



Zoom Teleconference of the Governing Board

Wednesday, September 14, 2022 – 12:00 p.m. to 1:00 p.m. PST

Members Present: Demetrius Parker, Brody Lorda, Paula Adam, Christine Hoffman, Macy Dippert, Tamara Dixon, David Kitchen, Chris Hazen, Andrea Cutler, Nancy Love

Members Absent: Kisha McDonald, Jocelyn Kurland

Invited Attendees: WRIPMA-HR Governing Board & 2023 Conference Chair

Meeting Minutes

<p>1. Call to Order/Roll Call Kisha was unable to attend the meeting so 1st VP Demetrius called the meeting to order and Nancy acknowledged those in attendance</p>	Kisha
<p>2. Review and Approval of Minutes from August 10, 2022 Being no changes, Brody made a motion to approve the August 10, 2022 meeting minutes. Paula seconded. Motion passed.</p>	All
<p>3. Review and Approval of Treasurer’s Report July 2022 Macy and Brody compiled the July treasurer’s report, and Macy is working on the August report. Macy provided an overview of the July report. She mentioned the Expo Pass, which is the conference app for the 2023 conference, has been paid. Also paid and reflected on the July report was the deposit to secure Little America for the FY23 conference. Job posting revenue continues to come in, as does outstanding 2022 conference payments. Paula made a motion to approve the July treasurer’s report. Demetrius seconded. Motion passed.</p>	Macy
<p>4. Approval to write off bad debt Brody provided information on debt that has been outstanding for the past 12 to 24 months. The amount outstanding is \$833.00 and consists of 3 unpaid job postings and 2 virtual conference registrations. It is Brody’s recommendation that this debt be written off as collection efforts have been unsuccessful. Tamara made a motion to write off the old debt in the amount of \$833.00. Paula seconded. Motion passed. Brody abstained from voting.</p>	Brody
<p>5. Review and Approval of FY22/23 Budget Brody reviewed the FY23 balanced budget. Discussion took place related to moving money from line item #51 (Intl Conf) to line item</p>	All

<p>58 (WR Leadership Conf) to help cover the costs of the upcoming Chapter Leadership Retreat. In light of Kisha’s absence, Tamara made a motion to table this item to our next meeting. Brody seconded. Motion to table to next meeting passed.</p>	
<p>6. Discussion regarding pre-payment for Ads and Conference The board had a good discussion related to requiring pre-payment of conference registration, sponsorships and job postings, in part due to nearly \$22,000 being unpaid at the close of the FY22 conference.</p> <p>A variety of suggestions were discussed to ensure payments are received timely. Suggestions included: placing information on the registration that payment is due no later than 30 days prior to the conference or registration will be cancelled; sending out reminders to those who have not paid 60 days prior to the conference and then again 30 days prior; informing those who haven’t paid within 30 days of the conference that payment will be due at the conference. Christine suggested perhaps a little softer approach, more along the lines of noticing those who have not paid that their registration may be subject to cancellation if not paid in advance. The conference committee will discuss pre-payment requirements and alternatives at their next committee meeting.</p> <p>Brody stated it probably is not necessary to require job postings be paid in advance, as those typically aren’t a problem.</p>	<p>All</p>
<p>7. Review and Approval of 2023 Conference Budget Thanks to Chris and David’s hard work we already have some early sponsor commitments. David is anticipating between 225-230 registrations. The sponsor rates have been set and the goal is to receive \$124,000 in sponsorships. David mentioned that he is recommending increasing the audio visual fees from last year’s conference budget. Based on initial information Nancy has received from possible keynote speakers, the ‘Program’ line item may need to be adjusted at some point in the future. David asked if the conference budget can be amended once it is approved. It was confirmed the conference budget can be amended with board approval.</p> <p>David asked if there is a target profit the committee should be aiming for and the answer was no. Profit varies based on location. The group discussed the mission of the annual conference is to have a meaningful impact on our membership, not to make money.</p> <p>Brody made a motion to approve the FY23 conference budget. Tamara seconded. Motion passed.</p>	<p>All</p>
<p>8. 2023 Conference Update</p>	<p>David</p>

<p>The call for sponsors is on the website and the call for speakers will be posted soon.</p>	
<p>9. Executive Council Update Tamara reported the Executive Council will be voting on the new national structure at their next meeting. The transition to the new structure will happen overtime and we aren't likely to see any immediate changes.</p> <p>A brief discussion took place regarding how to get Chapter updates/highlights for inclusion in the Executive Council message Tamara sends out. More discussion will take place on this topic.</p>	<p>Tamara</p>
<p>10. WR Leadership Retreat Update Demetrius and Brody are still looking into possible locations and dates for the Leadership Retreat. They hope to have more information at our next meeting.</p>	<p>Demetrius</p>
<p>11. Miscellaneous Demetrius gave a shout out to all board members for their continued commitment and involvement to the Western Region and our profession.</p> <p>It was agreed that reinstating a regular Chapter President's call will be discussed at our next meeting, so Kisha and Jocelyn's input is included.</p>	<p>All</p>
<p>Adjourn Being no further business the meeting was adjourned at</p>	