

# **PTC-SC**

## **Meeting Minutes**

July 22, 2009

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

Amy Gurjian called to order the regular meeting of the PTC-SC board/officers at 9:14 a.m. on July 22, 2009 at Luminarias restaurant in Monterey Park.

### **II. Roll call**

The following persons were present:

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

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

J. Allen distributed the minutes from the last meeting. D. McBride moved to approve the minutes from May 27, 2009. M. Escobedo seconded the motion; All concur verbally.

### **IV. Open Issues**

#### 1. Officer's Manual

- a) Amy G. stated that the last update was completed in the mid 1990s.
- b) All in attendance affirmed they have had an opportunity to review the manual and proposed changes.
- c) M. Escobedo proposed adding the scholarship program to the manual. A. Gurjian indicated it would be added to preserve the information.
- d) J. Allen proposed adding 2009 to the history list and adding Anita Ford to the list of lifetime members. A. Forsberg stated that Anita Ford was given lifetime membership in 2007.
- e) J. Allen addressed a typo on page 9 (misplaced asterisk).
- f) B. Tietze provided information that the VP of Conferences has had lodging covered in the past and M. Escobedo confirmed this past practice.
- g) D. Denning asked if it was a "comp" by the hotel and thought it should be added to the wording as a reminder to ask.
- h) A. Gurjian proposed that the manual indicate "lodging may be paid by PTC for the VP of Conferences..."
- i) D. Denning suggested that the wording be changed on page 21 where one of the reasons given, to improve speaker quality, may be interpreted negatively. A. Gurjian will remove "to improve speaker quality." D. Denning asked if there was an issue in the past with speaker quality. M. Escobedo indicated a lot of speakers had prior commitments. D. Denning thought this tied more into time for marketing and not speaker quality.
- j) A. Forsberg suggested including our nominees for the Bemis Award. A. Gurjian said we should keep track of this and that the Secretary should maintain the list of past nominees. R. Freudenberg indicated that it is important to track

the history to know who to nominate each year and that IPMA may have a list of the past nominees and recipients. D. Denning has seen a list of past winners as will check to see if she has it. A. Gurjian asked if we should include the nominees in the manual. R. Freudenberg suggested a separate record. A. Tompkins proposed adding a reference that the nominees are listed on the website.

- k) D. McBride recommended keeping a record of scholarship winners and participants.
- l) R. Freudenberg asked how we keep records and event history. D. Denning suggested an archivist, as lots of other organizations are doing, and thought this could be an appointed position. R. Freudenberg suggested maintaining the history but not in the officer's manual. A. Tompkins said that the website can be used to store information. B. Tietze suggested using the website and saving the information on flash drives that can be passed on through the President. B. Tietze thought this might be a VP of Communications duty. A. Gurjian asked J. Stiegelmar to purchase a flash drive for each officer. A. Brody will research software to archive documents and track document history. R. Freudenberg indicated Google may have a product.
- m) A. Gurjian has a box of old minutes and newsletters. J. Stiegelmar has eight years of financial information. J. Allen has very few historical documents.
- n) A. Gurjian indicated that the VP of Communications will be in charge of preserving information electronically and this duty will be added to the officer's manual.
- o) D. Denning noted that the reference to IPMAAC on page 54 would need to change since the organization no longer exists as such.
- p) A. Gurjian asked about the purpose of the master calendar. D. Denning said it was to avoid conflicts with other organizations and the dates tend to be consistent.
- q) A. Forsberg proposed deleting "which is dark" on page 53.
- r) A. Gurjian asked who has the 50<sup>th</sup> anniversary information. D. Denning said that Gail Carson and Ed Hane may have some of the information and materials that were produced, as she does not have this. A. Forsberg indicated Roxanne may have some of the information. D. Denning suggested sending a notice to all members to ask them to bring forth the materials and information and that we might want to keep some hard copies of brochures, etc. to preserve the esthetics. A. Gurjian asked J. Allen to send the mass e-mail requesting historical documents both paper and electronic. D. Denning has copies of the 1992 special issue of the Journal of Vocational Behavior that PTC participated in. The issue was based on PTC conference presentations.
- s) A. Gurjian wanted to confirm the year PTC was founded. D. Denning said that it should be 1953 based on the anniversary. A. Gurjian said that 1954 would be removed.
- t) A. Gurjian asked if anyone had more input before the vote.
- u) **R. Freudenberg moved to approve the changes to the officer's manual as amended; A. Forsberg seconded the motion; All concur verbally.**

## 2. Membership Outreach Committee

- a) A discussion was initiated on the acceptance of credit card or paypal payments. A. Tompkins suggested it be used for conferences but that all options would require a fee for each transaction performed. A. Gurjian asked J. Stiegelmar if she could research this and report back. B. Tietze indicated he has received

requests to pay online or via credit card for the conference. D. Denning liked that the use of paypal would relieve PTC from directly handling credit cards.

- b) A. Gurjian started the discussion on increasing membership because it is valuable to the organization and mission. A membership committee has been formed and A. Forsberg and R. Freudenberg have been nominated in the past. A. Gurjian said that if anyone is interested in joining the committee to let her know and this would be discussed again.

## V. New business

### 1. Officer's Reports

#### President Elect

- a) No scholarship applications have been received but there have been three inquiries. The deadline is August 31<sup>st</sup> and increased recruiting will commence on August 1<sup>st</sup>. A. Tompkins suggested talking about the scholarship program before the luncheon. A. Brody said he would add the forms to LinkedIn.
- b) The nominations committee has been formed and will consist of:  
Matthew Escobedo – President Elect  
Carol Long – Non-Office Holding Member  
Marina Mihalevsky – Board Member

**M. Escobedo moved to approve the nominations committee; D. Friedland seconded the motion; All concur verbally.**

#### *Communications*

- a) A. Brody – 115 people have joined PTC on LinkedIn and they are continuing to update information about luncheons and plan to link to the Long Beach alumni group.
- b) A. Forsberg suggested using subgroups in LinkedIn and that we could possibly use one for board members/officers.
- c) J. Stiegelmar said that LinkedIn has a job-posting feature that we could use but limit to HR jobs.
- d) D. Friedland said that more private sector employees have been involved and that LinkedIn may be good to get the word out to them. A. Tompkins said she would help look into reaching out to the private sector when the committee gets going.
- e) D. Denning indicated that there are SHRM and IPMA chapters in the area that we may also want to link to.

#### *Conferences*

- a) B. Tietze – Materials will go out in the next couple weeks and all negotiations with the hotel are complete.
- b) A. Gurjian asked if he has connected with CPS as a possible sponsor. B. Tietze indicated that this was pending with nothing finalized but should have more information at the next meeting.
- c) J. Stiegelmar has two people registered for the conference.

*Treasurer*

- a) J. Stiegelmar – Provided a report with minimal changes since last month. The report now reflects the number of attendees at each luncheon. The statement of information has been sent to the State.

*Secretary*

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

**VI. Adjournment**

A. Gurjian proposed meeting during the luncheon in October.

**A Gurjian moved to adjourn the meeting at 10:22 a.m. and M. Escobedo seconded the motion.**

Minutes submitted by: Jennifer Allen