PTC-SC
Meeting Minutes
August 19, 2015 – 9:00 a.m.

I. <u>Call to order</u>

P. Bourne called the PTC-SC board/officers meeting to order at 9:39 a.m. on August 19, 2015. This meeting conducted prior to PTC-SC Luncheon.

II. <u>Roll call</u>

The following persons were present:

P. Bourne   A. Rocha
J. Beard   C. Shehadeh
F. Olmos   J. Smith

III. <u>Open Issues</u>

1) Communication and Marketing of Luncheons

- P. Bourne discussed the low attendance of the August Luncheon meeting due to the lack of communication and marketing of the meeting. The meeting was not posted on the PTC-SC website as it usually is (due to the VP of Communications not having time in her schedule). Therefore, P. Bourne would like to set-up a system of having back-ups for officers in case an officer ever needs someone else to take over due to other obligations.
- P. Bourne would also like to utilize the Board more and have them do additional tasks and come to a minimum number of Board meetings per year (the number of meetings to be decided). Many of the Board members have not been able to attend the Board meetings, making it difficult to have a quorum. She also requests that Board members and officers RSVP to Board meetings so that the meeting can be cancelled if there will not be enough attendees.
- F. Olmos suggested that there be a social media officer added to PTC-SC. This new officer position would help market the luncheons and conferences and keep the social media sites up-to-date (LinkedIn, Facebook, etc.).

2) Succession Planning

- A. Rocha suggested that officers and Board members start looking into succession planning for next year.
- P. Bourne would like officers to create manuals or write out the procedures for their roles so that the next person following them will have all of the information they need to successfully fill the role. She suggested that the procedures be saved in DropBox so that everyone can access them. She also suggested that the VP of Programs provide the first luncheon speaker of the new year so that it would take some pressure off of the new VP of Programs.

3) Topics of Luncheons

- P. Bourne suggested that we start talking about luncheon topics for next year.

- J. Smith suggested that next year could be focused more on the actual work being performed by analysts and the speakers could be working analysts that share new testing procedures that they are implementing at their work sites. The luncheons could be focused more on training the attendees on actual testing procedures so that they would walk away from the luncheon with new ideas and tools that they can implement on the job. Some topics that were suggested are: video oral exams, how to grade T & E exams, how to grade performance exams, how to validate exams, and how to orient and debrief an oral exam panel.
- F. Olmos suggested that the speakers could even present in teams instead of only one person, which would possibly make the speakers more comfortable with sharing their skills.

IV. **Next Board Meeting**

Next Board meeting will occur on September 23, 2015 before the luncheon.

V. **Adjournment**

P. Bourne adjourned the meeting at 10:26 a.m.

Minutes submitted by: J. Smith