

# **PTC-SC**

## **Meeting Minutes**

May 27, 2009

### **I. Call to order**

Amy Gurjian called to order the regular meeting of the PTC-SC board/officers at 9:15 a.m. on May 27, 2009 at Luminarias restaurant in Monterey Park.

### **II. Roll call**

The following persons were present:

J. Allen	A. Gurjian
A. Brody	A. Herrera
D. Denning	D. McBride
M. Escobedo	J. Stiegelmar
A. Forsberg	B. Tietze
D. Friedland	A. Tompkins

### **III. New Business - 2009 Fall Conference**

1. B. Tietze distributed the tentative schedule for the fall conference including a breakdown of projected expenses and revenue. The conference will be held at the Clarion hotel in Anaheim. B. Tietze indicated that there was a cost savings this year due to the use of local presenters. The hotel charges \$6 for parking and the hotel rooms will be approximately \$79/night plus tax.
  - a) D. Denning expressed concern with the focus on “public agencies”, especially since this seemed to be the focus of the keynote address.
  - b) B. Tietze indicated he would limit the references to public agencies and would have the speaker address both public and private agency issues.
  - c) D. Denning expressed concern that the statistics presentation would be too basic and proposed the concept of having dual presentations. She would prefer to have the statistics portion stretch people or to maybe repackage the presentation with a title such as “leveraging statistical knowledge...” to give it a feel that it will be something new.
  - d) J. Allen brought up the presentation from a few years ago in Universal City. The statistics presentation was too complex and was not engaging for the majority of the audience. J. Allen proposed a presentation that would provide practical statistics guidance for everyday use.
  - e) B. Tietze stated that the presentation would be applied and that this presentation could be the same as the one used during the PTC-NC conference.
  - f) J. Stiegelmar and M. Escobedo indicated that this presenter has done several webinars and has a series of statistics related presentations.
  - g) B. Tietze will ask the presenter what he has and see what we would be most interested in hearing.
  - h) A. Forsberg asked if the legal presentation could address the recent firefighter legal case regarding a complaint from white male fire fighters. She also asked if the speaker could discuss the impact of the new Supreme Court nominee.
  - i) Those in attendance decided to discuss the fee structure for the conference. A. Gurjian asked if similar fee structures have been used by other agencies and B. Tietze indicated that it has.

- j) A. Gurjian indicated that the price is so low we may not need the extra incentive of a discount for multiple people from one agency. A \$10 difference should not be a significant issue for an agency.
- k) D. Denning clarified that the conference and membership combination would be a full price membership that would be applied to 2010 and not a discounted membership. She proposed that the multiple registrations from one agency discount be removed and that the conference/membership combination include the full-price membership and not a discount on membership itself. No vote was needed on this, but the pricing structure will be implemented as proposed.
- l) M. Escobedo said we could reserve the discount for multiple people from one agency if we are lacking registrations, as we get closer to the conference date.
- m) J. Stiegelmar clarified that the individuals who pay for conference/membership combination will have their membership dues applied to 2010.
- n) The rate structure agreed upon is as follows:

\$99 for current members  
 \$119 for non-members  
 \$139 for the conference/membership combination  
 \$69 for student members  
 \$79 for student non-members  
 \$84 for student conference/membership combination

- o) B. Tietze indicated that a theme or title had not been finalized.
- p) A. Gurjian, D. Denning, and D. Friedland liked the idea of something similar to “Disrupting the Status Quo...”
- q) **D. McBride moved to approve the overall theme of “Disrupting the Status Quo”; M. Escobedo seconded the motion; All concur verbally.**

#### **IV. Approval of Minutes from Last Meeting**

J. Allen distributed the minutes from the last meeting. D. McBride moved to approve the minutes from March 4, 2009. M. Escobedo seconded the motion; All concur verbally.

#### **V. Open issues**

1. Membership Committee
  - a) A. Gurjian asked for feedback regarding the membership committee.
  - b) A. Forsberg indicated she would have more information to discuss at the next meeting.
  - c) **M. Escobedo moved to create a membership committee; D. McBride seconded the motion; All concur verbally.**
2. Officer’s Manual
  - a) A. Gurjian confirmed that the changes would be incorporated and reviewed at one time.
  - b) D. McBride indicated she would finalize and review the changes before the next meeting.
  - c) M. Escobedo will have a written proposal for proposed changes to the membership verbiage.
  - d) A. Gurjian indicated it would be important to clarify the language covering free luncheons for officers and board members. It had been approved in the past to allow the Immediate Past President to attend the

luncheon and conference for free, but the wording had not been changed in the officer's manual. This will be included in the proposed changes and will be presented at the next meeting.

- e) D. Denning asked about the responsibilities of the Immediate Past President.
- f) A. Gurjian indicated that they are not involved in the nominations/elections, but that maybe there are some things that could be delegated to this position.
- g) D. McBride suggested the Immediate Past President organize the membership committee.
- h) A. Gurjian indicated that this may be considered with the manual revisions.

## **VI. New business**

### 1. Officer's Reports

#### *Communications*

- a) A. Brody – The old job postings have been removed from the website and a new one has been added. LinkedIn has been used for marketing and our page has been tied to relevant San Diego and San Bernardino groups. It would be desirable to upload the monthly luncheon presentations to the website and add the speaker to facilitate discussion after the luncheon.
- b) A. Forsberg suggested we direct traffic to LinkedIn and post jobs here as much as possible.
- c) A. Tompkins and A. Brody indicated they would be involved in the membership committee after the roles have been defined.

#### *Programs*

- a) A. Herrera – He will announce the next luncheon and the date for the conference. There will not be a November or December luncheon.

#### *Treasurer*

- a) J. Stiegelmar - We lose about \$100 at each luncheon largely because of the officers attending for free. D. Denning said this was acceptable since the goal is not to make money.
- b) D. McBride suggested the officers should not have a free lunch if they have not paid their membership dues for the year.
- c) J. Allen addressed the issue of officers and board members who have not paid their dues for 2009.
- d) J. Stiegelmar indicated the finances are fine. We need to complete a Statement of Information because we are a non-profit organization and we need to do this every two years. One issue is that we do not have a mailing address. Right now M. Escobedo's address will be used because he is the President Elect. Having a P.O. Box is a possibility but the location may be an issue depending on who the Treasurer is.
- e) D. Denning suggested the P.O. Box be close to Luminarias and that it is valuable for us to have a permanent address.

- f) A. Gurjian asked if checks were needed.
- g) J. Stiegelmar said that checks are needed for refunds. She also suggested we have an auditor because of the large amount of money we have. The CD is yielding 2.5-3% and rolls over every 9-months.

*Secretary*

- a) J. Allen – Nothing new to report.

## **VII. Adjournment**

A. Gurjian proposed meeting prior to the next luncheon scheduled for July 22, 2009.

A Gurjian moved to adjourn the meeting at 10:50 a.m. and D. McBride seconded the motion.

Minutes submitted by: Jennifer Allen