed purchases:
  - J. Kahn said that we could consider purchasing Adobe Illustrator.
- 7) 2014 Stephen E. Bemis Memorial Award:
  - A. Tompkins asked if anyone wanted to nominate someone and if anyone wanted to be on the selection committee this year.
  - J. Stiegelmar said that we could still use B. Tietze's nomination of TR Lin from last year since TR Lin did not win.

- B. Tietze suggested that we could include the Bemis award on the beginning-of-the-year survey to see if any members had suggestions.
- J. Smith felt that it should not be included on the survey because if the survey gets too long, no one will want to fill it out and many members do not know what the Bemis award is all about.
- A. Tompkins said that she would send out an email to the Board regarding the Bemis Award nomination and that a decision should be made by the February meeting. She also asked if we would like to donate money to the award this year and she said that she would get more information about what the money is used for.
- B. Tietze said that he might want to be on the selection committee this year.

#### **V. Open Issues**

- 1) B. Tietze said that he would like there to be a spot on the agenda for Director Comments.

#### **VI. Next Board Meeting**

Next Board meeting will most likely be held at the first luncheon in February.

#### **VII. Adjournment**

A. Tompkins adjourned the meeting at 9:35 p.m.

Minutes submitted by: J. Smith