

PTC-SC

Meeting Minutes

January 15, 2008

I. Call to order

Mike Arnoldus called to order the regular meeting of the PTC-SC board/officers at 12:15 p.m. on January 15, 2008 at Gordon Biersch Restaurant in Pasadena.

II. Roll call

The following persons were present:

J. Allen	K. Karlak
M. Arnoldus	A. Lawton
M. Escobedo	J. McFarland
A. Forsberg (absentee vote)	M. Mihalevsky
D. Friedland	C. Nelson
A. Gurjian	W. Syth
K. Hilton	F. Zandian

III. Open issues

1. There were no open issues addressed.

IV. New business

1. Conferences
 - a) M. Arnoldus proposed one conference per year with a two-day format.
 - b) M. Escobedo and F. Zandian indicated that they would be able to obtain higher quality speakers by only having one conference per year and would have more time for marketing. M. Escobedo proposed October as the month for the conference.
 - c) **M. Mihalevsky moved to change the number of conferences per year from two to one. M. Arnoldus seconded the motion; All concur verbally.**
2. Luncheons and Workshops
 - a) M. Arnoldus presented the idea of having workshops in lieu of some luncheon presentations.
 - b) M. Mihalevsky proposed five luncheons and two workshops with a half-day format, or 4-6 hour format.
 - c) J. McFarland proposed a time of 8-noon with no lunch provided to save money, but that ultimately the amount of time will depend on the topic.
 - d) J. McFarland proposed the workshops be scheduled in May and August
 - e) D. Friedland proposed investigating the use of University of Phoenix and/or National University conference rooms for luncheons and/or workshops due to the cost savings.

- f) **M. Arnoldus moved to have five luncheons and two workshops this year. W. Syth seconded the motion; All concur verbally.**

3. Webpage

- a) M. Arnoldus presented the idea of using the website to automate the conference registration process.
- b) J. Allen proposed including a password protected Excel spreadsheet on the website containing member information. This would be used to keep contact information up-to-date.
- c) C. Nelson volunteered to consolidate member and non-member e-mail lists to ensure that correct information is used.

4. Membership Fees

- a) J. McFarland and K. Karlak proposed allowing students to attend luncheons free of charge, especially if no food is served.
- b) A. Lawton proposed allowing students to attend two free luncheons per year, especially since the luncheons are not revenue generators.
- c) D. Friedland proposed charging students a token amount so that the event has some value.
- d) M. Arnoldus proposed that the idea of charging students a token amount would be explored but that there would be no vote at this time.

5. Registration Cancellation

- a) M. Mihalevsky proposed a requirement of 72-hour cancellation notice for conferences. For the fall conference there were some people who registered for the event but did not attend and requested a refund.
- b) **M. Arnoldus moved to require 72 hours notice for conference cancellation. Individuals who request a refund with 72-hours notice will be given a full refund. A. Lawton seconded the motion; All concur verbally.**

6. Committees

- a) M. Arnoldus asked for volunteers to assist Joan Stiegelmar with advertising. C. Nelson and M. Mihalevsky volunteered to serve on this committee.
- b) M. Arnoldus asked for volunteers to document some of the PTC-SC history. D. Friedland volunteered to be a resource and contact person for this effort. J. Allen volunteered to look into documenting the history of PTC-SC.

V. Adjournment

Kevin Karlak moved to adjourn the meeting at 1:30 p.m. and Mike Arnoldus seconded the motion

Minutes submitted by: Jennifer Allen