

PTC-SC

Meeting Minutes

July 23, 2013

I. Call to order

J. Stiegelmar called the PTC-SC board/officers meeting to order at 9:30 a.m. on July 23, 2013 at the Rio Hondo Event Center in Downey.

II. Roll call

The following persons were present:

J. Kahn	C. Long
E. Ceja	A. Lawton
J. Stiegelmar	M. Cool
F. Olmos	J. Smith
A. Tompkins	

III. Officer Reports

1) President Elect – A. Tompkins

- A. Tompkins did not have anything to report.
- J. Stiegelmar suggested that we start recruiting for new officers at the next luncheon.

2) Past President – J. Kahn

- J. Kahn said that he is trying to update the PTC-SC website with the new logo. He would like input regarding website designers and would like help getting some quotes.
- J. Stiegelmar asked everyone to help brainstorm possible website designers we could use and she will try to contact the original designer of our website.
- J. Kahn spoke about a new possibility for registration management for luncheons and conferences using eventbrite.com. It is free to sign-up and advertise our events on the website; but if we wanted to have people register for events through the site, it would be a cost.
- J. Stiegelmar asked M. Cool to look into signing us up on eventbrite.com
- J. Kahn also talked about squareup.com as a way to offer people an option to pay with credit or debit cards at luncheons and conferences. The square that plugs into a phone or iPad device is free. There is a small cost per transaction.
- J. Stiegelmar said that she thought it was a great idea and E. Ceja said that she would get the square.

3) VP Communications – J. Landin or J. Koch

- J. Landin and J. Koch were not at this meeting.

4) VP of Programs - M. Cool

- M. Cool said that the Rio Hondo event center is a great location for the luncheons.

5) **VP of Conferences – C. Winslow**

- C. Winslow was not at this meeting
- J. Stiegelmar said that they have decided to have the conference at Almansor Court in Alhambra on November 15th. It was too hard to get quotes at the locations by the beach and Alhambra still had everything on file and offered us a great price.
- J. Stiegelmar asked for advice about the theme of the conference and possible speakers. The proposed theme is “change”. She is also thinking of bringing the price of the conference down to \$99.

6) **Treasurer’s Report – E. Ceja**

- E. Ceja did not have anything new to report.

7) **Secretary – J. Smith**

- J. Smith brought the minutes from the Board Meeting on April 24, 2013.
- **A. Tomkins moved to approve the minutes of April 24, 2013. J. Kahn seconded the motion. All present concurred.**

IV. New Business – J. Stiegelmar

1) Discussion of Possible Proposed Purchases (60th anniversary)

- J. Stiegelmar proposed some new purchases to advertise PTC-SC and celebrate the 60th anniversary.
- The following purchases were decided on: Banner (\$30-50, 6 feet), Sticky Notes (1,000 for \$380, maybe a watermark of the new logo), Notepads (60th anniversary for the conference), Pens (60th anniversary for the conference, 49 cents each), Mini flashlights (possibly for a gift for people who register early for the conference, \$3.00 each)
- J. Stiegelmar will initiate an online vote later to include all of the Board members on the decision to make these purchases.
- E. Ceja will find out which company CODESP uses for similar purchases.

2) Discussion of New Logo and Implementing it on the Website

- This topic was already discussed earlier.

3) Discussion of Registration Management for Luncheons and Conference

- This topic was already discussed earlier.

V. Open Issues

- A. Tompkins said that she thought we could do more for member outreach and also thought we should think about putting out a newsletter soon.
- J. Stiegelmar said that we should use LinkedIn to notify people about luncheons. She also said that we should advertise to students more and we should consider making the September luncheon free to students.

VI. Next Board Meeting

Next Board meeting will be held before the September 25th luncheon if there are issues to discuss.

VII. Adjournment

J. Stiegelmar adjourned the meeting at 10:30 a.m.

Minutes submitted by: J. Smith