

**CIPMA-HR CHANNEL ISLANDS CHAPTER
BOARD MEETING MINUTES
August 13, 2008 - Noon**

MISSION STATEMENT

The mission of CIPMA-HR is to optimize organizational and individual performance in the public service by providing human resource leadership, professional development, information, and services.

The Channel Islands Public Management Association – Human Resources (CIPMA-HR) is the local chapter that covers the Tri-County area: San Luis Obispo, Ventura, and Santa Barbara Counties.

OBJECTIVES

The objectives for the Channel Islands Chapter are:

- To provide an opportunity to HR professionals to meet and discuss current issues and to provide education and development on such issues.
- To be a part of the International Public Management Association for Human Resources, assuming their guidelines and representing agencies in our area.
- To network with other public agencies, sharing new ideas and serving as a resource for those in our area with like challenges.

Attending: Dee Emami, Debbie Traffenstedt, Shelly Howell, Donna Smith, Patty Booker, Lisa Yoshimura, Lynn Hutton, Elena Keenan and Nancy Rasmussen.

Absent: Kelly Shirk

Welcome – Dee Emami

- Dee summarized her experience at the IPMA Leadership Conference in Arlington, Virginia July 25-27, 2008. An information sheet was provided outlining the issues facing chapters (membership recruitment/retention, program development, etc.). The book “7 Measures of Success: What Remarkable Associations Do That Others Don’t” was used in the conference as a source for discussion as to how these measures can be used to improve chapters. This is a book we may want to obtain for board members. Exercises from the book could be the basis for a half-day training we provide to membership.
- Other nearby chapters are interested in joining together to provide training. Elena offered the Thousand Oaks Forum Theatre at the Civics Arts Plaza as a possible location.
- SHRM was discussed as a large HR organization and the resources they offer on their website. We know that one of the major draws to an organization like ours is the training opportunities. We would like to summarize the interests expressed by new members when they complete the membership application. Lisa will summarize this information.
- We now have a link on the Western Region IPMA website.

Approval of Minutes – The minutes of the June 11, 2008 Board Meeting and the July 9, 2008 Membership luncheon were read. A correction was made to the June 11 minutes. Donna moved that we approve the minutes as corrected, Dee seconded the motion. The minutes were approved as corrected.

Treasurer's Report – Donna has reviewed the accounting records in great detail and has reconciled the account with appropriate notations. The account balance is \$9,088.74.

- **Budget:** A proposed budget for 2008-09 was also submitted and discussed. Items to note include:
 - There are no longer recurring bank charges due to the balance, however, there is a \$25 charge for the debit cards issued.
 - We have only two remaining gift cards for speaker recognition.
 - BOD name tags: We will continue to use the paper name tags so there is no need to order permanent name tags.
 - Free lunches for new recruits – recommend listing under Member incentives
 - A new raffle idea was discussed to include the HR Competency Course as a raffle prize.
 - Increase BOD lunch fees closer to \$1,000
 - Remove IPMA-HR charges for non-national members since it is now included in the membership fees
 - Add to the budget a CIPMA-HR Training Conference in the amount of \$500. Dee made a motion to approve this addition, Elena seconded the motion and this addition was approved.
 - Donna will make adjustments to the budget based on discussion for review at the October 8th board meeting.
- **Audit:** The 2006-07 final audit was reviewed (report provided). Recommendations have been implemented. The 2007-08 book is ready to go to the auditor, Brigette Tracy, of the Ventura County Sheriff's Department.

Membership – A membership listing was provided. We are up to 60 members. A contact list was discussed for email distribution. Lisa will update the contact list.

Programs – A member survey was discussed for future programming. Nancy will send an email to board members for ideas, and Debbie will get a survey out to members for the next membership meeting.

- Elena discussed the opportunity of a half-day or full-day training program which could be held in Thousand Oaks, such as a compensation series. She will check into meeting costs, scheduling and minimum attendance for possible scheduling in Q1-2009.

Hospitality – Lynn reported that the Ventura Marriott is booked through year end for our member meetings. She will investigate other locations, such as the new Hilton Garden in Oxnard.

Advisor Update – Nancy suggested volunteer recognition for the auditor, Debbie Modlin, such as a \$50 gift certificate per year. Shelly motioned and Elena seconded and it was approved that \$100 (for two years service) be used for a gift certificate.

Miscellaneous –

- Miscellaneous expenses of \$45.75 for Dee's trip to the IPMA Leadership Conference were reviewed. Elena motioned and Lisa seconded and it was approved that Dee be reimbursed \$45.75.
- Nancy discussed the past practice of recognizing the past president with a plaque. She will take care of this, limited to an amount of \$125.
- Debbie suggested that at the end of officer terms, the Board issue a certificate to recognize Board participation. This becomes valuable in submitting for certifications to show record of participation.
- Purchase of additional gift certificates for guest speakers. Dee motioned and Elena seconded and the purchase of additional gift certificates was approved. Donna will purchase 4 certificates for \$25 to Barnes and Noble.

Next Meeting – Our next board meeting is Wednesday, October 8, 2008. Future meeting dates are: December 10, 2008, February 11, 2009, April 8, 2009 and June 10, 2009. They will be held at Marie Callenders in the Garden Room from noon to 1:30.