

**NCCIPMA-HR  
BOARD MEETING MINUTES  
August 12, 2011**

---

**Location:** Central Contra Costa Sanitary District

**Present:** A. Asher, I. Barragan, J. Carter, J. Cox, M. Gallardo, D. Holsey, C. Keebler, C. Ko, A. Simion, S. Stanchina, R. Wapner

**Absent:** R. Caughell, F. Robustelli

**I. SECRETARY'S REPORT:**

The May 2011 Meeting Minutes were reviewed. CKo moved and SS seconded acceptance. The motion carried.

**II. TREASURER'S REPORT:**

The May, June and July 2011 Treasurer's Reports were reviewed. JC moved and CKo seconded acceptance. The motion carried.

SS reported that three checks received for PDWs expired before they were cashed. SS returned them to the agencies and received replacements which have been deposited. Additionally, the August Treasurer's report will reflect the membership challenge payout and the PO Box renewal fee. CPK moved and AA seconded a motion to renew the PO Box for one year. The motion carried.

**III. BUSINESS REPORT FOR 2010 - 2012:**

**GOALS AND PERFORMANCE MEASURE ACHIEVEMENTS:**

• **Continued enhancement of website**

Webmaster: Anita

Board Members: Roger, Irene

Accomplished: The Board discussed the possibility of establishing a list serve for NCC-IPMA and/or utilizing social networking sites. It was agreed that these ideas would be further discussed and evaluated over this next year.

• **Reach out to members and HR professionals in the Bay Area**

Board Members: Denyce, Sonja, Irene

- President's message
- Brochure
- Succession planning theme
- Marketing campaign to upper management (Assistant City Managers, HR Directors, etc.)

Partially Accomplished: Succession Planning Theme and Marketing Campaign to Upper Management in process.

**NCCIPMA-HR  
BOARD MEETING MINUTES  
August 12, 2011**

---

- **Continue to schedule a minimum of two luncheons, one social and an annual conference**

Board Members: Christine, Chris, Irene, Anita, Julie, Fran

Accomplished.

- **Get national recognition for CP renewal credits for PDW's**

Board Members: Denyce, Michelle

Partially Accomplished: Information has been gathered and the Board needs to discuss and determine feasibility.

- **Continue PDW's**

Board Members: Fran, Chris, Irene

Accomplished.

- **Foster positive relationships**

Board Members: Irene, Andreea

Accomplished.

- **Board succession planning**

Board Members: Fran, Denyce

Partially Accomplished: DH and FR will follow-up on this item and are looking into the possibility of "tiered terms" for Board Members. J.Cox will research the by-laws to determine if this can be accomplished without modification.

## **2010 – 2011 Performance Goals**

- **Foster and enhance member participation**

- Maintain membership at 165 active
  - Current membership is at 130 active
- Maintain fund balance while providing quality, low cost professional development opportunities through increased participation; fund balance to remain at \$60K + 5%
  - Fund balance is at \$56K as of 06/30/2011

- **Continue to be a resource for HR professionals**

- National recognizes PDW's for CP re-certification credits
  - Pending
- Host 4 PDW's and capture survey data
  - 3 PDW's were hosted in 2011
- Provide 1 value-added benefit to membership
  - Accomplished: Law Room E – Resource – AA will follow up to ensure that all members are receiving
- Maintain new members from PDW's for more than 1 year
  - Goal abandoned

**NCCIPMA-HR  
BOARD MEETING MINUTES  
August 12, 2011**

---

- **Board Succession Planning**

- Develop written succession plan for Board members
  - Pending

CKo and AA will update performance goals for 2011 - 2012

#### **IV. NEW BUSINESS:**

##### **a. Discuss Membership Survey Results:**

The Board reviewed the results of the recent membership survey. Popular membership items are Luncheon Seminars and Webinar presentations. JCoX will report back to the board how it is working at her agency.

##### **b. PDW's – Still make sense in existing format? Should we restructure?:**

Participation in PDW's was down this year. The Board had an extended discussion regarding restructuring and topics. It was decided that the PDW's would now consist of ½ day sessions as opposed to all day. New and expansion of previous topics was also discussed. Potential topics include: Project Management; Organizational Transformation; Performance Management; FMLA/ADA/WC; Arbitration. Locations could include: San Jose; Fremont; Dublin; Martinez; Concord.

##### **c. PDW and Lunch Seminar Fees:**

The Board discussed the possibility of charging a higher fee for participants who "show-up" on the day of the event without pre-enrolling. It was decided that a higher fee would not be charged at this time.

##### **d. New Fundraising Ideas:**

The Board decided to table the discussion of this topic for now.

##### **e. Reassign Scribe Duties for 2011 – 2012:**

Due to the September 2011 retirement of CPK, a new Chapter Secretary is needed. AA volunteered to take of the scribe duties until the next election.

##### **f. Establish Process For Mid-Term Replacement Board Members:**

The board discussed the process to replace Board Members who leave mid-term. Currently there are two vacancies. SS moved and AA seconded a motion for AS to send an all subscriber e-mail soliciting interest from current chapter members who may want to serve on the Board. The motion carried.

SS announced that this would be her last term as Treasurer. JCarter announced that she would be taking a break as a Board Member in 2012.

**NCCIPMA-HR  
BOARD MEETING MINUTES  
August 12, 2011**

---

**g. Reimbursement vs. Credit Card Charges For Conferences:**

The Board discussed the process by which Board Members are reimbursed for expenses when attending conferences. Some use their personal credit cards for ground transportation, meals, etc. AA will draft an expenditure policy for review and discussion at the next Board meeting.

CKo moved and CPK seconded a motion to reimburse AS and DH for expenditures incurred while attending the Leadership Conference in Las Vegas NV as reflected in the May 12, 2011 Board Meeting Minutes. The motion carried.

**h. Board Succession Planning:**

Additional discussion of this topic was deferred to the next Board Meeting.

**NCCIPMA-HR  
BOARD MEETING MINUTES  
August 12, 2011**

---

**V. ACTIVITIES AND EVENTS FOR 2011 – 2012 – SCHEDULING AND ASSIGNMENTS:**

<b>WHO</b>	<b>WHAT</b>	<b>WHERE</b>	<b>WHEN</b>	<b>OTHER</b>
Sonja	Annual Social Event	Hayward - Buffalo Bills	Wednesday, October 5, 2011; 5:30 p.m. to 8 p.m.	Budget \$750; \$10 attendee
Chris/Fran	<b>Luncheon Seminar*</b>	Hayward City Hall	Thursday, November 3, 2011	Labor Negotiations
Michelle	<b>PDW (half-day)</b>	Dublin City Hall	Wednesday, November 9, 2011: 8:30 a.m. to 11:30 a.m.	Performance Management
Julie	Board Meeting and Holiday Lunch	Pleasanton - FAZ	Friday, December 9, 2011; 11:30 a.m. to 1:30 p.m.	
Irene	<b>Luncheon Seminar*</b>	San Jose	Thursday, January 26, 2012	Legal Update
All	Board Conference Call	Virtual Location(s)	Wednesday, February 15, 2012 1:30 p.m.	
Chris	<b>PDW (half-day)</b>	Concord location TBD	February 2012 (actual date TBD)	WC/ADA/FMLA
All	Annual Conference	Dublin Shannon Center	Wednesday, March 21, 2012	Multiple Topics
Irene	<b>Luncheon Seminar*</b>	Fremont City Hall	Wednesday, April 25, 2012	Arbitration
Denyce	<b>Luncheon Seminar*</b>	Oakland	Wednesday, May 16, 2012	Social Media Recruiting
All	Board Planning Retreat	Martinez/Central San	Friday, July 13, 2012 9 a.m. to 3 p.m.	

Please note that each of the four **Luncheon Seminars\*** includes a Board meeting following the 11:30 a.m. to 1 p.m. agenda.  
(PDW stands for Professional Development Workshop.)

The next Board meeting will be held on Thursday, November 3, 2011 at Hayward City Hall in conjunction with a Membership Luncheon Seminar.