



**INTERNATIONAL PUBLIC MANAGEMENT
ASSOCIATION for HUMAN RESOURCES**



Facilitating communication and the exchange of ideas among Central Region chapters of IPMA-HR

COMBINED BOARD MEETING MINUTES

Thursday, July 18, 2019

12:00 – 1:00 pm

IPMA-HR Central Region Officers (2019-2020)	
President – Jennifer Gabbard	Present
President Elect – Jamie Chism	Present
Treasurer – Eva Lee	Present
Secretary – Christy Mann	Present
Past President – Amy Strough	Present
Executive Council Representative – Becky Salter	Absent
Past Secretary – Susan Gafner	Present
Past, Past President – Lori Briggs	On Vacation

I. Call to order by Jennifer at 12:02 pm – Welcomed new BOD members

II. Approval of Board Meeting Minutes- Amy moved to approve minutes, Susan seconded, minutes are approved.

III. 2019 IPMA-HR Central Region Conference Wrap Up – Amy Strough

- a. Strengths/Weaknesses – **Strengths:** Dayton Chapter was phenomenal and well organized, Good decision to increase registration fees this year to cover hotel costs. **Weaknesses:** sponsorship dollars were low, Eastern conference was same weekend as ours, sponsorship drive should have started earlier than it did. Key for the host chapters to start early on sponsorships and follow through frequently, was not impressed with food service and felt we was overcharged for what we received, Food ran out and having to track service down and Event manager was not responsive, Customer service was lacking. **Recommendations:** is to do an overall on the budget because they are not accurate, for example food budgets do not reflect inflation. Treasurer to be tracking the cost as they are incurred to keep a running total. Reception is not highly attended from 6-8 so instead change time to 4-6. Afternoon snacks and breaks for afternoon pair down on reception night. Program to indicate more clearly what is offered food wise, so attendees can plan appropriately. Maybe we should have attendees register for meals even though it does not cost, so we had a head count on meals. Hospitality suite might be better to try and get sponsors so we don't get over charged for basic items. Site visits may need to pare down on who attends site visits so we can save on travel costs. Use banquet hall as a break out room which will save on cost of extra room.
- b. Finances – report attached. Amy went over the highlights of conference revenues and expenses. 2 things that were high were meals and AV costs. AV we had to rent all the equipment, no local group to donate in Dayton. Meals were higher because of hotel, and the sponsorships were lower than expected. Need to get receipts from Tai 9 and Dublin Pub, and some receipts from the Dayton chapter. Amy questioned costs of the Competency charge for the students. Should have final finances for next board meeting. Jennifer and Amy Need to discuss profit share for Dayton. Probably need to give them a heads up on the amount via email. Amy going to send out Host Form for Chapters to Board members to review.
- c. Survey – Most ranked either satisfied or very satisfied. Programs and Networking number one reason for attendance. 43% plan to attend KC, 43% said might attend. Recommendations: Have exhibitors for 1 day only, better timing for speakers, breaks to long in-between. Look at schedule to tighten up program more.

IV. Bylaws Update/Tax Exempt Status

- a. 2017 filled out forms to get tax exempt forms, IRS stated verbiage on dissolution and we did get approved the changes to the bylaws and now Jennifer will firm up changes and will send in final application.

V. Bank Accounts and Credit Card Transfer Discussion

- a. New treasurer Eva, need to change over from Susan. Bank having trouble making changes for new members. Considering changing banks and Jennifer is going to meet with her bank branch to sort out clearly what needs to be done to help us. If not able to come to an agreement, then we will need to change banks.

VI. Treasurer's Report – Susan Gafner

- a. Checking Account Balance – \$412.37 waiting in PayPal which has been transfer to checking. Totals \$61,247.03 + \$412.37 = \$61,659.40.
- b. Savings Account Balance – \$6,710.84
- c. Amy stated she has final bill \$44,433.11 owed to Marriott. Jennifer asked, have we received all checks from conference? Susan and Becky were able to collect all outstanding balances.
- d. Transfer of Information to new Treasurer - changed limit of transfers online allowances. Which has been approved. Entering in as you go along it will be smoother. Susan feels that the transition will be easier since Eva is located closer. National provides training for new treasurers might be helpful and Amy will find link and send to Eva.

VII. Other Business, Updates and Future Topics

- a. Appointing non-voting members – We have someone in Chicago join the BOD as a non-voting members as the By-laws accounts for.
- b. Goals 2019-2020 – Jennifer will send an email to announce herself as presidents. We have someone who wants to start a chapter in Indianapolis. We have a lot of areas that does not have chapters, and Jennifer wants to be able to reach out and help them with chapter development. KC is going to be a great conference they are excited about the conference. New look of the website can be a goal for new board members. Need to check on administrative rights to the wild apricot for new members. We can set up a call to go over the website and functions.
- c. Leadership Meeting Discussion Jennifer received an email about presenting something to the leadership group, new, successful, or best practice. Leadership conference in a month so she will send out for ideas from BOD to take and present for Central Region.

VIII. Next Scheduled Central Region Board Meeting

- a. Availability for regular meetings past 3rd Thursday of the month does it work for everyone. Jennifer. All agree this is a good time.
- b. We have Drop box for the housing of documents, Lori is administrator of drop box for records. Susan will send Christy an email with any information for Secretary position.
- c. Jamie asked about when we start planning the conference, 2020 Sari and Charlene will start attending meetings starting with next conference call. 2021 conference we will need to secure host chapter as soon as possible.

IX. Adjourn - Amy motion to adjourn, Susan seconded, all in favor.

Next Board meeting: Thursday, August 15th, 2019 at 1:00 pm