

# ***PTC-SC***

## ***Meeting Minutes***

May 26, 2016 – 12:00 PM

Remote Adobe Connect

### **I. Call to order**

A. Rocha called the PTC-SC board/officers meeting to order at 12:08 p.m. on May 26, 2016. This was a remote meeting conducted through Adobe Connect.

### **II. Roll call**

The following persons were present:

J. Bourne

P. Bourne

P. Deines

G. Gomez-Canul

R. Kirchner

L. Kwan

J. Landin

F. Olmos

J. Park

A. Rocha

A. Tompkins

J. Smith

### **III. Officer Reports**

#### **1) President Elect – Vincent Cordero**

- V. Cordero was not present at this meeting.

#### **2) President – Alfredo Rocha**

- A. Rocha said that the San Diego luncheon went very well. About 25 people attended. They are trying to establish a PTC-San Diego group. But if they can't, then they will continue to try to use PTC-SC as a forum to set-up additional luncheons.

#### **3) Past President – Pauline Bourne**

- P. Bourne did not have a comment at this time.

#### **4) VP Communications – Jessica Landin & Jung Park**

- J. Landin and J. Park did not have a comment at this time.

#### **5) VP of Programs – Rhiannon Kirchner**

- R. Kirchner did not have a comment at this time.

#### **6) VP of Conferences – Gabino Gomez-Canul**

- G. Gomez-Canul did not have a comment at this time.

#### **7) Treasurer's Report – Joleen Bourne**

- J. Bourne did not have a comment at this time.

#### **8) Secretary – Jenni Smith**

- J. Smith did not have a comment at this time.

#### **(9) Directors-At-Large – ad lib**

- No comment at this time.

#### IV. New Business

##### 1) Approve the minutes of the March 2, 2016 meeting

- **P. Bourne made a motion to approve the minutes of the March 2, 2016 meeting. P. Deines seconded the motion. All present concurred.**

##### 2) Approval of:

- iPad
- Reimbursement for PTC-SC business cards
- Reimbursement for March luncheon supplies
  
- A. Rocha suggested that PTC-SC purchase an iPad in order to help the Treasurers with transactions. He also stated that reimbursements need to be made for the business cards that were purchased and the purchases made for the March luncheon.
- P. Bourne agreed that PTC-SC should have its own equipment that can be handed down to each Treasurer.
- F. Olmos asked if the iPad would be connected to a network.
- A. Rocha said that he thought the iPad would be connected to wifi.
- P. Deines agreed that the iPad was a good idea.
- J. Landin asked whether an iPad would provide the best functionality. She said that a Samsung tablet allows for people to use Word and Excel while also taking notes.
- L. Kwan asked if the scanner would work with both iPads and tablets or if it is only compatible with apple products.
- P. Bourne said that the current scanner works with iPads and the Bank of America account is compatible with apple as well.
- A. Thompkins agreed that PTC-SC needs its own equipment but she thinks an Android tablet might be cheaper.
- A. Rocha asked if someone would volunteer to research all of the details for the different options. Also he asked that the compatibility of the scanner with those different products be researched as well. Also he said that someone needs to look into whether the scanner needs data or internet capability in order for the charges to go through.
- J. Bourne said that she would be willing to research all of the different options.
- A. Thompkins also said that PTC-SC should look into getting headsets for everyone so that the Adobe Connect meetings will be smoother and everyone can be involved in the meetings.
- A. Rocha asked A. Thompkins if she would price out headsets so that everyone can be involved in the online meetings.

**A. Thompkins made a motion to approve the reimbursements for the PTC-SC business cards and the March luncheon supplies. P. Bourne seconded the motion. All present concurred.**

##### 3) Discuss change in luncheon fees.

- A. Rocha wanted to start the discussion on whether the fees for luncheons should be changed. He said that PTC-SC is breaking even

on the luncheons. Therefore, we may want to raise the prices or look for other places to have the luncheons. We could also have different prices for students, members, and non-members.

- P. Bourne said that we may be able to raise the price if we also offer exclusive access to our website and information to only members, therefore giving them some incentive to join.
- A. Rocha agreed that if we raise the price, we should also increase the materials that they receive to make it worth it to them. He also pointed out that the number of students, members, and non-members fluctuate each luncheon, which may make a difference if we are talking about making the prices different for each.
- A. Thompkins thinks that we should look at the market rate for these types of events since they have probably risen since our prices were last reviewed.
- P. Deines said that he is concerned that there will not be enough of an incentive for people to be members if the fees are raised. He suggested that if we raise the membership fee, then we should make the luncheons cheaper for members and more expensive for non-members. He also said that he believes that the luncheons should always remain a focus and mission for PTC-SC because it is what separates us from other groups.
- A. Rocha said that he has researched what PTC-SC used to do for their members in the past and found that they used to offer a lot more resources, articles, and information to educate people in the field. He agrees with P. Deines that the luncheons are the most important and are the best component for members to learn and gain some tools to use for their own offices. He encouraged everyone to continue to think of different options and said that we will continue to talk about this subject at future meetings. He said that a committee might help to research this topic and brainstorm different ideas.

#### **4) Discuss budget surplus in savings account**

- A. Rocha said that PTC-SC has over \$20,000 in its savings account. He stated that we should be limiting how much we need to save and then invest the rest of the money in our members. He said that we have been losing money for the past couple of years. The goal would be to strive to break even, which ties into the discussion about changing the luncheon fees. He said that we should outline some guidelines for how much money should be saved and then set the limit. He has done some research and found that organizations like PTC-SC usually save up to two years' worth. There is no law for the limit. He thinks there should be a committee to look into the limit we should set on the savings account.
- J. Park said that she thinks it would be a great idea to look at past treasurer's reports to see what our expenses are and how much we would need to save.
- P. Bourne agreed that there should be a committee.
- A. Rocha will head the committee and J. Bourne and P. Deines agreed to be on it as well.

## **5) Officer's Manual Revision Committee**

- A. Rocha said that A. Thompkins as volunteered to head the committee to revise the officer manual.
- A. Thompkins said that she has not started work on the committee yet. L. Kwan has also offered to be on the committee. Everything is in Dropbox and the committee will review the materials from there and do it in pieces.
- P. Bourne offered to be on the committee as well.
- A. Rocha said that maybe a deadline would help move the committee along.

## **6) 2016 PTC-SC Annual Conference Committee**

- A. Rocha said that we are still looking for speakers for the conference. A committee might help to contact and reach out to potential speakers. The goal is to get at least 100 attendees this year.
- P. Bourne said that everyone should have all potential speakers go through G. Gomez-Canul so that there is no confusion and he will do all of the contacting. P. Bourne has already helped to find a speaker for the conference who is in the field of selection.
- A. Rocha said that a committee could help think of ways to purchase items for members and increase their experience to make them want to attend more luncheons and conferences.
- F. Olmos is willing to be on the committee.
- P. Bourne is also willing to be on the committee.
- P. Deines said that he will check his network of speakers.

## **7) Update on online and bank accounts and transfer of ownership (i.e. Dropbox, social media, web server, etc.)**

- A. Rocha said that he cannot access the account or the password so he needs to get that settled.

## **8) Update on Bemis Award**

- F. Olmos said the he and A. Thompkins completed the nomination for TR Lin. They used some of the materials that were previously prepared by Brandon Tietze.

## **VI. Next Board Meeting**

Next Board meeting will be announced later but will most likely be before the next luncheon.

## **VII. Adjournment**

A. Rocha adjourned the meeting at 1:03 p.m.

Minutes submitted by: J. Smith