

PTC-SC

Meeting Minutes

April 23, 2015 – 10:00 a.m.

I. Call to order

P. Bourne called the PTC-SC board/officers meeting to order at 10:11 a.m. on April 23, 2015. This meeting conducted prior to PTC-SC Luncheon.

II. Roll call

The following persons were present:

P. Bourne

P. Deines

F. Olmos

A. Rocha

C. Shehadeh

J. Beard

A. Tompkins

III. Officer Reports

1) President Elect – Alfredo Rocha

- A. Rocha – stated that he had been approached by non-members asking “What are the benefits of being a PTC member?” He suggested that we have some sort of tangible giveaways to members to identify them as members, as small as preprinted name tags for our luncheons and conference.
- A. Tompkins – stated that the members get a small discount for luncheons and PTC conference, but felt that maybe we could do little more.
- A. Rocha – stated that over time, the price of the discount after attending all the luncheons is the same cost for members as non-members.
- P. Bourne – advised that even some informational handouts just for members with new and innovative ways of testing would be good to offer. The research can be done by our Board and put into a newsletter format and handed out to members only when they check-in at luncheons. P. Bourne suggested that we do some brainstorming on ways to give the members a bang for their buck while giving the incentive to non-members to join PTC.

2) President – Pauline Bourne

- P. Bourne – requested that we hold items IV. 2. Discussion on Scholarship for students until our next remote meeting when there are more Officers and Board in attendance.
- P. Bourne - stated that Anita Ford and other alumni PTC-SC Officers and Board will be planning and putting on the October 21, 2015 Yesterday, Today and Tomorrow luncheon. Our involvement (Current Officers and Board members) will be to support the alumni by attending the luncheon and advertise on the PTC website as well as encourage other members to attend.
- A. Tompkins – advised that we get the word to Anita Ford to give Jessica Landin information on the event for PTC’s website.

- P. Bourne – asked for ideas on photographing our luncheons to put on our website.
- P. Deines – suggested that we all have smart phones and if we (Officers and Board) take random photos we could use those for our website.
- A. Tompkins – suggested that we put the photos in our Dropbox.
- P. Bourne – agreed that since we are taking photos anyway we can put them in a folder in the Dropbox labeled photos with the date for each event. The final photos to be placed on the PTC website can be placed in a final folder for all of us to view and agree on.
- F. Olmos – asked what if someone doesn't like or want the photo put on the website?
- P. Deines – advised that we can put them in the Dropbox to be viewed by a certain date; if they do not respond by that date then it would be recognized as a consent by default.
- P. Bourne – shared design of the business cards and all agreed to move forward with printing. The cards were approved at the March 24th remote meeting, but J. Stiegelmar suggested that the Officers approve the design before printing.

3) Past President – Amy Tompkins

- A. Tompkins - stated that she will be looking into Facebook and should have something ready by the next PTC meeting.
- A. Tompkins - advised us that we should keep better track of PTC's equipment by finding out where the equipment is located and then centralize the equipment to allow us to keep better track of it.
- P. Bourne – agreed with Amy and suggested that we house the equipment at LACOE with the VP of Programs. P. Bourne also said we should label the equipment with permanent labels and numbers.

4) VP of Programs – Camille Shehadeh

- C. Shehadeh – spoke on speakers that she is researching on for the June luncheon. One is Shanita Robinson from Leadership Consulting; the topic she will speak on is “Bias and Adverse Impact in Leadership Selection”.
- C. Shehadeh - will be following up with Charles Handler, President of Rocket Hire, which is a consulting company, regarding details about his background and presentation. C. Shehadeh has not heard back from him as of today. C. Shehadeh stated that F. Olmos had concerns that Charles Handler's presentation might turn into a sales pitch. C. Shehadeh will let Mr. Handler know that it cannot be presented as a sales pitch.
- F. Olmos – shared his experience at a previous presentation done by a consultant that was disappointing because it was done as a sales pitch for his consulting firm.

5) VP of Conferences – Paul Deines

- P. Deines – shared information on the confirmation for Almanson Court regarding the November 6, 2015 conference. The package he is requesting very similar to what PTC had last time the

conference was there, which is the “Meeting Planners Package” @ \$27.50 (plus service fees and tax) per person. He stated that PTC should expect added cost such as overhead projector, speakers, microphone, cable for a computer, WiFi and any other equipment needed, plus an additional \$250 for the registration & vendors table. P. Deines requested that the Co-Chair Treasurers place a deposit of \$500.00 on or before the due date of April 25, 2015. Total cost without extras depends on the number of participants. P. Deines will forward information via email to J. Beard.

- J. Beard – agreed to contact Almansor before April 25th to place the \$500.00 deposit.
- P. Deines – advised that the cost for after-conference networking at Birdies, which is located within the Almansor Court, is \$450.00 plus service charge & sales tax for the minimum food from the banquet menu.
- F. Olmos – stated that B. Tietze is researching prices for WiFi hotspot purchase.
- P. Deines – stated that he is researching a few different options for Keynote speakers and is open for suggestions. The original Keynote Speaker is not available on November 6th. P. Deines asked if anyone new or has heard of Maria Bane from Colorado? This is one of the speakers P. Deines is considering.
- P. Bourne – made a suggestion as a Keynote Speaker that would tag onto Rod’s presentation today on Competency Modeling. The speaker is Dr. Johan Julian and he works for Los Angeles County. He takes Competency Modeling one step further by using it as a performance evaluation tool. Johan worked for LACOE – Head Start program prior to Los Angeles County and had workshops on this topic for Head Start Delegate Agencies. P. Bourne will contact Johan and ask him if he would be interested in speaking at the PTC conference.

6) Treasurer’s Report – Jessica Beard

- J. Beard – reported that budget is good and that taxes are all taken care of for 2014 year.

(7) Directors-At-Large – ad lib

- F. Olmos - shared that he has created a private discussion group in LinkedIn and asked if this is working for PTC or not. He would like some input on whether PTC will be using Linked In for communication or emails.
- P. Deines – agreed that Linked In discussion works but that he did have some restrictions when trying to use it.
- F. Olmos – stated that he would look into the problem and try to correct any restrictions that may be hindering Officers and Board members’ use.
- F. Olmos – shared that Marianne Tonjes has accepted the offer to be nominated for the Bemis Award and he has contacted the appropriate parties for the forms and information.

IV. New Business

1) Approve the minutes of the March 24, 2015 remote meeting

- **A. Tompkins made a motion to approve the minutes of the March 24, 2015 meeting. P. Deines seconded the motion. All present concurred.**

VI. Next Board Meeting

Next Board meeting TBA and will be a remote meeting.

VII. Adjournment

P. Bourne adjourned the meeting at 10:40 a.m.

Minutes submitted by: P. Bourne