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# **PTC BOARD/OFFICER MEETING**

## **Meeting Minutes**

**July 27, 2005**

**Time: 1: 00 p.m.**

**Taix Restaurant**

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**Meeting Classification:** Board/Officer's Meeting  
**Meeting Facilitator:** Ed Hane  
**Board Members in Attendance:** E. Hane  
P. Maher  
K. Singh  
**Officers in Attendance:** L. Darck  
K. Olson  
A. Forsberg  
S. Humes

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I. The meeting was called to order by Ed Hane.

II. Approval of Minutes was deferred to the next meeting.

III. Financial Report

Linda Darck reported that PTC-SC has a current balance of about \$43,000, indicating financial security. Ed Hane recommended that we determine exactly the financial rules in regard to the amount of money non-profit organizations, such as PTC-SC can maintain. An official budget report was requested for the next meeting.

IV. Open issues:

A. Discussion of Issues Pertaining to Programs

1. Out of State Speaker

The potential of having out of state presenters at a PTC lunch meeting was discussed. From the unofficial budget report, it appears that this is a financially feasible idea, since all travel costs would have to be reimbursed for the presenter. However, to offset travel costs, the idea of charging more for that specific meeting was discussed.

2. Presenter Gifts

Exchanging the traditional PTC pens for a gift certificate, for program presenters, was discussed. It was mentioned that updating the program presenter gift might be quite viable, as the pens have been used for multiple years. It was indicated that for the July 2005 program, the presenter received a \$50.00 gift certificate for Barnes and Noble. The members present agreed that for this program this was a suitable alternative for a presenter gift, both in terms of certificate amount (\$50.00) and location (Barnes and Noble). It was further agreed that Anna Forsberg and Hedieh Khajavi should be reimbursed for the personal money they used to purchase the presenter gift for the July 2005 program.

However, prior to continuing with this gift idea for future programs in an official capacity, Ed Hane suggested that this item be reviewed in the context of an official budget report, to

determine if this idea was financially reasonable. This process of review is especially important before a dollar amount is decided on for a gift certificate. It was further suggested that this item, if the decision is made to pursue it, be reviewed at the start of each year in the context of an official budget report. This way, in the context of projected expenditures, an appropriate certificate amount can be determined.

### 3. Lunch Program Location

The location for future lunch programs was discussed, with the proposal of researching a rotating schedule. In this scenario, the lunch programs would rotate to different centralized location in Southern California throughout the year, for a number of months, before moving to the next location. To help determine if this is a reasonable idea (in addition to determining where the lunch meetings should be held, if a rotating schedule were to be pursued) it was suggested that the analysis methodology should include examination of the zip codes of the lunch program attendees and of the membership in general. The idea of a rotating schedule was put forth in the effort to maintain membership throughout Southern California. This idea needs to be considered along side of the fact that membership has indicated, in the past, a preference for meeting at the Luminaries Restaurant. The board members and officers present agreed that the next PTC-SC meeting would be held at the Taix Restaurant.

### B. Discussion of a Winter Banquet

It was proposed that PTC-SC hold a Winter Banquet in the early part of December 2005. The reasons for holding this banquet were: (1) PTC-SC has no program in the month of December, therefore this would serve as a social networking event and (2) PTC-SC is financially secure thus an event of this nature would cause no financial hardship or burden. It was agreed that Anna Forsberg would coordinate this event and present the event details at the next PTC meeting.

### C. Bemis Nominee Plaques

The idea of presenting past and present PTC-SC Bemis award nominees with plaques for this honor was discussed. The idea of incorporating this event into the Winter Banquet was proposed and agreed upon by the officers and board members present. It was agreed that all past and present PTC-SC nominees would receive a small plaque at this event and that the nominees would be contacted to inform each of the event and invite all to attend.

### D. Email Voting

Pat Maher reported on the progress of email voting and the issues associated with this process. A handout was provided to the officers and members present summarizing the different issues to be considered prior to drafting bylaw language.

### E. IPMAAC Report

Ed Hane reported on the IPMAAC conference and indicated that TR Lin was very well represented and received as the PTC-SC Bemis Award Nominee at IPMAAC. He also indicated that Ilene Gast at the Department of Homeland Security was the award recipient. This year at IPMAAC, a regional roundtable was initiated, with representatives from all regional testing organizations. This roundtable was conceived as a forum where all the regional testing organizations can meet and openly discuss ideas and issues of the different regions. Ed Hane

indicated that he sees this roundtable as a positive contribution to the field as it will help serve to keep communication open.

V. Officer Reports:

There were no officer reports.

VI. The meeting was adjourned by Ed Hane.