

PTC-SC

Meeting Minutes

January 27, 2015

I. Call to order

Amy Tompkins called the PTC-SC board/officers meeting to order at 8:09 p.m. on January 27, 2015 at Gladstone's in Long Beach, CA.

II. Roll call

The following persons were present:

J. Beard	F. Olmos
P. Bourne	R. Moreno
M. Cool	A. Rocha
P. Deines	C. Shehadeh
A. Jankly	J. Stiegelmar
J. Kahn	B. Tietze
L. Kwan	A. Tompkins
J. Landin	J. Smith

III. Officer Reports

1) President Elect – Alfredo Rocha

- A. Rocha did not have a report at this time.

2) President – Pauline Bourne

- P. Bourne asked if the PTC-SC board and officers should create gmail accounts specifically for their position so that the email address can be passed down to the next incumbent of the position, instead of using personal email addresses that change.
- P. Bourne also suggested that the board and officers have business cards; that way it would be easy to give contact information to potential speakers.
- P. Bourne also suggested that there could be a PTC-SC centralized P.O. box for checks to be sent in, instead of mailing them to the treasurer's place of business.
- P. Bourne proposed that two board members could make up a research team and they could research the latest trends in recruitment and testing procedures in order to help produce ideas for the luncheons and conference.
- P. Bourne said that we could use Adobe Connect to hold more board meetings.

3) Past President – Amy Tompkins

- A. Tompkins thanks everyone for their work last year. She is looking forward to working with all of the new officers and board members.
- A. Tompkins suggested that someone should update the officer's manual since it has not been reviewed since 2009. She will place the officer's manual in Dropbox.

4) VP Communications – Jessica Landin

- J. Landin reminded everyone to let her know if their work email address has changed.
- J. Stiegelmar said that J. Landin did a great job on the officer announcement and membership dues email.
- J. Landin said that she will send out the February luncheon invitation soon.

5) VP of Programs – Camille Shehadeh

- C. Shehadeh said that she has some speakers and possible dates for the luncheons.
- M. Cool said that he may have some leads for presenters as well.
- J. Stiegelmar said that she would like the topics for the luncheons to focus mostly on testing topics.

6) VP of Conferences – Paul Deines

- P. Deines said that he will look at the survey results and that he might be looking at some Los Angeles spots for the conference this year.

7) Treasurer’s Report – Jessica Beard and Rosie Moreno

- A. Jankly passed out the treasurer’s report from last year. She said that PTC-SC lost some money last year. The conference was expensive and there was not enough attendance to break even.
- J. Stiegelmar commented that the conference was great and reminded everyone that PTC-SC does not need to make money.
- A. Jankly said that she will hand over all of the information to the new officers and make sure that she explains the procedures.

8) Secretary – Jenni Smith

- J. Smith said that there has been an issue with emails not getting to people due to incorrect email addresses. She said that she could track the RSVPs for important events (like board meetings) to ensure that no officers or board members are left out.
- A. Tompkins suggested that officers and board members share their personal phone numbers with each other so that everyone can be contacted.

(9) Directors-At-Large – ad lib

- B. Tietze welcomed the new officers. He said that he would like the emphasis of PTC-SC to be on great content and great conferences in order to maintain credibility. He also encouraged all board members and officers to find at least one potential speaker for luncheons or the conference.
- F. Olmos thanked everyone and also encouraged everyone to bring cutting edge ideas and perspectives to the table.
- J. Kahn also stated that he would like the emphasis to be on content and getting new members to join. He said that he thinks a specific student luncheon would be a good idea and that marketing would be great in order to get more students involved.

- P. Bourne and J. Smith both thought that testimonials from members about how PTC-SC can be great for professional networking would be a good marketing tactic.
- A. Jankly said that there are many new analysts and directors in San Diego County and they don't really know about PTC-SC. She thought that PTC-SC could put in more effort to get the word out about the annual conference.
- P. Bourne stated that she feels that officers and board members are working mostly in isolation and she would like there to be a more cohesive team by maybe having more meetings and brainstorming together more.

IV. New Business

1) Approve the minutes of the September 10, 2014 meeting

- A. Jankly made a motion to approve the minutes of the September 10, 2014 meeting. P. Deines seconded the motion. All present concurred.

2) Recognize the change in Officers for bank account for the minutes:

- P. Deines made a motion to nominate R. Moreno, J. Beard, and P. Bourne to be on the account and remove J. Stiegelmar, A. Jankly and A. Tompkins. M. Cool seconded the motion. All present concurred.

3) Propose Pauline Bourne to be added as authorized signature on financial documents and/or accounts on behalf of PTC-SC:

- J. Stiegelmar made the motion for P. Bourne to be added as authorized signature on financial documents and/or accounts on behalf of PTC-SC. P. Deines seconded the motion. All present concurred.

4) Nomination and election of Executive Director:

- C. Shehadeh made a motion to nominate P. Bourne as the Executive Director of PTC-SC. J. Stiegelmar seconded the motion. All present concurred.

5) Present proposed 2015 Budget:

- A. Jankly handed out a spreadsheet with the proposed budget for 2015.
- P. Bourne made a motion to approve the proposed budget for 2015. P. Deines seconded the motion. All present concurred.

6) 2015 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. B. Tietze suggested that the nomination should be someone new and not TR Lin again.

V. Open Issues

- 1) P. Bourne asked if we used to give a student award. A. Tompkins explained that we used to have one but that there did not seem to be a lot of interest in it. J. Stiegelmar said that if we have a student luncheon, we might be able to get more people interested in it and then the winner could present their topic at the annual conference.

VI. Next Board Meeting

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

VII. Adjournment

P. Bourne adjourned the meeting at 9:27 p.m.

Minutes submitted by: J. Smith