

**CIPMA-HR
CHANNEL ISLANDS CHAPTER**

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.

BOARD MEETING MINUTES

August 8, 2007 - NOON

ATTENDING: Elena Keenan, Nancy Rasmussen, Tracey Pirie, Kelly Shirk, Patty Booker, Monique Nowlin, Armand Paez, Lynn Hutton, Jenny Roney, and Donna Smith

Welcome: Elena welcomed us to the board meeting and expressed her excitement to be the president and is looking forward to working with all of us the coming year.

Re-Cap of IPMA-HR Leadership Conference: Elena spoke about the conference held recently in Anaheim. She enjoyed networking with many other Chapter & Regional Presidents from all over the country. The focus of the conference was on the book “Seven Measures of Success: What Remarkable Associations Do That Others Don’t” by the Center for Association Leadership.

Some of the ideas Elena discussed were:

- Establish a customer service culture.
- Understand what your people want and need.
- Have goals – establish the goals and then do it!

Elena would like to see CIPMA-HR sponsor a 1/2-day conference on training and development.

Tracey spoke on some of the ideas she came away with. They are:

- Mix up our meeting times; perhaps a breakfast meeting rather than a luncheon.
- Have an annual membership-drive mixer. This could be held in the evening with appetizers and fun.
- 1/2-day workshops as a way to bring in new members.
- Sponsor training for people new to the field of Human Resources.
- Put the mission statement on the minutes and agendas. This will help us stay focused on our organization's goal.
- Do a survey of the membership asking them what they would like to see from us in terms of 1/2-day workshops, times, training needs etc.
- We need to expand to need the needs of our members.
- Build a library of informational articles on our website.
- Partner with the local colleges and universities and sponsor certification programs.

Jenny reported that she spoke with Audrey from League of California Cities regarding partnering with them to present a conference. The League is working on a San Diego conference but it is not set yet. They seemed interested in working with us. **Jenny will follow-up.**

Tracey will work on a survey to send to the membership in October regarding the member's wants.

Approval of Minutes: Jenny moved that minutes of the July general membership meeting and the June board meeting be approved as presented. Kelly seconded the motion. The motion carried.

Jenny reported that the yearly membership report was completed and sent to IPMA-HR.

Treasurers Report: The audit of the 05-06 Fiscal Year treasurer books has been completed. The report is attached. Some of the suggestions were:

- All checks should be recorded in the checkbook.
- All reconciliations should be done in the checkbook.
- Make official motions of all expenditures and record them in the minutes.
- The balance sheet is actually an Income Statement and should reflect a specific period of time.

Jenny made a motion that we spend \$50.00 to send Christie a get-well bouquet. Monique seconded the motion. The motion carried. Nancy will be reimbursed for the purchase.

Membership Report: Monique has six or seven people interested in joining us. She will have two membership sign-ups by next meeting! Armand is working with Cal State University at Channel Islands to get members. Elena also has 2 new members. Lynn reported that City of Santa Paula personnel seem interested. We had some discussion about how many free lunches to offer at each meeting. Jenny moved to allocate 4 free lunches per meeting, not to exceed 24 in the fiscal year. Kelly seconded the motion and the motion carried. We then discussed the membership fees if someone joins late in the year. **Monique and Armand will discuss some options and present at our next board meeting.**

Program Committee Report: Daphne Anneet will be the speaker at the September 12th meeting. The topic is still being worked out. Tracey has developed a survey for the membership regarding upcoming program ideas. **She will send this to Donna, who will distribute to the membership. Donna will also send out a current membership roster to everyone.**

Hospitality Report: We discussed the set-up of the room. It seemed very cramped and noisy last meeting. Jenny mentioned that there were chairs stacked in the back. Kelly suggested we use round tables instead of the U shaped set-up. This would help with members networking. A menu change was also discussed. **Lynn will talk to the hotel.**

Communications & Newsletter Report: A big thank you to Patty for doing such an awesome job with the website. She needs the September meeting flyer right away to get it posted. **Please send any ideas to Patty for the next newsletter.** Tracey suggested we put some pictures on the newsletter.

Miscellaneous:

- *Treasurer's duties:* Armand will help with the duties until Christie is well. Donna will sign the checks. **Elena will contact City of Santa Barbara about getting the supplies.**
- *Nametags:* **Nancy will get the new nametags for the board members.**
- *Meeting date change:* Elena would like to move the board meetings and the general meetings to the 3rd Wednesday's starting in January through April. She has a conflict with another meeting. **Lynn will check with the hotel to see if this is possible.**
- *December board meeting:* This will be held at the Tower Club in Oxnard.
- *Lunch bill:* Jenny made a motion that we reimburse City of Ventura \$150.00 for today's lunch bill. Kelly seconded. Motion carried.
- *Next board meeting:* Our next meeting will be on October 10th at noon. The meeting will be held at Marie Callender's Restaurant in Ventura.

***Action items are highlighted.**