

Personnel Testing Council of Southern California
Meeting Minutes

September 23, 2015 - 10:14 a.m.
Rio Hondo Event Center
Downey, CA

I. Call to Order

P. Bourne called the PTC-SC board/officers meeting to order at 10:14 a.m. on September 23, 2015. This meeting conducted prior to PTC-SC Luncheon.

II. Roll Call

The following persons were present:

P. Bourne	A. Rocha
A. Thompkins	J. Landin
C. Shehadeh	P. Deines
J. Beard	L. Kwan
B. Tietze	F. Olmos

III. Officer Reports

- A. Rocha – advised that PTC may want to consider a succession plan for incoming Officers. He also suggested that we plan the first February, Luncheon, so the VP Programs is not overwhelmed when starting.
- A. Rocha Paypal is set-up on PTC’s website is now available and Alfredo Rocha is keeping up the website with new information, all website information should be directed to Alfredo until we separate or decide what we should do for next year regarding the website and communications position.
- P. Bourne email from donation of \$600.00 from PCSCA for Anaheim February conference. P. Deines shared that he is reaching out to them for \$400 - \$800 for PTC conference.
- J. Landin – advised that she will forward information for website to Alfredo. J. Landin stated that when Officers, Board or members change jobs that should send information to her in order for her to have the correct information for email purposes and other communication items.
- P. Deines – update flyer on website; will send to Alfredo with current information to post today. Paul advised that he wants to get registration posted and other changes on registration form. P. Deines shared that he already sent email to sponsors and is awaiting response. He mentioned that we may want to make sponsorship package to incentive for sponsorship. P. Deines secured hotel rooms for speakers. P. Deines reaching out to Dr. Bobrow for confirmation. Pauline feels that putting some laptops with Dr. Bobrow exam outside for members to try-out would be a good idea, she will ask permission to borrow LACOE laptops.

- F. Olmos – suggested that instead of an additional speaker we have panel round table with all presenters to close conference. F. Olmos will get questions from audience to get participation.
- P. Bourne – suggested an Adobe Connect meeting in October to wrap-up conference items.
- J. Beard – shared income spent, income, total balances all on track.
- F. Olmos promoting PTC to use social media; also shared that using social media would be a full time officer position; responding, posting, comments and reaching channels of exchange. Important for PTC to get the word out.
- A. Thompkins – suggested that we may want to separate website, emails and social media.
- P. Bourne – advised that the newsletter on website is archaic and should be removed from the website.
- B. Tietze – suggested that website have an announcement forum.
- P. Bourne – suggested that we look at bylaws for communication and think about revamping to fit today's technology.
- A. Thompkins – suggested that we take out staff from by-laws.
- B. Tietze – advised that we reach-out to Orange County for speakers and involvement for next year.

IV. New Business

- 1) Approval of minutes May14, 2015 and August 15, 2015
 - P. Bourne move and C. Shehadeh second all present concurred.
- 2) Approval of CSPCA support February conference.
 - A. Thompkins move and B. Tietze second all present concurred.

V. Open issues

- 3) Ad hoc, while working over Officer Position Alfredo will take on website.
- 4) Frank Olmos will take over social media.
- 6) All Officers and Board Members (in-person or visual) must attend at least 2/3 meeting a year. A. Thompkins we must have a schedule a head of time. P. Bourne our luncheons are our meetings and that is scheduled at the beginning of the year. We will circulate proposal.

VI. Next Board Meeting

TBA – Adobe Connect (October)

VII. Adjournment by P. Bourne at 10:56 AM

Minutes by: L. Kwan and P. Bourne