

#### BOARD MEETING AGENDA

#### Thursday, September 20, 2018

**1:00 pm – 2:00 pm**

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| IPMA-HR Central Region Officers (2018-2019) | |
| President – Amy Strough | Present |
| President Elect – Jennifer Gabbard | Present |
| Treasurer – Sunshine Petrone | Absent |
| Secretary – Susan Gafner | Present |
| Past President – Lori Briggs | Present |
| Executive Council Representative – Becky Salter | Present |
| Host Committee Chair – Jennifer Bauer | Present |

**Agenda Items**

1. **Approval of Board Meeting Minutes**

-Becky moved to approve all the minutes, Lori seconded. All passed.

* 1. June 26, 2018
  2. July 26, 2018
  3. August 30, 2018

1. **2019 Conference Report – Jennifer Bauer (Greater Dayton Chapter President)**

-Jennifer Bauer hopes this event will reinvigorate HR partnerships and help expand the Greater Dayton Chapter. Jennifer Bauer mentioned that the Executive Committee Board is overseeing the planning. The Marriott, University of Dayton is the location for the 2019 conference. It is a great location with several break-out rooms, great staff and the tentative theme of “Heart of HR”. They are working with the program and sponsorship committees. Jennifer Bauer asked if there is a list of speakers listed in the Dropbox account for a reference. The biggest items that she is working on is the calls for sponsors and the programming committee. Lori mentioned that the last conference theme was sent around and voted on. There was concern raised by Becky that the theme “Heart of HR” may have been used in the past.

* 1. **Call for sponsors**

Lori mentioned we need to get the notice out quickly. Becky noted that we need to broaden the states that the letter includes so that we are getting people from all over to respond, not just area folks. Lori noted that the letter comes from the ~~local chapter~~ President ~~hosting~~ the conference. Amy will be sending an email to Neil asking him to attend the conference. If possible, it would be nice to avoid a conflict with another chapter for the same conference date in June.

* 1. **Call for speakers**

Jennifer Bauer asked if there was a list of names from previous conferences that could be accessed. Amy mentioned that we need to have full access to Dropbox and make sure everything is put in one location that is accessible to everyone. This list along with other information from annual conferences would be helpful to those hosting in the future.

* 1. **Appointment of Board Members to Sub-Committees**

Jennifer Bauer mentioned that she needs help with the sub-committees, but also overall publicity for the conference. Chuck had assisted Eva Lee from Madison. E-blasts should come out from our email. Lori mentioned that the board would be happy to assist with any of the sub-committees. Jennifer Bauer mentioned that she might have a person that could put publicity together. Lori volunteered to help with both publicity and programming. Jennifer Bauer will help with the social group/logistics and Susan with this area along with the hospitality suite. Jennifer Gabbard ~~with~~ assist with the sponsorship committee, and Becky will assist with registration. Lori made a request of Amy and Jennifer Bauer to use the checklists so everything stays on track. As meetings happen it will be important to update and go through items on the checklist. Also suggested by Lori is that the checklist be sent to the board ahead of time so the board can review any questions before the meeting. Jennifer Bauer will send an updated sub-committee list back to Amy before the next meeting. Currently the Greater Dayton Chapter has the following staff heading up the sub-committees:

Program Committee - Mary Kinney, mary.kinney.1@us.af.mil

Sponsorship Committee - Jason Sibrel, jason.sibrel@us.af.mil

Publicity Committee - Drew Keller, drew.keller.1@us.af.mil

Social Committee - Courtney Siglar, courtney.siglar@us.af.mil

Logistics Committee - Melissa Sheets, melissa.sheets.2@us.af.mil

Registration Committee - Natalie Bowerman, natalie.bowerman@us.af.mil

Hospitality Committee - Nicola Henderson, nicola.henderson@us.af.mil

1. **Other Business, Updates and Future Topics**
   1. **Storage of region data on generic region Dropbox for legal docs, minutes, etc.**

Amy mentioned that the board needs to get the username and password information for Dropbox so that it is easily accessible to all members on the board. Lori was looking into locating the sponsorship document. The letter is for different sponsors via email with a welcome letter and guide. The letter should reflect the Amy’s name as the new President. There was discussion about adjusting the sponsorship levels, but all agreed that it has worked well in the past and by changing it now could potentially delay overall sponsorship for Dayton. Jennifer located the letter used titled “Sponsor Letter Final” which was downloaded from Publisher. That original document was created by Robert Toomey. Amy will send Robert an email so she can gain access to the letter.

* 1. **Appointing non-voting members: Legal, Web Management, Design/Promotion, Social Media**

The board talked about contacting Eva Lee from the WI Chapter to see if she would have interest in assisting with the board’s media. Becky suggested the idea of mapping out a schedule of E-blasts, drafting content and possibly putting together a publicity plan for whoever would take on this role. Lori mentioned that Eva talked to her at the President’s Reception about assisting. Eva did a great job with sending out reminders for the Madison, WI conference. An email was also send to Lisa Chang and Jennifer sent information to someone at her location. So far, no responses.

* 1. **Website changes/upgrades for this year**

Amy made some changes to the site Wild Apricot which is used for conference registration. Currently the site reflects the Madison, WI conference and needs to be changed to reflect the Dayton information. Becky will send out log-in information and Becky will send out what she has also to the board.

* 1. **Criteria for Conference Profit Share (See attached)**

-Amy put together some information on a spreadsheet for ideas and mentioned that the language of the budget should state that the site hosting stay within a certain percent of the budget.

* 1. **Call for Conference Hosts (See attached)**

-Amy worked on this form which was modified from the Speakers form. Proposed venue should have adequate available venue options, enough room blocks (250 max), public transportation, entertainment and shopping. Hotel rates should have GSA preferred rates and be able to accommodate the number of break-out rooms and space for sponsors. Information should also include food, pricing and at a minimum for space, a main room, 3 break out rooms, room for competency training, office room and decent sized room for the hospitality suite. Volunteers need to be enough in order to staff sub-committees. Preference is if those assisting already have staffed a conference previously. Becky stated that sponsorship should be the responsibility of the site hosting. Amy suggested on the contract to increase the number of room blocks. Amy also requested proposals for possibly 3 years out. All of the board agreed that this would be adequate time to submit proposals and 18 months prior to the conference select 1st, 2nd and 3rd choice of site. The deadline for example of the 2020 conference would be December of 2018. Lori suggested the board agreed to build out the next 3 years. Amy will review the final document and send out.

1. **Officer reports**
   1. **Treasurer’s Report – Sunshine Petrone** (Pushed to next month)
      1. Checking Account Balance
      2. Savings Account Balance
      3. Bank Account & Credit Card Transfer of Ownership
      4. Selection of Audit Committee
      5. Processing of 501c3 Status
   2. **Secretary – Susan Gafner**

* Add in Susan’s new work address, email and phone to website
  1. **President Elect – Jennifer Gabbard**

-Nothing to report

* 1. **Past President – Lori Briggs**

-Audit committee, votes from last year, haven’t heard anything. Need to connect with Sunshine to get in touch with Colleen and Amy. New treasurer’s report, actual President selects the Audit committee for next year. This cannot be the treasurer. Information on this needs to be in the program booklet for next year’s conference.

* 1. **Executive Council - Becky Salter**

-Nothing to report

* 1. **Next Scheduled Central Region Board Meeting-**October 18, 2018 at 1:00 pm (Third Thursday of the month at 1:00pm)-Amy motioned, Susan seconded to adjourn the meeting at 2:05 p.m.

1. **Adjourn**