

**CIPMA-HR BOARD MEETING MINUTES
AUGUST 9, 2006 - NOON**

ATTENDING: Jenny Roney, Nancy Rasmussen, Elena Keenan, Christie Lanning, Lynn Hutton, and Donna Smith

1. Treasurers Report: Christie Lanning reported that we have \$8,731.23 in the account. The Audit process was discussed. Jenny will get the audit completed. Nancy is still working on a budget.
2. Membership Report: Twelve new members joined in March of 2006. Monique Nowlin and Armand Paez (Co-Membership Chairs) will be assigned the upkeep of the roster. They will need to keep track of National IPMA-HR Membership and if our members are certified (Certified Professional in HR.) The application needs to be modified to include these questions. We would also like the new members highlighted on the roster, i.e. * New member as of (date).
3. Meeting Notices: Nancy suggested that the Vice President (Elena) in charge of the program presentations be responsible for the distribution of the meeting announcement and receive the RSVP's. Elena will send the final list to the Treasurer and Membership Chairs on the day of the meeting for the sign in table. It was discussed that Monique and/or Armand should be at the sign in table to welcome new members. They could collect the business cards to add information to the roster of members and non-members. Our membership roster needs to be made available to our members. We could have these at the sign in table. We would also like Monique/Armand email it out. We also suggested that a paid column be added to the sign in sheet. Thank you letters as well as a \$25.00 gift card will be sent to the speakers.
4. Program Committee Report: The September meeting will be held on Sept. 13, 2006 in Santa Barbara at the Chase Palm Park. The speaker will be Maria Elena Rivera. She will be speaking on "Demonstrating the HR Value". November's meeting will be held on November 8, 2006 in Ventura. The speaker will be Scott Barash, a licensed Clinical Social Worker with the County of Ventura. His topic will be "Ways to Diffuse the Workplace Bully". Nancy mentioned that we need to give the website people at least two weeks notice to post the announcements. They need to be done by the board meeting the month before. The Marriott needs to be booked for the meetings in 2007. Lynn will help Elena with this. Elena's committee will also be conducting a survey of topics for next year. "Generations of Leaders" is a hot topic and may be a good topic for one of our meeting.

5. Board Chair Training in Washington D.C: Jenny was not able to go to this training. She will ask for the materials to be sent to her.
6. Communications Report: Nancy will handle the communications issues until we get a new board member. She is working on Septembers newsletter for posting on the website. If anyone comes across an interesting article, please forward it to her. We discussed adding a "Member Accomplishment" section to highlight our members. We all thought this was a great idea. We can also promote Ventura County Public Sector HR jobs on the website.
7. Board Lunch Meetings: Jenny suggested that the treasury pays for the bi-monthly board meeting lunches. We all agreed. The City of Ventura HR Conference Room was agreed as a good location for the meetings.
8. Other: The MMASC meeting will be held on October 11, 2006. The topic will be succession planning. This is a meeting of City Managers. Jenny will be going. The secretary will send out a flyer to all of our members.
9. Next Board Meeting: Our next meeting will be held on October 18, 2006 at noon.

*Action items are highlighted.