

Personnel Testing Council of Southern California

Meeting Minutes

August 9, 2017 – 10:00 AM

LACOE

Personnel Commission Annex Building-
9300 Imperial Highway, Downey, CA 90242

I. Call to Order

V. Cordero called the PTC-SC board /officers meeting to order at 10:00 am.

II. Roll Call

- P. Bourne
- V. Cordero
- L. Kwan
- J. Landin
- F. Olmos
- J. Park
- C. Ramirez
- J. Robles
- J. Stiegelmar

III. Officer Reports

1) President Elect – Jung Park

- J. Park stated that she had a conversation with T.R. Lin but she would provide more details when item 4 of New Business was discussed.

2) President – Vincent Cordero

- V. Cordero thanked all who attended the meeting.

3) Past President – Alfredo Rocha

- No comment at this time.

4) VP of Communications – Jessica Landin

- No comment at this time.

5) VPs of Programs – Rhiannon Kirchner & Jennifer Robles

- J. Robles commented that the RSVP list for the luncheon on August 9, 2017 include individuals from a variety of organizations. J. Robles also stated that it may be a good time to look into factors that may have contributed to the interest in this particular luncheon, such as pricing, location, etc.
- J. Stiegelmar asked how many individual were anticipated to attend the luncheon.
- J. Robles stated that almost forty (40) individuals are on the RSVP list.
- J. Stiegelmar asked how the costs of the subway sandwiches would be covered.
- J. Robles stated that the total cost for the lunch platters was approximately \$64; therefore, if only a couple of non-members attend the luncheon, the cost of the food would be covered. Additionally, a few non-members who pre-paid for the luncheon also purchased a membership.

6) VP of Conferences – Yvonne Nguyen

- No comment at this time.

7) Treasurer – Joleen Bourne

- No comment at this time.

8) Secretary – Cinthia Ramirez

- No comment at this time.

9) Directors-At-Large – ad lib

- F. Olmos stated he was happy to see the officers present during the meeting.
- J. Stiegelmar stated she was happy to be present at the meeting. J. Stiegelmar also asked if the dates and topics for the September or October program could be shared early. Additionally, J. Stiegelmar encouraged announcing the date for the conference as soon as possible.
- L. Kwan had no comment.
- P. Bourne stated that she was happy to see all officers in the meeting. Additionally, P. Bourne stated that she would be sharing information about the budget for the conference when that Agenda item was discussed.

IV. New Business

1. Approve minutes from most recent meeting on June 15, 2017

- P. Bourne moved to approve the minutes of the June 15, 2017 meeting. J. Park seconded the motion. All present concurred.

2. Upcoming luncheon dates, topics, speakers, and venues 2017

- V. Cordero stated that one (1) more luncheon should take place either in late September or early October and agreed with J. Stiegelmar that the date and topic should be announced as soon as possible. R. Kirchner and/or Steve Rivera may volunteer as speakers.
- J. Robles stated that hosting lunches at LACOE has attracted organizations such as LAUSD and other cities such as City of Manhattan Beach.
- F. Olmos stated that LACOE may be able to continue to host the luncheons as long as enough time is provided so that they can plan accordingly.
- L. Kwan stated that City of Garden Grove has facilities that may be used but there are costs that may be prorated for LACOE since it is a non-profit organization.

3. 2017 PTC-SC Annual Conference Committee

- P. Bourne stated that there are approximately \$7,000 in the budget for this year's conference because the costs for the 2016 conference exceeded its budget. This year's conference facility will cost approximately \$10,000.
- V. Cordero stated this presents an excellent opportunity to spend some of the budget surplus.
- J. Stiegelmar pointed out that \$7,000 is allocated in the budget for the conference but if 100 individuals attend the conference, then it would produce an income of \$10,000. If the expenses for this year's conference are approximately \$10,000 then PTC-SC would break even.
- P. Bourne stated that LinkedIn and Neogov may be willing to sponsor the conference. Additionally, a few speakers were recommended to Y. Nguyen
- J. Stiegelmar stated that CSPCA is usually a sponsor as well because it provides them with an opportunity to advertise their conference.
- F. Olmos stated that WRIPAC and CODESP are also viable sponsors.
- V. Cordero stated that November 2, 2017 had been confirmed as the date for the conference; therefore, we may begin advertising it as soon as possible.
- J. Park recommended announcing a save-the-date at the end of the luncheon and announcing the location.
- P. Bourne recommended updating the website.

4. Discuss 2018 CSPCA conference sponsorship

- J. Park stated that T.R. Lin confirmed that in 2016, PTC-SC sponsored CSPCA with \$600; however, this year T.R. Lin is trying to form a co-sponsorship between PTC-NC, PTC-SC, and WRIPAC. The total would be \$1200, which would mean \$400 from each organization. T.R. Lin has not been able to confirm the amount with leadership at WRIPAC; therefore, J. Park recommended that a vote take place to determine that PTC-SC will sponsor the CSPCA conference and narrow down the details once T.R. Lin is able to confirm the amount.
- All officers present voted in favor of sponsoring the 2018 CSPCA conference up to \$600.

5. Discuss membership renewal

- V. Cordero stated that several individuals became members as a result of the luncheon. He stated that he did not have the current number of new members.
- J. Park asked if the membership renewal fees would be prorated if individuals decide to purchase it as part of the last luncheon.

- J. Stiegelmar stated that they will not prorate the membership but they will receive a discount for the conference.

6. Update on Bemis Award

- V. Cordero stated that he was contacted by Shelly Langan to request that PTC-SC contribute monetarily towards the Bemis Award.
- J. Stiegelmar recommended that we include this in the budget for next year.

7. Update on Scholarship Committee

- J. Robles stated that most organizations that offer scholarships focus on students working on a thesis or a dissertation. This may not be the best approach for PTC-SC because many of the local graduate programs do not require a thesis.
- J. Stiegelmar suggested that students be allowed to submit a presentation or project for presentation at the PTC-SC conference. The students can apply by submitting a resume or an outline of their topic. The top three (3) students would be invited to attend the conference at no cost and anyone else who applies but is not selected would receive a discount.
- J. Robles noted that many graduate school assignments are completed in teams; therefore, three (3) teams can be selected. One representative could attend the conference at no cost while the other team members would receive a discount.

V. Open issues

- V. Cordero stated that the current speaker requested a \$74 travel reimbursement. All members voted in favor of reimbursing the speaker \$74 for travel costs.
- J. Robles asked V. Cordero to follow-up with Drian Juarez, the speaker from the last PTC-SC luncheon, to obtain her presentation.
- J. Stiegelmar reminded J. Park to begin thinking about the election of officers.
- J. Park stated that she would like to form a committee.
- J. Stiegelmar recommended recruiting at the conference.

VI. Next Board Meeting

- The next meeting will be scheduled in October immediately before the luncheon.

VII. Adjournment

J. Stiegelmar moved to adjourn the meeting of August 9, 2017. P. Bourne seconded the motion. All present concurred.

V. Cordero adjourned the meeting at 10:50 am.