

# **PTC-SC**

## **Meeting Minutes**

January 10, 2012

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

J. Kahn called to order the regular meeting of the PTC-SC board/officers at 7:20 p.m. on January 10, 2012 at Elephant Bar Restaurant in Downey, CA.

### **II. Roll call**

The following persons were present:

E. Ceja	C. Long
M. Cool	S. Pilch
P. Deines	J. Smith
D. Denning	J. Stiegelmar
A. Forsberg	B. Tietze
J. Kahn	C. Winslow

### **III. Old Business**

- 1. B. Tietze moved to approve the minutes from the August 17<sup>th</sup> Board meeting. J. Kahn seconded the motion; All concur verbally.**

### **IV. Officer Reports**

1. President Elect

J. Stiegelmar did not have any topics to discuss.

2. Past President – Review of 2011

B. Tietze gave a brief review of the highlights of 2011. He said that the website is now fully functioning and PayPal has been activated. He thanked M. Escobedo again for all of his hard work on the website project. Another accomplishment B. Tietze mentioned was that PTC-SC had five successful luncheons and he is very proud of the content. He listed the conference as the greatest accomplishment of 2011 and commended J. Stiegelmar for the choice in location and content. The conference even brought in some profit. B. Tietze also said that PTC-SC now has their own P.A. system which includes speakers, lavalier, and wireless microphone and the money saved by having this system will pay for the equipment in the first year.

3. Co-VPs of Communications

The Co-Vps of Communications were not present at the meeting.

#### 4. VP of Programs

M. Cool said that he is excited for the first luncheon. He has some ideas already for speakers and is considering bringing back some speakers from last year's luncheon programs. J. Stiegelmar suggested that the officers look into offering the option for attendees at luncheon programs to use PayPal to pay the fees.

#### 5. VP of Conferences

J. Stiegelmar said that as the past VP of Conference, she wanted to thank B. Tietze for all of the support he gave her to make the 2011 conference a success.

C. Winslow is anxious to get started on the conference for 2012. B. Tietze offered himself, J. Stiegelmar and J. Kahn as resources for assistance on the conference.

#### 6. Treasurer's Report

B. Arko was not present at the meeting; therefore, B. Tietze reviewed the Treasurer's report with the group and told E. Ceja that B. Arko would get all of the materials to her. J. Stiegelmar mentioned that she will help with the updating of the membership list.

#### 7. Secretary

J. Smith did not have any items to discuss at the meeting.

### V. New Business

#### 1. Proposed Budget

J. Kahn reviewed the proposed budget. He said that his intention is to break even at the end of the year. He explained some of the miscellaneous expenses, which included the new technology that was purchased. He also said that he would like to continue to sponsor events that are held by other PTC organizations, CSPCA, WRIPAC, and scholarships.

**B. Tietze moved to approve the proposed budget for 2012. A. Forsberg seconded the motion; All concur verbally.**

#### 2. Accept Archive of PTC-SC & Exam Material from Dina Wiley

J. Kahn received a call from Dina Wiley and she gave him a box of PTC-SC historic documents. He is excited that we will have materials that demonstrate what was used as far back as the 1950s. He would like the historic committee to continue to scan the materials and preserve these documents. S. Pilch will continue to help with the committee and will decide what should be scanned and preserved.

### 3. Proposed General Timeline 2012

J. Kahn said that he would like to have five to six luncheon programs and asked the group whether they had suggestions as to whether there should be a luncheon in December or whether the luncheons should only be held in spring-time.

C. Winslow suggested that a luncheon not be held in September, due to the commitments of those members who work at school districts. She suggested that both September and December would not be convenient months to hold luncheon programs. S. Pilch suggested that we look at the attendance records to discern a pattern. J. Stiegelmar was able to offer some information based on the treasurer report and noted that the attendance at the December meeting was very low, as well as September, but that the February and April meetings were very successful. B. Tietze suggested that the attendance rate could be impacted depending on the speaker at the luncheon and the amount of notice given to members regarding the date of the luncheon programs. He also suggested that the general timeline should be built around the PTC-SC annual conference, other large organization conferences, and that there should be a luncheon about once every two months. S. Pilch stated that the quality of the luncheon programs was more important than the quantity of programs. He feels that it is better to start with deciding on great speakers and then building the timeline of the luncheons around the availability of those speakers. B. Tietze reminded the group that PTC-SC has the money to fly in great speakers that may be out of the area.

### 4. Discussion of Social Networking Presence

J. Kahn stated the PTC-NC has started a Facebook page for their organization and he asked the group whether PTC-SC should consider creating a page of their own. He asked whether the LinkedIn page has been successful enough in keeping members informed about the events of PTC-SC and whether it was sufficient enough to fill the social networking needs of the organization.

A. Forsberg suggested that a Facebook page would not be necessary and that LinkedIn is sufficient as a social networking medium. S. Pilch and B. Tietze agreed that LinkedIn is enough and other social networking sites were not necessary. All at the meeting agreed.

### 5. Discussion of PTC-SC Sponsored Community Service

J. Kahn suggested that given the fiscal climate, the amount of impact PTC-SC could have on individuals who are struggling to be employed could be huge. He recommended that officers of PTC-SC could start getting involved in volunteering at job/career fairs, setting-up booths, and helping individuals through resume critiquing. He stated that if volunteers could help ten people an hour, they could really make a big impact and not only help other people, but gain exposure for the organization. He feels that as an organization, we should make an effort to volunteer and help the community.

B. Tietze said that he thinks it is a great idea and that PTC-SC should be able to target at least one job fair this year. C. Winslow said that her district has been trying to coach their candidates on how to read their announcements appropriately and that coaching individuals on how to apply for jobs correctly is a great idea. C. Long suggested that PTC-SC could coach individuals on basic interviewing skills. J. Kahn said that he would identify a job fair and organize the first effort to get PTC-SC involved in some community service.

#### 6. Discussion of Luncheon Topics

J. Kahn asked the group if anyone had any new suggestions for luncheon topics.

M. Cool mentioned that he was thinking of having Steve Rivera and Rod Freudenberg head a luncheon. B. Tietze suggested that those speakers should be involved in a luncheon towards the end of the year. P. Deines said that he would email M. Cool the names of some possible speakers. B. Tietze suggested that speakers should be limited on the number of slides they use and only emphasize important information. A. Forsberg suggested that at least one speaker should be an attorney. J. Kahn asked about whether a training luncheon would be a good idea. B. Tietze thought it would be a good idea to get SHRM involved as well. A. Forsberg suggested that webcam technology could also be useful in the future. B. Tietze warned that sales pitches should not be allowed and that slides should be approved ahead of time in order to limit any intentions of speakers to make sales pitches.

#### 7. Discussion of Annual Conference Themes

J. Stiegelmar stated that the keynote speaker should be determined first, and then the theme should be built around the topic of that speaker. She also said that she would circulate the results of the 2011 conference survey.

#### 8. Discussion of Member Survey

J. Kahn stated that the member survey serves as a way to access members' interests and could serve as a means to ask people what their preference would be for locations of the annual conference, best days for luncheons, and other related topics.

B. Tietze suggested that a question regarding possible locations for the conference should have forced options for people to choose from, rather than having the question be open-ended. He also noted that locations by the ocean have been the most successful. J. Kahn suggested that the next conference could be located half-way to San Diego, but that it would depend on the locations of the majority of the individuals attending the conference. He also suggested having a survey item that accessed whether people would be interested in staying at a hotel for the conference. He also mentioned that the SurveyMonkey account that is currently being used belongs to M. Escobedo and limits the survey to ten items. P Deines mentioned that CODESP has a SurveyMonkey account as well and that some of the PTC-SC officers work for CODESP and could possibly look into whether CODESP would allow PTC-SC to use their account for their surveys.

9. Nomination and Election of Executive Director

**J. Stiegelmar approved to nominate J. Kahn as the Executive Director. B. Tietze seconded the motion. All concur verbally.**

**VI. Open Issues**

There were no open issues at this time.

**VII. Next Board Meeting**

1. J. Kahn suggested that the first Board meeting of the year should be held directly before the first luncheon of the year in February. The exact date will be announced soon.

**VIII. Adjournment**

J. Kahn adjourned the meeting at 8:17 p.m.

Minutes submitted by: Jenni Smith