

# **PTC-SC**

## **Meeting Minutes**

June 23, 2010

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

Matthew Escobedo called to order the regular meeting of the PTC-SC board/officers at 9:40 a.m. on June 23, 2010 at Luminarias restaurant in Monterey Park.

### **II. Roll call**

The following persons were present:

M. Escobedo

D. Denning

J. Kahn

D. McBride

J. Nabity

S. Pilch

J. Smith

J. Stiegelmar

B. Tietze

A. Tompkins

K. Wong

### **III. Old Business**

1. J. Smith distributed the minutes from the meeting on April 14, 2010. B. Tietze moved to approve the minutes from April 14, 2010. A. Tompkins seconded the motion; All concur verbally.

### **IV. New business**

1. Approval for funding to execute the website update
  - a) M. Escobedo requested approval from members of the executive board for the funding of the website development project. A summary of the proposal was distributed to all board members. He recommended that the project be awarded to Floor Three Website Design, which is an independent website development company. He took the project out to bid and obtained three offers. Floor Three Website Design was the lowest bid with an initial quote of \$3,000 dollars. He stated that he is open for any comments or suggestions that the board may have.
  - b) D. Denning commented that she was surprised that no one in the organization could take on the project themselves.
  - c) M. Escobedo commented that although there were people who were willing to sign up to be on the website committee, to the best of his knowledge no one in the organization had the technical expertise to help with the project.
  - d) S. Pilch asked whether the new website would be easy to maintain, user-friendly, and low cost after the initial set-up.
  - e) A. Tompkins commented that the professionals will make it look nice and then we will be able to maintain it easily. She also commented that the V.P. of Communications will be the one maintaining the website.
  - f) S. Pilch asked about the servers that would be used and whether we would be independent.

- g) M. Escobedo commented that the server aspect of the project is being looked into. He also thanked everyone for their feedback and welcomes any other questions or suggestions in the future.
- h) **B. Tietze moved to approve the funding for the website development project; D. McBride seconded the motion; All concur verbally.**

## 2. Proposed establishment of an agency membership structure

- a) M. Escobedo proposed a group membership fee structure that could possibly benefit larger agencies and enable small agencies to pay for multiple memberships at one time. He requested feedback from the board on this proposal.
- b) S. Pilch commented that the management of the new structure would be difficult, especially when it came to changes in staff at each agency.
- c) A. Tompkins agreed that agencies would have to keep up on the staff changes if this structure were implemented.
- d) J. Stiegelmar also commented that the tracking for the Treasurer would be difficult.
- e) A. Tompkins agreed that the tracking may be difficult, but that the new website changes could possibly make the tracking a little easier.
- f) D. Denning was concerned about whether there would be provisions for those who wanted to join as an individual and not as part of an agency. She also commented that in her experience the tracking can get very difficult with this sort of membership structure and that it may get in the way of the association being able to accurately count its members.
- g) B. Tietze clarified that the proposal was not intended to replace the existing membership structure, which is focused on individual memberships; but rather the proposed group membership structure was to be in addition to the current structure.
- h) S. Pilch asked whether the price difference has been accounted for in terms of the discount that agencies would be awarded for taking advantage of the membership fee and whether this discount would hurt the association in the long run.
- i) M. Escobedo answered that they could look into that aspect.
- j) J. Nability commented that the group structure could get a little out of hand and may be very hard to track. He also suggested that if a member takes advantage of the agency membership, it might not be possible for that individual to have their membership go with them if they should change jobs.
- k) J. Stiegelmar suggested that the agency option should be handled on a case by case basis.
- l) B. Tietze agreed that a case by case basis would be the best option.
- m) M. Escobedo agreed and thanked everyone for their suggestions.

## **V. Officer Reports**

### 1. President Elect

- a) B. Tietze had nothing to report at this time.

2. Past President

- a) A. Gurjian was not present at this meeting.

3. Co-Vps of Communications

- a) A. Tompkins reported that A. Brody would no longer be able to take part as a Co-VP of Communications. Therefore, they held interviews for a replacement and have selected a new Co-Vp of Communications who will start in July. She also reported that one newsletter has gone out and jobs continue to be posted on the website.

4. VP of Programs

- a) K. Wong reported that there will be no luncheons in July or August.
- b) D. Denning asked why there would not be any luncheons during these months.
- c) M. Escobedo answered that it was due to speaker availability and other conferences taking place during those months.
- d) D. Denning discussed some possible speakers that might be able to present at a luncheon and asked if another date could be added.
- e) M. Escobedo said that he would be open to adding another luncheon date and that he would discuss the option with K. Wong and follow-up at a later date.

5. Co-VPs of Conferences-Conference Update

- a) J. Nability announced that a place for the PTC-SC conference in November has been decided upon. It will take place at the Portofino Hotel in Redondo Beach. A save the date announcement has been sent out to all PTC-SC members.
- b) D. Denning commented that she was concerned about the cost and suggested that they still look into other locations that might offer a better price to those who will want to stay at the facilities.
- c) J. Kahn discussed possible speakers for the conference.

6. Treasurer's Report

- a) J. Stiegelmar has nothing to report at this time.

7. Secretary

- a) J. Smith had nothing to report at this time.

**VI. Open Issues**

- 1. There were no open issues that needed to be discussed at this time.

**VII. Next Board Meeting**

- 1. To be determined.

### **VIII. Adjournment**

M. Escobedo moved to adjourn the meeting at 10:47 a.m. and A. Tompkins seconded the motion.

Minutes submitted by: Jenni Smith