

PTC-SC
Meeting Minutes
March 31, 2017 – 12:00 PM
Remote Adobe Connect
California

I. **Call to Order**

V. Cordero called the PTC-SC board/officers meeting to order at 12:00 pm on March 1, 2017. This was a remote meeting conducted through Adobe Connect.

II. **Roll Call**

The following persons were present:

J. Bourne	F. Olmos
P. Bourne	J. Park
V. Cordero	J. Robles
L. Kwon	J. Stiegelmar
Y. Nguyen	A. Tompkins

III. **Officer Reports**

1) **President Elect – Jung Park**

- No comments at this time.

2) **President – Vincent Cordero**

- V. Cordero stated that he has been working with R. Kirchner to secure the date, time and presenter for the next luncheon. R. Kirchner is working towards securing a presenter from the Los Angeles LGBTQ Center to discuss ways in which Human Resources professionals can handle transgender issues in the workplace.

3) **Past President – Alfredo Rocha**

- No comment at this time.

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

- No comment at this time.

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

- J. Robles stated that R. Kirchner is trying to secure a date for the next luncheon, which will likely be held at Taix French Restaurant.

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

- Y. Nguyen stated that the anticipated conference date is the first or second week of November. Additionally, the location of the conference is anticipated to be either Long Beach or Anaheim in order to provide convenient freeway access to attendees from the counties of San Bernardino, Los Angeles, or Orange County.
- J. Stiegelmar commented that November 9, 2017 is not a good date because of Veterans Day and recommended the week before.

7) Treasurer – Joleen Bourne

- No comment at this time.

8) Secretary – Cinthia Ramirez

- No comment at this time.

9) Directors-At-Large – ad lib

- J. Stigelmar stated an interest in the monthly luncheons and conference.
- Tompkins also reported an interest in the monthly luncheons and conference.
- F. Olmos offered input and assistance with any matters regarding the conference and programs.
- P. Bourne had no comment at this time.
- L. Kwan had no comment at this time.

IV. New Business

1. Approve minutes from most recent meeting on January 20, 2017

A. Tompkins made a motion to approve the minutes of the January 20, 2017 meeting. F. Olmos seconded the motion. All present concurred.

2. Upcoming luncheon dates, topics, speakers, and venues 2017

J. Robles stated that R. Kirchner and V. Cordero have held conference calls with Drian Juarez, a potential speaker for the upcoming luncheon. Some of the potential topics may include how transgender issues apply to California employment laws and how employers can be inclusive.

V. Cordero added that R. Kirchner was working towards securing Thursday, April 20, 2017 as the date for the next luncheon at Taix French Restaurant. Additionally, V. Cordero stated that Drian Juarez confirmed her interest in being a speaker and delivering an interactive presentation; however, the date is still pending confirmation.

V. Cordero stated that there have been discussions about the possibility of holding luncheons outside of the City of Los Angeles, possibly in Orange County and the Inland Empire.

J. Stiegelmar asked if there were any thoughts as to changing the location between Downey and the City of Los Angeles because Los Angeles is far from the members in Orange County and San Bernardino.

J. Robles stated that they have been discussing potential venues in Orange County; however, no venues have been identified that would provide the space, presentation screen and catering services; therefore, the possibility of pursuing a “brown bag” luncheon is being considered if a luncheon is to be held in Orange County.

J. Stigelmar asked if there were any issues with the Rio Hondo Event Center in Downey.

F. Olmos noted that he did not have all the details but he believed there was friction between the person who managed the rooms in Rio Hondo and PTC-SC. He stated that the issue could be revisited.

A. Tompkins noted that she believed that the Rio Hondo Event Center wanted a larger number of attendees.

V. Cordero stated that he agreed that we should look into other locations for luncheons and asked if LACOE would be willing to host another luncheon as they did last year.

F. Olmos stated that LACOE would be willing to host another luncheon and suggested considering a different catering company or pursuing a “brown bag” luncheon because there were catering issues during the last luncheon that was hosted by LACOE.

V. Cordero asked J. Robles to look into scheduling a “brown bag” luncheon at LACOE possibly in June.

J. Robles stated that the potential speaker that R. Kirchner is working towards securing for the June luncheon is from San Diego. Therefore, they would like to schedule the June luncheon in Orange County; however, they could ask the potential speaker if they would be willing to travel to LACOE.

J. Stiegelmar recommended scheduling the luncheons for the rest of the year in advance (i.e., April, June, August and October) because providing the dates and topics ahead of time may increase attendance.

V. Cordero agreed that it was a good idea to attempt to schedule the luncheons ahead of time so that future luncheon dates and topics could be advertised during present luncheons. For example, the date and topic of the June luncheon could be announced at the April luncheon.

A. Tompkins commented that advance scheduling will require settling on the venues soon.

J. Robles stated that she would work with R. Kirchner to set up a calendar for future luncheons.

3. 2017 PTC-SC Annual Conference Committee

Y. Nguyen stated that since November 10 and 11 may be problematic because of Veterans Day then she will look into scheduling the conference during the last week of October or the first week of November.

J. Park recommended scheduling the conference the first week of November if there will be a luncheon in October.

L. Kwan stated that the Neogov conference is scheduled from October 25, 2017 to October 27, 2017.

A. Tompkins recommended scheduling the conference on November 2, 2017.

Y. Nguyen stated that she would begin looking for venues.

V. Cordero asked if there will be any changes to the conference fees.

Y. Nguyen suggested to the conference committee the idea of offering an early bird rate, a regular rate and a late registration rate. The early bird rate would allow the conference committee to confirm the attendance rate in advance in order to give the venue a confirmed number by August. The regular rate and the late registration rate will also allow the conference committee to plan better for the conference. It is anticipated that the early bird rate would be approximately \$99 for members, the regular rate would be approximately \$119 and the late registration rate would be approximately \$139, which would include membership. The proposed rates are comparable to the IPMA conference rates.

V. Cordero asked if the committee has discussed topics or speakers for the conference.

Y. Nguyen stated that such discussions have not taken place.

V. Cordero stated that once the date and venue for the conference are secured, the committee should identify a keynote speaker, as well as topics for the conference. V. Cordero also noted that in the past, a survey was administered to identify topics.

Y. Nguyen stated that she would like to administer a survey and that she would work towards securing November 2, 2017 as the date for the conference. As soon as the date is confirmed, she would like to send out "save the dates" in order to advertise the conference in advance.

4. Discuss sponsoring 2018 CSPCA conference and change in fees to sponsorship and non-member regular rates

J. Park stated that she was contacted by T. R. Lin who will be assisting PTC-SC in securing conference sponsorship. T. R. Lin has asked if PTC-SC is interested in sponsoring their conference in 2018. IPAC also asked if PTC-SC would be interested in sponsoring their conference. J. Park stated that she is gathering additional information.

5. Discuss budget surplus in savings account

J. Bourne stated that no decisions have been made on what to do with the surplus.

V. Cordero stated that in past meetings, it has been recommended that the surplus should be invested into PTC-SC membership. V. Cordero also recommended finding ways to increase membership by increasing our visibility, as well as providing more benefits to current members.

J. Stiegelmar asked about the amount of funds in the PTC-SC savings and checking account.

J. Bourne stated that there is a balance of \$8,173.09 in the checking account and \$21,032.49 in the savings account.

V. Cordero asked for suggestions on how to spend the surplus.

A. Tompkins asked if PTC-SC has all the needed equipment (e.g., audio visual equipment).

F. Olmos stated that he believed there is a laptop and a speaker system. F. Olmos was not sure if there is a projector but if there is not, then the possibility of purchasing one may be considered in order to avoid ever having to pay for renting one from a venue. Another suggestion is purchasing an iPad that may be used to check people in at luncheons. Audio recorders may also be purchased to record all meetings.

J. Stiegelmar stated that PTC-SC used to offer scholarships to new I/O graduate students. The students were given an opportunity to present at PTC conferences, which piqued the students' interest.

A. Tompkins stated that the PTC-SC scholarships ended because of the lack of student interest and participation.

J. Stiegelmar commented that the requirements may have been too difficult for the graduate students.

V. Cordero recommended that the possibility of awarding scholarships be reconsidered.

J. Stiegelmar commented that it would be possible to have three awards, including a \$500 scholarship, \$250 scholarship, and \$100 scholarship.

J. Park recommended creating a committee to look into the matter.

V. Cordero asked for volunteers to join the scholarship committee. J. Park, A. Tompkins, Y. Nguyen, and J. Stiegelmar volunteered for the scholarship committee.

V. Cordero asked the scholarship committee analyze the requirements and present their findings at the next meeting.

6. Update on Bemis Award

F. Olmos stated that the nomination deadline is April 21, 2017. F. Olmos stated there are two options to submit the nomination by the deadline: (1) the PTC-SC board can agree on a nominee or (2) all PTC-SC members can be surveyed to identify a nominee. Due to the time constraints, F. Olmos recommended the first option.

V. Cordero agreed that the PTC-SC Board should agree on the nominee.

F. Olmos stated that he would ask for suggestions on nominees and then survey the PTC-SC Board.

7. Update on online and bank accounts and transfer of ownership (i.e. Dropbox, social media, web server, etc.)

V. Cordero stated that the transfer of ownership of online and bank accounts has not occurred. V. Cordero stated that he will meet with A. Rocha in the near future to complete the transfer of ownership.

J. Park noted that A. Rocha provided all PTC-SC board members with access to Dropbox. Additionally, all social media and the website will be updated.

V. Open issues

No open issues were discussed.

VI. Next Board Meeting

V. Cordero suggested an in-person meeting for the next Board meeting.

F. Olmos stated that the next Board meeting may be held at LACOE.

V. Cordero suggested having the next Board meeting in May.

VII. Adjournment

F. Olmos moved to adjourn the meeting of March 31, 2017. A. Tompkins seconded the motion. All present concurred.

V. Cordero adjourned the meeting at 12:45 p.m.

Minutes submitted by: C. Ramirez