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## PTC-SC Board and Officer Meeting

### Meeting Minutes

Date: February 23, 2005

Time: 12:30 pm - 1:00 pm

Location: Luminaries Restaurant

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**Meeting Classification:** Board and Officer's Meeting

**Meeting Facilitator:** Ed Hane

**Board Members in Attendance:**  
M. Budd  
E. Hane  
P. Maher  
K. Singh  
D. Whitney

**Officers in Attendance:**  
R. Cochran  
A. Forsberg  
J. Holforty  
H. Khajavi

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- I. The meeting was called to order.
- II. The agenda was approved.
- III. There were no meeting minutes to approve.
- IV. The budget for the spring conference was approved. On the motion by C. Singh, and seconded by D. Whitney, the hotel deposit of \$350.00 for the spring conference was approved.
- V. Open Issues
  - a. Website revision and TIP's April issue.
    - i. J. Madigan contributions to the PTC website were acknowledged and commented upon favorably.
  - b. Status on changing PTC-SC Board Policy to include E-voting in the absence of a quorum at Board Meetings
    - i. This issue was discussed with the agreement that P. Maher would draft some language for review for the next Board and Officer's meeting.
  - c. 2005 Bemis Award
    - i. The process for nominating individuals for this award was reviewed.
  - d. Discussion of what and how vendors interact with PTC-SC
    - i. This topic was deferred for next meeting.

- e. Discussion of Non-Participation of Board Members and Officer
  - i. It was decided that a two step process would be implemented: (1) the first step would involve individual discussion, with either the President or Board Director, (2) and if non-participation continued, then the second step would involve following correct Bylaw procedures to remove the individual from the position.
  
- VI. Officer Reports
  - a. President--No report.
  - b. President-Elect--No report.
  - c. Co-Vice President-Conferences
    - i. The idea of holding the Fall Conference for 2005 in Palm Springs was discussed and rejected as a location option.
  - d. Vice President of Programs
    - i. It was reported that a survey was sent out to PTC constituency and that membership wanted to continue to hold the lunch meetings at the present location. It was also reported that the lunch programs were set-up through June of 2005. It was also indicated that PTC re-negotiated at contract with the restaurant and the price will remain the same.
  - e. Vice President of Web Publications—No report.
  - f. Vice President of Publications—No report.
  - g. Treasurer
    - i. It was reported that 51 paid membership dues had been collected.
  - h. Secretary—No report.
  
- VII. Open Comments and Additional Items for Discussion
  - a. The idea of selling prepaid lunch tickets was discussed and rejected.
  - b. The price of student conference fees was discussed with the idea that currently the discounted rate is set too high. The idea of lowering the discounted rate further was discussed.
  
- VIII. The meeting was adjourned.