

PTC-SC

Meeting Minutes

September 05, 2012

I. Call to order

J. Kahn called to order the regular meeting of the PTC-SC board/officers at 9:50 a.m. on September 05, 2012 at Luminarias Restaurant in Monterey Park, CA.

II. Roll call

The following persons were present:

E. Ceja

M. Cool

J. Kahn

S. Pilch

J. Smith

J. Stiegelmar

B. Tietze

A. Tompkins

C. Winslow

- * Only one member of the Board of Directors was able to attend; therefore, no motions were proposed at this meeting. All topics were discussed and have been summarized as follows. Motions will be proposed electronically at a later date.

III. Officer Reports

1. President Elect

J. Stiegelmar is going to update the officer manual. She stated that officer nominations will be proposed soon.

2. Past President

B. Tietze brought the PTC-SC P.A. system to the meeting. He still has some funds left and will spend it on a wireless microphone to complete the system. He will also begin the scholarship process soon and there will be discussion as to whether there are enough candidates to offer the scholarship this year.

3. Co-VPs of Communications

A. Tompkins announced that J. Koch will not be able to continue to hold the Co-Vp of Communications position due to his obligations as a new director.

J. Stiegelmar said that she will ask J. Koch to document the work that he has done with the PayPal system and she will work on ensuring that the PayPal account is not attached to any one person.

A. Tompkins has been sending notices for various organizations the PTC-SC members. She does not have enough news to create a PTC-SC newsletter, but she is open to suggestions for topics.

4. VP of Programs

M. Cool did not have any news at this time.

5. VP of Conferences

C. Winslow said that the conference planning is going well. The location and keynote speaker are booked. She is continuing to look for other speakers for the conference that match the theme. The fee will be \$125 in order to cover the cost of the conference. The parking at the conference will be free and the social event will be held at a convenient location across the street from the venue. She will have the brochure at the end of the month. She will work on creating a simple information sheet that can be posted on the website and distributed so that members can save the date and have the information about the cost.

6. Treasurer's Report

E. Ceja said that the taxes have been filed and the conference deposit has been submitted.

7. Secretary

J. Smith passed out hard copies of the minutes from the last board meeting on April 11, 2012. The minutes will be approved electronically at a later date.

IV. New Business

1. Discussion of Proposed Purchases-Laptop

J. Kahn proposed that PTC-SC purchase a laptop that will be used by the VP of Programs and at the annual conferences. He has researched a laptop that he thinks would be appropriate.

B. Tietze said it may be a good idea to also purchase some USB drives and a back-up drive to store all of the documents and information of PTC-SC.

C. Winslow said that we could also use GoogleDocs to share information and use as back-up.

A. Tompkins said she will look into GoogleDocs and may upload the contact list to it.

2. Accept IPAC's Offer to Lend Projectors to PTC-SC

J. Kahn said that Lisa Jenkins from IPAC offered a projector to PTC-SC to borrow at no cost.

M. Cool said that he also has a projector that we can use when we need one.

3. Sponsorship of CSPCA's 2013 Conference

J. Kahn said that CSPCA requested \$200 as a donation, but he is suggesting that we give more to them. He is still looking into the sponsorship package that they are offering (possibly a full-page ad, etc.).

B. Tietze suggested that PTC-SC give \$400 to CSPCA depending on their sponsorship package.

4. Discussion of Annual Conference Progress

C. Winslow gave this update during her officer report.

VI. Open Issues

There were no open issues to discuss at this time.

VII. Next Board Meeting

The next Board meeting will be held before the October luncheon meeting, which is scheduled for October 3, 2012.

VIII. Adjournment

J. Kahn adjourned the meeting at 10:45 a.m.

Minutes submitted by: Jenni Smith