

BUSINESS MEETING MINUTES*May 7, 2009***I. Call to Order:** 2:45 p.m.

- a. **Determination of Quorum:** Determined by Ana Aguilar, President.

II. Approval of Minutes form Business Meeting January 2009

Minutes were reviewed by members present. Karen Coffee moved to adopt. Florence seconded. Motion carried.

III. Reports***President Elect – Amy Kohls***

- i. Approval of new members to add
- Sacramento Municipal Utility District (SMUD) Stan Ichiho from SMUD was present. Motion carried.
- ii. Membership approval to consider dropping membership of non-attending members. Two agencies have not attended a meeting in the last year and therefore will need to renew membership:
- Metro Transportation Authority (MTA)
 - Hacienda-La Puente USD

Secretary – Suzanne Holloway

Reviewed the agencies currently in good standing who still need to submit completed WRIPAC test security agreements (12 total), including:

- Alameda Contra Costa Transit District (AC Transit)
- City of Carlsbad
- City of Torrance
- CODESP
- Corrections Standards Authority (n/a)
- County of Monterey
- County of San Joaquin
- CPS Human Resources Services (n/a)

- East Bay MUD
- Los Angeles County of Education
- Los Angeles Unified School District
- SMUD
- Santa Monica College

Financial Officer – Rebecca Melillo

Rebecca was not present and is finalizing the report. Ana will email it to the members as soon as it is available.

Past President – Julie Palholke

Upcoming elections – Nominations were scheduled for this meeting. Nominations will be emailed to members, who will then vote electronically.

Committee Reports

- Training/Marketing: Maryann Tonjes* Bryan Baldwin was the trainer for this month's meeting. 15 out of 18 attended the training, which was very well received. Bryan did an excellent job and was extremely flexible. Long Beach pre-meeting session will include Pass Point training presented by Shelley Langan. Still looking for help with marketing the organization. Flyers for next meeting are available – Maryann will send electronic copies of the flyers as well. Looking for suggestions as to training ideas for future meetings.

Online assessments and their effects on test development training for Sacramento (under construction). Depending on May location, Job Analysis training may be selected.

- Job Analysis – Mike Willihnganz*

Karen Coffee reported. New manuals are available and a copy was distributed to all members.

- Monograph/Model Civil Service – Isela Nejbauer*

Ed Hane/Joseph Hseih reported. Model Civil Service Monograph nearly complete and should be ready by the end of June (Sacramento County). Two pieces to be included will be inter-agency transfers and testing appeals. Other titles going through the process include Uniform Guidelines which is nearly complete and will be distributed for membership review (Ed Hane). Listing of monographs is on the web site with a downloadable order form. It is hoped that in the future the monographs will be put into electronic pdf format and placed on the website so that they may be downloaded by anyone who visits the site.

iv. Web Source – Ron Prewitt

Ana Aguilar reported. Will be placing links to State Assembly bills for review and comment as well as monographs as soon as they are converted. People need to remember to sign up for and participate in the WRIPAC message board. We are revisiting the possibility of establishing a “virtual” meeting where members can log in and chat online regarding pertinent issues. Agenda requests and reminders will be sent beforehand. Some other links will also be updated. Ana would also like to set up a WRIPAC Facebook page to display photos. Mike suggested we look at setting up Linkdin and Govlink pages as well.

v. New Members/Marketing – Lynne Jantz

In Lynn’s absence, Ana reported. Contra Costa and City of San Mateo attended new member lunch.

IV. Old Business

a. Strategic plan review and roll out plan

Board members and a lifetime member met to begin developing a strategic plan for WRIPAC. They came up with some general strategic directions for where we want to be in the next 3 – 5 years. One main objective is the ability to recruit, develop and retain our members. Another is to make sure there is a mechanism to transfer knowledge from the people who have been here awhile to those who haven’t. We need to develop our members so that they are able to take on Board and leadership positions. We want to provide something of value to our member agencies to help distinguish us as an organization.

Next steps: need help of the membership in clarifying/defining WRIPAC’s values as an agency (our core purpose). All members present completed a short survey which identified WRIPAC’s top 5 values needed to succeed as an organization. Amy will compile these results and use them as the framework to further define our objectives (tentatively scheduled for the October meeting)

b. Future meeting sites

- October 1 - 2 : 30th (Anniversary Celebration!) Long Beach, CA Pre meeting training on Sept. 30th Renaissance Hotel
- January: Sacramento area
- May: Out of State, hopefully Portland, OR

V. New Business

- a. *WRIPAC Officer Elections*: Please consider running for office. Ballots and voting will be done online. Even if people are running unopposed, a 2/3 vote is still needed, so please participate in the election.
- b. *Marketing of WRIPAC – IPMA/IPAC Conference*

Ana recommended WRIPAC provide an information booth at the upcoming joint conference in Nashville (Sept. 12 - 16 2009). Includes 2 full registrations, listing on web site and program, use of conference attendee mailing list for \$1350 (conference fees alone for 2 people would cost about \$1200).

Also, be sure to market WRIPAC membership to other agencies who are contacted during the course of work (ie., oral boards, etc.)

Money used to sponsor PTC/NC Conference hospitality suite will be refunded because WRIPAC was not recognized for doing so.

Karen mentioned we typically sponsor a speaker so this donation/fee would be in addition. She motioned that WRIPAC put forth the funds for both. Seconded by Lisa. Motion carried.
- c. *IPAC Membership* Any WRIPAC member who joins IPAC and identifies themselves as a WRIPAC member will get a small rebate donated back from IPAC to the WRIPAC organization.

VI. Open Discussion/Announcements

We will be having t-shirts made for both the 30th anniversary celebration which will also be available at our booth at the IPAC Conference. Looking for volunteers who might have ideas for a fun logo or graphic.

Adjournment: 3:55 p.m.