
PTC BOARD/OFFICER MEETING

Meeting Minutes

March 23, 2005

Time: 1: 00 p.m.

Luminarias Restaurant

Meeting Classification: Board/Officer's Meeting
Meeting Facilitator: Ed Hane
Board Members in Attendance: E. Hane
P. Maher

Officers in Attendance:

M. Budd
H. Khajavi
C. Daclan
L. Darck
K. Olson
A. Forsberg
J. Holforty
S. Humes

I. The meeting was called to order at 1:00.

II. Approval of Minutes was deferred to the next meeting.

III. Approval of Spring Conference Budget

1. The Co-Conferences, VP, J. Holforty, indicated that he had emailed the spring conference budget to all officers and board members to request feedback. The feedback and recommendations that were sent back to him via email were incorporated into the budget and then he reported the revised budget back out to all officers and board members via email for a second approval. The same online registration methodology will be used again this year, due to the great success associated with it. The online registration program for conferences was originally developed by Chris Daclan.
2. E. Hane wanted to congratulate the conference organizers on a highly qualified line up of presenters.

VI. Open issues:

A. Finalizing a nominee for 2005 Bemis Award & an individual on behalf of PTC/SC to serve on the Selection Committee for this award (Deadline for written nomination is April 8, 2005).

1. The three tasks present before the officers and board members were selecting a nominee, selecting someone to submit the application/write up of the nominee, and selecting someone to serve on the selection committee.
 2. The steps that went into selecting the nominee were consideration of the criteria set-forth by the Bemis Award committee: (1) adherence to the values of assessment, (2) helping other people in the field, and (3) quality of work.
 3. The nominee that was selected for the Bemis Award was TR Lin.
 4. The individual selected to submit TR Lin's application/write –up was Pat Maher.
-

5. The individual that was selected for the selection committee was Bridget Styers.

B. Discussion of out of State presenter – (Anna)

1. The potential of having out of state presenters at PTC lunch meetings was discussed. It was decided that prior to taking action on this issue, a review of the overall budget for program was needed. From this information it could be determined it out of state presenters was a financially feasible idea, since all travel costs would have to be reimbursed for the presenter. In lieu of this idea, an alternate idea was alternating a half-day training instead of a lunch seminar for one of the months. In utilizing a training, PTC would then be able to charge more for attendance.
2. The yearly programs calendar was also discussed, with the idea of reserving the month of November for an interesting topic/presenter at either the SIOP or IMPAAC conferences. The rest of the months for the year had been filled.

VI. Officer Reports:

President – no report.

President Elect – It was reported that she is already working on potential officers for next year.

Co-Vice Presidents-Conferences – It was reported that the Spring Conference budget factored in the payments fees for the officers and speakers. The advertising plan was also reported, with the aim to advertise in the CODESP and WRIB newsletters, use the WRIPAC mailing list and advertise with PTC-NC. The potential location of the Fall Conference was also reported on, with the organizers thinking it best to use the same location (Huntington Beach – Hilton Hotel) as the Fall Conference 2004, as a result of the positive feedback associated with this location.

Vice President-Programs – Issues were reported under the open issues item B.

Vice President- Web Publications – no report.

Vice President – Publications -- It was reported that the set date for the next publication will be for the end of April/May 2005. The potential content for the publication was agency spotlights and student spotlight.

Treasurer – It was reported that 87 paid members have currently turned in membership for this fiscal year. It was also reported that a budget for this fiscal year will be made available at the next board and officer's meeting.

Secretary – no report.

VII. Comments/Additional Items for Discussion

1. The desire to include some language in the PTC bylaws to allow for e-voting was reiterated. This would entail looking at the current bylaws and Board Policy to determine what specific process is needed for this change. The individual in charge of facilitating this process is Pat Maher.
2. The next meeting is set for the May PTC lunch seminar.

VIII. The meeting was adjourned.