

**BOARD MEETING □ JANUARY 31, 2017 □ 10:30 AM**

**EMBASSY SUITES □ 1001 E. MCCARTHY LANE □ SAN MARCOS, TEXAS**

**Board Members in attendance:**

Wendy Standorf	Ronnie Kidd (by phone)	Craig Barnes (by phone)
Veronica Sanchez	Jill McAdams	Lisa Norris
Linda Spacek	Paula Kutchka	Shanté Jordan-Akafia
Tadd Phillips (TML Representative)		Bonita Hall (TMRS Representative)
Lavern Gaines	Rachael Pitts	

**Absent:**

Cherre Bontrager

- I. **President Wendy Standorf called the meeting to order at 10:48 AM at Embassy Suites in San Marcos, TX. The following minutes are presented in the order of the agenda, not necessarily in the order the items were discussed.**
  
- II. **Approval of October 13, 2016 TMHRA-IPMA-HR Texas Chapter Board Meeting Minutes (Executive Board Meeting on October 13, 2016 at the TML Municipal Center in Austin, TX at 1:00 PM)** Lisa moved to approve the minutes of the Executive Board Meeting held in Austin on October 13, 2016. Jill seconded the motion. **MOTION CARRIED.**  
  
**Approval of October 13 & 14, 2016 Board Meeting (Board Meeting at Pappasito's in Austin, TX).** Lavern asked that her last name be spelled correctly. Veronica indicated that it would be corrected. Tadd moved to approve the minutes of the Board Meeting held in Austin on October 13 & 14, 2016. The motion was seconded. **MOTION CARRIED.**
  
- III. **Financial Report & Budget Update**  
Veronica introduced the TMHRA Balance Sheet and asked if there were any specific questions. It was mentioned that IPMA Assets increased. Tadd moved to approve the Financial Report & Budget Update. Bonita seconded it. **MOTION CARRIED.**
  
- IV. **Committee Assignments & Reports**
  - a. **Programs – Jill & Shante**
    - TxPELRA/Civil Service 2017 (San Marcos) – Jill informed everyone that attendance was good. 178 TXPELRA and 281 Civil Service attendees. Shante thanked the Board for the increase in budget because it made an impact on the program. Jill mentioned that Harold would be taking care of the introductions.

- Annual Conference 2017 (Austin) - Jill provided a draft of the Annual program. Keynote is Andy Masters. There was general discussion of the drafted programs. New events include Randy Mayhew doing a book review and a service project has been added instead of a wellness activity since they have not been well attended in the past. Board discussed the process of a book review. For the service project, it was suggested that Shante check with Mark on the organization that might need the donations of the service project. Jill asked if the board would be willing to increase the budget for annual as well. The need would be when trying to contract private sector speakers. The keynote took up almost half of the current budget. Lisa asked how the budget for Annual is functioning. Discussion ensued on the need for quality speakers and the need to obtain sponsorships. Lavern explained the sponsorship process and looking for additional sponsors. Rachael explained that there are volunteers for some organizations that work on that exclusively. Tadd discussed the budget and if it makes sense to structure the budget per event as it is done now. The Annual Conference does lose money. Tadd asked how much of an increase is being requested. Jill and Shante suggested \$4K - \$5K. Veronica suggested that we find a specific sponsor for a \$5,000 item and then have it transfer towards the speaker costs for Annual. Lisa doesn't mind supporting it but asked how long TMHRA is able to continue to operate in the negative so we would need to look for this revenue in the future. She suggested start with \$1K-\$2K for this year and then increase it as we find the money in the budget. Lavern and Veronica will look at the budget. Lisa made a motion to increase the Annual budget by \$2K. Shante seconded it. **MOTION CARRIED.**
- Nuts & Bolts 2017 – Jill informed everyone that the planning for this has not started yet.
- Site Committee Update (Veronica & Jill) – 2018 TXPELRA / Civil Service would be in Sugar Land. 2018 Annual would be in San Antonio. 2019 TXPELRA / Civil Service sites may be Plano, Rockwall, Arlington or Grapevine. 2019 Annual will be at Horseshoe Bay Resort. Lavern mentioned that a location just needs to be decided upon for 2019 TXPELRA/Civil Service.

**The Board adjourned at 11:30 AM for a break.**

**The Board meeting was called back in session at 12:15 PM.**

**Continued.....Committee Assignment/Reports**

**b. Membership Development - *Cherre***

- Membership has been approved as usual. The Council Member will not be allowed to join as per our bylaws. The option will be for their City Secretary to join and transfer the information. Jill will contact him.

**c. Membership Engagement - *Craig***

- Website nomination application is ready to go and can be made available to the public. Craig and Lavern discussed the new timelines. Craig discussed the QR code feedback for Annual.
- Craig asked for everyone to please provide ideas in regards to membership engagement. Linda suggested selecting ambassadors for new members and the need to get that started pretty soon to be ready for Annual. She also suggested sending a message with information that includes a message from Wendy, what to expect and so forth.

**d. Sponsorships – *Linda & Lisa***

- Sponsorships would be discussed during the New Business portion of the agenda.
- Linda handed out a list of the current sponsors that have paid and committed. Paid/Committed amount is \$49,000. McGriff has dropped in level but came in at the same contribution. Louie with Aetna could do previous contribution but nothing extra. Discussion ensued about potential sponsors. A change that has been implemented under the Gold Level now allows the sponsor an

opportunity to display a booth at either conference based on their needs. Lisa indicated that they are working with TML to keep track of the sponsor registrations. Tadd mentioned that with the additional sponsorship monies (\$35K budgeted vs. \$49K collected), we have found the additional \$2K increase that Programs was approved for. Linda indicated that the sponsorship list does not include the cost for the additional sponsorships. We might need to look at the form, and possibly produce an actual packet. Lavern will look and see what can be changed within the system. Discussion was held in regards to CPS's interpretation of sponsorship allowances. The Board discussed how to recognize and how to allow the sponsor to elect what they want to sponsor in addition to the general sponsorship. Lavern will send the Annual estimate so that we can set the sponsorship rates and it can be communicated. Linda and Lisa did a good job in getting these sponsors confirmed in a short period of time for TXPELRA / Civil Service opportunities. The Board needs to meet to discuss the value we're adding and what can be enhanced.

- A discussion was had in regards to IPMA sponsors and their role in their organization. It was mentioned that the sponsors for IPMA get certain privileges as part of the sponsorship package.
- Tadd gave the board the IPMA history and mentioned that TMHRA pushed forth with this initiative. Since then, TXPELRA has come on board under this same partnership. A discussion was held on the responsibility of TMHRA's expectation under this partnership for both IPMA and TXPELRA, even if IPMA is well on its way to becoming its own entity.
- The Board discussed the perception that IPMA is intended for larger cities and TMHRA is for smaller cities.
- Craig indicated that IPMA has requested a list of current TMHRA members but based on board discussion and practice, it will not be provided. Lavern suggested that because Craig is a TMHRA Board member and is receiving these types of requests. All requests need to be identified to the Board so that it can be discussed.
- Ronnie asked why the IMPA meeting did not happen. Wendy mentioned that IPMA was invited and planned to attend but were not able to attend our meeting.
- Shante and Veronica wanted to know what the TMHRA options or levels of control were available. It was explained that the bylaws were clear as to the goal of TMHRA sponsorship and support.
- Tadd suggested that maybe the executive TMHRA board have a clear discussion with the IPMA Board.
- Lavern suggested that we continue to communicate what TMHRA is doing and where it is going.
- Wendy, Lisa, Veronica and Ronnie will be having a discussion with the IPMA Board and report back to the group.

**e. IPMA TX Chapter Update - Lisa**

- Lisa indicated that there was nothing new to report. .

**f. TxPELRA Chapter Update - Shanté**

- Shanté suggested that this seminar be provided again at a different location. Other than that, there was no update and in the interest of time, previous comments in regards to the benefit of these programs, there was nothing more to add.

**g. Civil Service Coalition Update - Shanté**

- Shanté indicated that there was nothing more to add.

**h. Legislative - Paula**

- Paula indicated that there were many bills out there. She asked the Board at what point the focus would be on what's going forward because although many items are out there, there was

not much movement. Lisa asked if there was a timing of when we know what bills might go somewhere. Paula said it would be late February. Rachel said that TML will make sure that Paula is on the email list for when those bills are moving. Committees have not met as of yet.

**i. Nominations - Lisa**

- Lisa indicated that they had not started working on nominations. She will be coordinating with the Board in February to get nominations and have a slate by mid-March. Ronnie said the by-laws do provide the structure for the nominating committee.

**j. TML - Tadd**

- Tadd indicated that there was not much to report. In December, TML met and it was a good board meeting. Tadd will send the information to Wendy.

**k. TMRS – Bonita & Tadd**

- Tadd discussed the items of interest discussed at the TMRS Board meeting. Tadd discussed the developments and decisions that were made at the Board meeting.

**l. Website – Lavern**

- Lavern informed the Board that the website had been adjusted and fixed in regards to the toolkit.

**V. Old Business**

**a. Salary Survey - Rachel**

- Rachel updated everyone on the salary survey. She informed everyone that it's still being worked on. Wendy assisted in pulling together the job descriptions. They are now working on fine-tuning and setting up the search criteria. It will then be a matter of sending the survey out, possibly in February. The plan is for it to go to an HR Director, HR Manager or City Secretary. It will be password protected for quality control purposes.

**b. Strategic Plan Update - Ronnie**

- No update

**VI. New Business**

**a. Employee Handbook Update**

- This document will be sent through email. An agreement with Bettye's firm has been put in place.

**b. TxPELRA Bylaw Revision**

- The Past President has been added. Bonita made a motion to accept the revision. Lisa and Linda seconded. **MOTION CARRIED.**

**c. TxPELRA Board Appointments**

- Appointments will remain "as is" until September 30, 2018. Bonita asked for clarification and asked if all board member terms would expire as of September. It was explained that the rotation starts in 2019 and their Board would decide who will go off during an odd and even

year. Tadd provided history of the TxPELRA Board. Lavern indicated that the by-laws indicated what place expires when. Inform them to make the necessary adjustments to the by-laws and bring them back after gaining NPELRA approval. Bonita made a motion and Jill seconded.

d. **Resources for new HR members and HR practitioners**

- Wendy indicated that there are several things available online for newcomers. Wendy asked about a point of contact for certain regions. Bonita asked if this was like a regional contact person and mentioned that it's the Board. Jill suggested that this might be a function of the Membership chair to break them out by region. Lisa suggested an additional link that was clearly marked as 'for new members'. Lavern pointed out that the map exists on the TMHRA website. A Board member name could be added to the corresponding region. Lisa suggested that we might want this done by Annual. Lavern asked who would be the contact be for Private to Public sector questions. Wendy, Lisa and Veronica would be the point of contact for this. Lisa discussed the need for mentorships and how easily it can be provided with what's already being done. Bonita pointed out that although it sounds like a long term task, it's just a matter of having a point of contact. Ideas were provided to include region information per member during Annual. The majority of the Board will assist with planning this initiative for Annual - Craig, Lisa, Wendy, Jill and Linda. Linda asked Lavern if the conference dates could be put out on the website.

e. **2017-2018 TML Service Agreement**

- Wendy indicated that it's been provided as part of the packet. Please review and it will be discussed and provided for approval in May 2018. Rachel mentioned that if anything changes after May, it can be amended as we go. Bonita asked other than collecting dues, what else is done for IPMA. Rachel mentioned the administrative items that are done.

VII. **Other Business**

- No other business was presented for discussion.

VIII. **Next Meeting(s)**

- May 2, 2017 in Austin

IX. **Adjourn** – Wendy asked for a motion to adjourn. Shante made a motion. Veronica seconded it. Meeting adjourned at 2:17pm. **MOTION CARRIED.**

**Respectfully submitted by:**

**Veronica Sanchez/Secretary-Treasurer**