

**PTC-SC**  
**Meeting Minutes**

January 20, 2017 – 6:30 P.M.  
Acapulco Restaurant  
Long Beach, CA

**I. Call to order**

A. Rocha called the PTC-SC board/officers meeting to order at 7:58 pm on January 20, 2017. This meeting was conducted after the 2017 PTC-SC induction dinner at Acapulco's Restaurant in Long Beach, CA.

**II. Roll call**

The following persons were present:

J. Bourne	F. Olmos
P. Bourne	J. Park
V. Cordero	C. Ramirez
P. Deines	J. Robles
R. Kirchner	A. Rocha
Y. Nguyen	A. Tompkins

**III. Officer Reports**

**1) President Elect – Jung Park**

- No comment at this time.

**2) President – Vincent Cordero**

- V. Cordero thanked all persons present and stated that he was looking forward to working with all PTC-SC officers.

**3) Past President – Alfredo Rocha**

- A. Rocha thanked all existing and new officers for their time and commitment to PTC-SC. He assured all new officers that they would receive support from all existing officers to help them settle into their new role.

**4) VP of Communications – Jessica Landin**

- No comment at this time.

**5) VPs of Programs – Rhiannon Kirchner and Jennifer Robles**

- R. Kirchner stated that the first PTC-SC luncheon for 2017 is scheduled for February 22, 2017 at Taix French Restaurant and the announcement will be distributed early the week of January 23, 2017. Additionally, R. Kirchner stated that a speaker from San Diego has been secured for the second luncheon; therefore, they are currently seeking a location in Orange County.
- J. Robles had no comment at this time.

**6) VP of Conferences – Yvonne Nguyen**

- Y. Nguyen had no comment at this time.

- A. Rocha recommended forming Conference Committee to support the Vice President of Conferences.

## **7) Treasurer – Joleen Bourne**

- J. Bourne provided copies of the PTC-SC 2017 Proposed Budget, as well as the 2016 Proposed and Actual Budgets. J. Bourne stated that in 2016, the total net income was - \$2, 2384.47. J. Bourne explained that the deficit was due, in great part to the conference because approximately an additional \$2,000 were spent on the conference, which was over budget. The proposed 2017 budget is more conservative because there was less income, which is due in part to the low memberships.
- A. Rocha stated that some of the reasons for the loss of revenue included the fact that in 2016, there was one (1) less luncheon than what is normally held. Additionally, there were unexpected costs associated with the 2016 conference that were not originally in the budget. A. Rocha mentioned that he would work closely with Y. Nguyen and V. Cordero to ensure that PTS-SC remained within budget in 2017.
- A. Tompkis commented that PTC-SC is a non-profit organization; therefore, there should not be a large sum of money in the PTC-SC bank account.

## **8) Secretary – Cinthia Ramirez**

- No comment at this time.

## **9) Director at Large – ab lib**

- P. Bourne stated that she has experience in coordinating PTC-SC conferences and she would be happy to join the Conference Committee.
- F. Olmos thanked all persons for volunteering their time to PTC-SC as their contributions are valuable to the Personnel field and the PTC-SC members. F. Olmos pointed out that there is room to explore various options for PTC-SC luncheons. For example, luncheons may be organized in a way that members bring their own lunch, may take place at a local school district, etc. It may not be necessary to schedule luncheons only at places where food is served. F. Olmos said that costs may be reduced in the set-up costs. Such ideas are up for discussion.
- P. Deines stated that he is excited to be part of PTC-SC and he looks forward to working with everyone in 2017.
- A. Tompkins mentioned that there are many Directors at Large who have previously served as President of PTC-SC; therefore, there is a lot of expertise and assistance that is available to all current officers.

#### **IV. New Business**

##### **1. Approve the minutes from most recent meeting on August 24, 2016**

A. Tompkins moved to approve the minutes of August 24, 2016. R. Kirchner seconded the motion. All present concurred.

##### **2. Recognize the change in Officers for bank account for the minutes**

A. Rocha stated that only the PTC-SC President and Treasurer are authorized signers for the PTC-SC bank account; therefore, in 2017 J. Bourne will remain an authorized signer. There will be a shift from Alfredo Rocha to Vincent Cordero.

Alfredo Rocha and Vincent Cordero will have to take the minutes from the January 20, 2017 meeting to Bank of America in order to update the bank account information and make the shift from Alfredo Rocha to Vincent Cordero.

V. Cordero stated that he would schedule a date and time for A. Rocha and him to visit a Bank of America and make the shift.

##### **3. Propose Vincent Cordero be added as authorized signature on financial documents and/or accounts on behalf of PTC-SC**

There will be a shift from Alfredo Rocha to Vincent Cordero as authorized financial account signer on financial documents and/or accounts on behalf of PTC-SC.

Alfredo Rocha will be removed as a financial account signer. Vincent Cordero, 2017 PTC-SC President will be added as financial account signer on behalf of PTC-SC.

##### **4. Nomination and election of Executive Director**

*(This item was taken out of order; after item 1 of New Business)*

A. Rocha nominated Vincent Cordero to be the Executive Director. A. Tompkins seconded the nomination. All present concurred.

##### **5. Present proposed 2017 Budget**

J. Bourne presented the PTC-SC 2017 Proposed Budget as part of the officer report from the Treasurer.

##### **6. Discuss luncheon dates, topics, and speakers**

R. Kirchner stated the upcoming luncheon dates, topics and speakers as part of the officer report from the VPs of Programs.

V. Cordero stated that he agreed with F. Olmos' suggestion during the officer report from the Directors-At-Large. Specifically, V. Cordero would also like to explore alternative options for luncheons in order to remain within budget. V. Cordero stated that he would like to hold a luncheon in

San Diego as this was successful in 2016. Finally, V. Cordero stated that other luncheon topics may include the City of Los Angeles' Targeted Local Hire Program, as well as the transgender community in the workplace.

J. Bourne commented that San Diego is interested in starting a PTC-SC chapter in the San Diego area. A. Rocha added that the PTC-SC officers are ready to support San Diego if they decide to start their own chapter.

## **7. Discuss new committees for 2017 Conference and Bemis Award and existing**

V. Cordero stated that the Bemis Award is an annual award given to an individual who has made a significant contribution to the industry of Industrial/Organizational (I/O). Nominations are due by March 31, 2017. In 2016, PTC-SC nominated T. R. Lin for the Bemis Award.

R. Kirchner stated that T.R. Lin was announced as the winner of the 2016 Bemis Award during WRIPAC.

A. Rocha stated that it is important to put forth a lot of effort into nominating an individual for the Bemis Award so as to ensure that their contribution to the I/O industry is shown through the nomination. A. Rocha recommended forming a Committee dedicated to this effort as previously done in 2016.

F. Olmos commented that the Committee would have to take the following steps: (1) decide who should be nominated; (2) conduct research; and (3) write the nomination.

V. Cordero asked for volunteers for the Bemis Award Committee. The following individuals volunteered: F. Olmos, J. Bourne, and P. Deines.

V. Cordero asked for volunteers for the Conference Committee. The following individuals volunteered: P. Bourne, A. Rocha, and V. Cordero.

A. Rocha stated that there is an existing Officer Manual Committee comprised of A. Tompkins, L. Kwan, and P. Bourne.

P. Bourne stated that she and L. Kwan made several updates to the Officer Manual, which is available on the PTC-SC dropbox for A.Tompkin's review.

A. Rocha stated that there is also an existing Budget Surplus Committee. As seen in the PTC-SC 2017 Proposed Budget, there is a PTC-SC savings account with approximately \$22,000. A. Rocha commented that there should not be such a large savings account; therefore the Budget Surplus Committee was formed in 2016 and was tasked with researching and formulating recommendation(s) for the savings amount that should be in the PTC-SC savings account at all times. The surplus would then be invested back into PTC-SC and its members, including investing in speakers, materials, etc. The Budget Surplus Committee is comprised of J. Broune, P. Deines, and A. Rocha.

## **V. Open Issues**

No open issues were discussed.

## **VI. Next Board Meeting**

V. Cordero stated that normally board meetings are held immediately before the luncheons; however, this is not feasible at Taix Restaurant.

A. Tompkins commented that CODESP has an online platform for meetings. CODESP is willing to host board meetings virtually through Adobe but it works best if everyone is using a headset.

A. Rocha recommended looking into options for holding board meetings, such as virtual meetings or perhaps scheduling the board meetings on a date that is different from the luncheons.

V. Cordero stated that he would look into alternatives such as scheduling a virtual meeting or having a board meeting before the second luncheon. The most pressing issue that will need to be discussed at the next board meeting will be the update from the Bemis Award Committee. The date for the next board meeting is to be determined.

## **VII. Adjournment**

R. Kirchner moved to adjourn the meeting of January 20, 2017. P. Bourne seconded the motion. All present concurred.

V. Cordero adjourned the meeting at 8:28 pm.

Minutes submitted by: C. Ramirez