

PTC-SC

Meeting Minutes

January 24, 2013

I. Call to order

Josh Kahn called the PTC-SC board/officers meeting to order at 7:48 p.m. on January 24, 2013 at the Lazy Dog Cafe restaurant in Cerritos.

II. Roll call

The following persons were present:

B. Arko

J. Kahn

E. Ceja

J. Stiegelmar

B. Tietze

C. Winslow

F. Olmos

III. Officer Reports

1) President Elect – A. Tompkins

Not present at the meeting.

2) Past President – Review of 2012 – J. Kahn

- We made over \$1000 at the conference. A big thank you to C. Winslow! We stuck to one topic “Interviewing” and it was interesting and amazing. There were 66 attendees at the conference.
- A transition to electronic voting has worked very well with our PTC Directors and Board Members. This process of voting keeps everyone in the “loop” to know what’s going on if they miss a meeting.
- Community Outreach - A “Hire the Vet” event was something he planned on coordinating during the year, but he will try and get something going in the coming year.
- Thank you to the officers. There was not a lot of tension and we had a very supportive group of officers this year.

3) VP Communications – J. Landin or J. Koch

Not present at the meeting.

4) VP of Programs - M. Cool

M. Cool sent an email because he could not attend the dinner. He wrote, “Our average attendance for the 2012 luncheon series was 30 attendees with a high of 39 and a low of 23. Attendees liked the symposium luncheon with R. Freudenberg, K. Sherwood, and S. Rivera the most. It was probably a combination of timing, the topic, and the expertise of each of the speakers. The second most attended luncheon was with L. Darck and B. Miller on the topic of Social Media and Recruitment. The popularity was probably due to timing and the hot topic. The May luncheon was our least attended, which was surprising seeing how Warren Bobrow is well known in our field and his topic was relevant and interesting. It might have been the timing. To make up for slower times at the beginning of the year,

I will try to have a well-advertised symposium, with an interesting topic, and well known speakers later on in the year.”

- Board discussed having at least five luncheons in the following months: Feb., April, May, July, and Sept.
- Maybe we could think about having a Student Workshop at no cost to students in Sept/Oct.

5) VP of Conferences – C. Winslow

- No survey was done – Sorry!
- Got a lot of feedback at the conference. No complaints about the drive. Attendees liked the location and would come back.
- Cost of the conference at this hotel was higher, but food and location were awesome.
- Should we decrease the cost in 2013 so we don't lose participants?
- Received lots of compliments about offering the handouts.
- Networking after the conference was fun and the attendees enjoyed the free appetizers.

Brandon made some comments about the conference:

- Attendance may have been lower because of the late advertising of the conference.
- He thought it was a great job on the topic – PERFECT THEME!
- Location was great!
- PTC offers lots of knowledge and training in an environment that doesn't take itself too seriously.

6) Treasurer's Report – E. Ceja

The treasurer's report is in **DROPBOX.**

- In 2012 we had 109 members.
- The large expenses this year was a new laptop and a PA system to be used at luncheons and conferences.
- Luminarias is squeezing us out of room and making us pay for 40 minimum for the buffet; food has not been as good; and requires \$300 deposit in advance to hold the reservation. We need to talk to them about the quality of service.
- We have 35 members already and will do an email blast next week for the membership campaign.

7) Secretary – J. Smith

Not present at the meeting.

IV. New Business – J. Stiegelmar

J. Stiegelmar began the new business as the incoming President of PTC-SC for 2013. She thanked the Officers/Directors for 2012 and the incoming officers for 2013. She is looking forward to a great year for PTCSC.

1) Recognized change in Officers:

- Director at Large - BethAnn Arko
- Director at Large – Amy Lawton
- Director at Large – Carol Long
- Director at Large – Dona McBride
- Director at Large – Frank Olmos
- Director at Large – Brandon Tietze
- President - Joan Stiegelmar
- Past President - Josh Kahn
- President Elect - Amy Tompkins
- Vice President: Conferences – Christi Winslow
- Vice President: Meetings - Michael Cool
- Co-Vice President: Communications - Jonathan Koch
- Co-Vice President: Communications – Jessica Landin
- Treasurer – Eliana Ceja
- Secretary - Jenni Smith

2) Proposed Amy Tompkins be added as authorized signature on financial documents and/or accounts on behalf of PTC-SC.

- B. Tietze made the motion to approve A. Tompkins as authorized signer on PTC-SC accounts.
- B. Arko seconded
- Discussion: F. Olmos asked why add A. Tompkins as signer? It was explained that there is consistency in keeping the Past President, President, President-Elect, and Treasurer on the books as signers. Past President, President, and President-Elect are part of board for a total of three years in a row.
- All in Favor – Motion passed.

3) Proposed 2013 Budget

The 2013 Budget report is in **DROPBOX**.

We need to spend some money because we have a large bank balance and we are a non-profit organization. Attendees discussed the possibility of paying for recognized speaker's travel expenses for luncheons. This would increase attendance at luncheons and possibly add new members. Other possible ways to spend money was to purchase promo items to advertise: Logo design (in process), pens, lanyard, folders, and bags.

- E. Ceja made the motion to approve the budget.
- B. Tietze seconded
- No Discussion
- All in Favor – Motion passed

4) Discussion Item: Future purchases

- Need to purchase Microsoft Suite for the new laptop and a screen.
- Check into how much it would cost to scan and archive the old PTCSC records.

5) Nomination and Election of Executive Director

- J. Kahn motioned to nominate J. Stiegelmar as Executive Director.
- Arko seconded
- No Discussion
- All in Favor – Motion passed

V. Open Issues

There were no open issues at this time.

VI. Next Board Meeting

Next Board meeting to be held before the April luncheon. It was discussed that we should meet at least twice a year before the luncheons (April and July) and have informal meetings (if needed) after the luncheons. Group discussions and voting can be done electronically if needed.

VII. Adjournment

J. Stiegelmar adjourned the meeting at 9:10 p.m.

Minutes submitted by: J. Stiegelmar for J. Smith