

**BOARD MEETING ☐ October 13 & October 14, 2016 ☐ Ft. Worth, TX**

**Board Members in attendance:**

Wendy Standorf	Ronnie Kidd	Veronica Sanchez
Jill McAdams	Lisa Norris	Linda Spacek
Cheree Bontrager	Paula Kutchka	Shanté Jordan-Akafia
Tadd Phillips (TML)	Lavern Gaines	Racheal Pitts

**Absent:**

Craig Barnes and Bonita Hall (TMRS Representative)

- I. President Wendy Standorf called the meeting to order at 6:20 PM at Pappasito's in Austin, TX. The following minutes are presented in the order of the agenda, not necessarily in the order the items were discussed.
- II. Wendy welcomed everyone and Board Members introduced themselves.
- III. Wendy facilitated New Board Member Orientation. The following was reviewed:
  - a. TMHRA Overview
  - b. Constitution of TMHRA. Ronnie added that it's important to place the right people in the right roles. Tadd complimented a good energetic board since he has been on the Board in 2007.
  - c. TMHRA Code of Ethics
  - d. TML Listing of Affiliated Organizations
  - e. TML and Affiliated Organizations
  - f. TML Service Agreement & Budget
  - g. TMHRA Committee Assignments. Jill recommended that committee chairs reach out through the committee members. Wendy suggested that we inform and engage committee members through the TML Region contacts to gain TMHRA members and committee members.

**The Board took a break at 6:45 p.m. and resumed the meeting at 7:55 p.m.**

**New Board Orientation Continued...**

- Executive Board Positions
- Examples of Board Meeting Minutes and Business Meeting Minutes.
- TMHRA Membership Classifications
- TMHRA Membership Application
- Calendar of Events
- Examples of Meeting Agendas
- Examples of Surveys & Evaluations
- TMHRA Strategic Plan. Ronnie indicated that he would be reviewing it since many of the goals had been accomplished since the 2010 update. He would also like to simplify it. Jill will be assisting in this process.
- TXPELRA By-Laws
- IPMA By-Laws. A Past President position has been added to the Board of Directors.

- 2016-2017 TMHRA Board of Directors contact sheet was reviewed and contact information for each Board Member was updated.
- Paula asked what was expected of the Legislative Chair and explained the current process for a similar position in the City of Sugarland. Ronnie explained the expectation for the purpose of the Board.

**IV. Approval of May 3, 2016 Board Meeting Minutes (Board Meeting at Renaissance Worthington Hotel in Ft. Worth, TX)** Lisa moved to approve the minutes of Board Meeting held in Ft. Worth on May 3, 2016. Veronica seconded the motion. Before a vote was taken, Tadd asked that his name be added to section F; Nominations to read Nomination for TML Board Representative – Tadd Phillips (Georgetown). It was also suggested that San Angelo be added to the Nomination for Secretary/Treasurer – Veronica Sanchez to indicate Employment City. Lisa amended her motion and Veronica seconded the amended motion.  
**MOTION CARRIED.**

**Approval of May 6, 2016 Business Meeting Minutes (Business Meeting at Renaissance Worthington Hotel in Ft. Worth, TX)** Tadd moved to approve the minutes of the Business Meeting held in Ft. Worth on May 6, 2016. Ronnie seconded the motion. **MOTION CARRIED.**

Election results were approved via email. Ronnie submitted the board canvassing of the election via email on June 24, 2016 to include Wendy's motion for approval as the Chair of the Nominating Committee. It was seconded and the majority voted. On June 29, 2016, Ronnie communicated that the motion was accepted and the election results passed.

**V. Financial Report & Budget Update**

President Wendy Standorf presented TMHRA's financial report for the month ending July 31, 2016, which was included in the Agenda Packet. Secretary/Treasurer Veronica Sanchez observed as it was presented. Linda asked for a description of the IPMA Net Assets. Lisa questioned the annual negative balance and the purpose of the sponsorship monies. Ronnie indicated that we should be looking at the financial report ending on June 30, 2016. The correct financial report would be provided the following day (October 14, 2016) for review.

**VI. Committee Assignments & Reports**

**a. Programs**

- Nuts & Bolts of HR Report – Jill informed everyone that all Nuts & Bolts Workshops that were had were successful. Jill mentioned that the Dayton location had to be cancelled. Veronica mentioned that the Fredericksburg location was very well attended and the Lubbock location did not get as many participants as anticipated, but was successful. Veronica suggested that although having that many workshops was beneficial, it was a big task and maybe not feasible every year.
- Shanté commended Jill for being a great leader of the Programs Committee.
- TxPELRA/Civil Service 2017- San Marcos-Jill went through each session topic on the draft agenda provided. Shanté indicated that there might be a need to increase the speaker budget for TxPELRA/Civil Service based on the costs associated. Discussion ensued on the budget process for the conferences. The Board made various suggestions on sponsorship ideas that the Programs Committee could offer. Ronnie suggested that sponsorship should be discussed the following day (October 14, 2016). The Board continued discussion regarding the agenda topics.
- Annual Conference 2016 - Austin-Jill mentioned that the draft agenda provided included the desired topics.
- Jill suggested that instead of doing a fitness event that were many times not well attended, that we plan a community service project. Local organizations might need assistance with building care packages or local soup kitchen help.

- Site Committee – Lavern indicated that she had done some site visits for potential locations and we now have a Frisco option. The Board debated between San Antonio in April of 2018 or Horseshoe Bay. Lavern will look into the San Antonio option.

**The Board adjourned at 8:30 p.m.**

**VII.** President Wendy Standorf called the meeting to order at 8:00 a.m. at TML, 1821 Rutherford Ln, Austin, TX in the Luther Jones Board Room. The following minutes are presented in the order of the agenda, not necessarily in the order the items were discussed.

**VIII. Continued.....Financial Report & Budget Update**

- The June 2016 Financial Report was provided. Wendy indicated that financials are looking good for this time of year and the combined TMHRA/IPMA-TX/TxPELRA net assets are \$184,263. Sponsorships and the impact on the financials would be discussed further down in the agenda. Linda made the motion to accept the June Financials. Jill seconded the motion. **MOTION CARRIED.**

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

**b. Membership Development**

- New Member Applications - Linda updated the Board on the membership development.
- Outreach - Linda handed out a document explaining a current SALGBA Ambassador program that might benefit TMHRA.
- Activities - Linda moved on to discuss the New Member event during the 2016 Annual Conference. She suggested that although the even was nice, we should move back towards having a separate New Member Dinner as in years past. The location of the New Member event during the 2016 Annual Conference was discussed and everyone agrees that it might have been out of the way and hard to find. The Board discussed the Conference attendees.
- Wendy added that we have 60-70 City Clerk members that cannot attend the Annual Conference because it falls at the beginning of May, during their city election. It was asked if it would be possible to discuss the possibility of changing conference dates with GFOAT, unless there was a reason for them having the dates. Lavern indicated that TML could handle GFOAT & TMHRA having their conferences at the same time. However, making a change in the timing of our conference might mean that we could not have our normal TML personnel working our conference. Options were discussed and it was determined that the dates we have, May 3-5 of 2017, work out best for TMHRA and TML.

**c. Membership Engagement**

- Website / Tool Kit Resources – Craig was not in attendance. Lavern discussed the password protected tool kit. She added that she had recently discovered that there was a way to search the content of the tool kit and bypass the password. A new website had been purchased to provide a fix and it would be fixed by November 2016. Lisa asked if the conference materials could be password protected. Lavern also indicated that she would like to remove outdated information such as Bios and the tool kit order form. Ronnie agreed that this should be deleted.
- Other – Ronnie brought up item H from the New Business section of the agenda. He indicated that the information requested by the Job Accommodation Network (JAN) was proprietary information. The board agreed that we did not have the authority to allow them to use the form.

**d. Sponsorships**

- Sponsorships would be discussed during the New Business portion of the agenda.

**e. IPMA TX Chapter Update**

- Wendy, Ronnie and Lisa were able to meet with Board on September 13, 2016. The meeting was productive and it was agreed that the two Boards would meet again to discuss progress and proposed 2017-2018 IPMA-TX budget, which would be approved by TMHRA at the Annual Conference in May of 2017.

**f. TxPELRA Chapter Update (NPELRA Investigation Seminar in Plain)**

- Shanté discussed the recent meeting with NPELRA. She went on to further explain the purpose of NPELRA & TxPELRA. Shanté suggested that this seminar be provided again at a different location. The Board suggested maybe Sugarland.

**g. Civil Service Coalition Update**

- Shanté explained the development of the Coalition. Proposals were going to be made, but because of the late start, it was apparent that there were too many unanswered questions. She suggested that work on this needs to happen one year in advance and everyone involved needs to have a hand in the development of the proposed changes. City of San Antonio has since reached out to her in regards to the proposal.
- Tadd added that he agreed with the suggestion and would like to see its focus be on non-controversial items. The Board commended Shanté on her work on this and great leadership of the initiative.

**h. Legislative**

- Paula, the Legislative Committee Chair, was introduced. Paula shared her experience with the Legislative group in her City.
- Wendy asked if anyone on the Board would like to assist Paula. Tadd volunteered to assist. Lavern mentioned that Paula had been added to the contact list for this function.

**i. Nominations**

- Lisa asked that Board nomination be sent to her for the coming year. She discussed the need for diversity and thinking about nomination in advance.
- Lavern suggested that the word on nomination be spread prior to the Annual Conference.
- Lisa added that there needs to be active solicitations and suggested the website and Board badge ribbons so that the Board may be approached by those that desire to assist.
- Linda mentioned that it was a good idea to see how the nominees worked on a committee first. Various Board members discussed how they engaged current committee members and prior nominees.

**j. TML**

- Tadd indicated that he was pleased with TML and the Board meeting that occurred in October. He mentioned that he hopes to continue to see the progression.

**k. TMRS**

- Bonita is the TMHRA Committee Chair and Tadd is the backup.
- Tadd informed everyone that TMRA has streamlined their process. He was impressed with the Pro' & Con's approach that was taken and the Legislative Committee provided feedback. Tadd informed the Board that there was an upcoming meeting. Paula and Tadd might attend.

## **X. Old Business**

### **a. Salary Survey**

- Rachel updated everyone on the work that has been done in an attempt to provide basic Salary Survey data to our membership since one isn't currently being provided. She mentioned that TML might be able to provide something similar but more simplistic at the City level, at least to start off with. She provided a packet for review of categories that survey would consist of and titles. Wendy provided feedback in regards to what the intent of the report should be. Rachel discussed that the data will be reviewed and the user would be able to filter the data. She added that the survey would provide data for 25 positions for the first year and said the goal is not to step in and take the place of the previous survey but to provide the same type of information. TML would still need to be able to manage the amount of data so it would be best to start small. Wendy added that the feedback would align well with placing the majority of the responsibility on the City to make sure the data was correct. The Board provided feedback on the categories and titles on the handout. Rachel indicated that the survey might be ready by January 2017.

### **b. Strategic Plan Update**

- Ronnie indicated that there was not too much to update. Last brief was in 2011. He indicated that a lot has been done and many of the initiatives have been taken care of. His desire is to simplify the document.
- Lisa will be helping with this project. She also suggested that there be a Strategic Plan Committee with a facilitator and possibly newer TMHRA members. Linda indicated that Linda Humble would be a good facilitator.

## **XI. New Business**

### **a. 2017 Conference Rates & Membership Rates**

- The Board looked at the pro's & con's of increasing Conference Rates seeing as how the Board was contemplating increasing sponsorship levels. The Board decided to leave the conference rates as they are for 2017 since we increased them in 2016 and the economy is declining, which could affect conference attendance. The Board agreed. Additionally, the Board agreed that at the time of review, the last time these rates were increased and what other comparable Conference Rates looked like, would be considered.
- The same consideration was made when looking at increasing Membership Rates. The Board agreed that they liked low Membership Rates and the benefits of that.

### **b. Sponsorship Levels**

- Lisa introduced the topic by providing a brief history of what has occurred in the last couple of years to include the loss of some big sponsors. Lisa provided a Sponsor Survey that was going to be provided to sponsors. Linda has reviewed the current list of sponsor and provided the Board with an analysis of the current sponsorship levels and the value that they provide. She suggested that it may benefit TMHRA to add a sponsorship level.
- The Board discussed the fact that IPMA has done a very good job of gaining sponsors, some that were previously TMHRA Sponsors. IPMA is seeing more sponsorship monies come in and it may be that the two organizations are competing for some of the same sponsors. Additionally, there could be confusion on behalf of the sponsors because IPMA-TX is currently working under

TMHRA's Tax Exempt ID, which may cause the sponsors to believe they have already contributed to the organization.

- Lavern suggested that TMHRA charge IPMA-TX a percentage of their sponsorship monies since IPMA is being supported by TMHRA.
- Lisa added that the increase in IPMA-TX -sponsorship money has also added a lack of control aspect. Some of the sponsors make requests they have agreed to.
- Tadd & Ronnie mentioned that because IPMA-TX has grown so rapidly, they will likely branch off and go on their own as soon as they get their affairs in order (Tax Exempt Status), which is their intent.
- Tadd suggested that the changes be made in time to implement by the summer solicitation.
- Tadd made a motion to increase the Sponsorship levels by \$500. Shanté seconded the motion.  
**MOTION CARRIED.**

c. **TML Service Agreement 2016/17**

- TML will send IPMA-TX revisions to the TML Services agreement via email.

d. **IPMA-TX Bylaws Revisions**

- Lisa provided a packet that included the proposed TxPELRA bylaws revisions and discussed the addition of a Board position, to include a Past President. Tadd made a motion to accept the revision. Linda seconded the motion. **MOTION CARRIED.**

e. **TxPELRA Bylaws Revisions**

- TxPELRA revisions will be reviewed.

f. **Appointment of IPMA-TX Chapter Officers and TMHRA Board Representative**

- Wendy presented the IPMA Board positions and the TMHRA Board Representative. These include:
  - President - Priscilla S. Wilson
  - Vice-President – Debbie L. Maynor
  - Past President – Mark Washington
  - Secretary/Treasurer – Linda Ball Thomas
  - TMHRA Board Representative – Lisa Norris

Ronnie made a motion to accept the IPMA Board and TMHRA Board Representative. Jill seconded the motion. **MOTION CARRIED.**

g. **Possible Incentive for Completing After-Event Survey**

- Jill discussed the low survey results received for both Annual Conference and Nuts & Bolts Workshops. Jill explained that these surveys are very important to the Programming Committee for upcoming programs. She recommended that an incentive, such as a complimentary registration, be made available to offer for completing the surveys.
- The Board discussed the parameters around making such an offer.
- Jill made a motion to offer a complimentary registration for each conference as an incentive to completing the program survey. Lisa seconded the motion. **MOTION CARRIED.**

h. **Scholarships**

- Wendy will discuss scholarships during the February 2017 Board meeting depending on the interest.

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

- Wendy indicated that there was a need for new HR practitioner or private to public sector transitioning training. She indicated that maybe the Programs Committee could implement this type of program. The Board added that we could use some of our current regular speakers as resources.
- Lavern suggested that this be added to the Tool Kit.
- The Board would put together some resources and bring it back during the February 2017 Board meeting.

**XII. Anything Else?**

- Shanté shared that there is a strong need for Nuts & Bolts on Civil Service. She indicated that this might be something Julia can expand on the program she currently offers on this topic. Jill added that transitioning from private to public sector could also be separated and setup on the list serve. Lavern suggested implementing webinars for this topic.
- Ronnie asked how the TMHRA sponsored breakout session went at the TML Conference. Feedback was given that it went well and well attended.
- It was suggested that a the TMHRA Board attend the TxPELRA Board , and possibly schedule an IPMA Board meeting, prior the TxPELRA/Civil Service Conference on February 1-3, 2017. It was brought up that this would require an additional full day on Monday, January 30<sup>th</sup> in order to still have the TMHRA Board meeting on Tuesday, January 31<sup>st</sup>. Lavern will check on room availability.
- The Board discussed the need for breakfast availability in the conference hotel in San Marcos.

**XIII. Next Meeting(s)**

- January 31, 2017 in San Marcus
- May 2, 2017 in Austin

There being no further business or discussion, Ronnie made a motion to adjourn the Board Meeting at 11:00 a.m. Tadd seconded the motion. **MOTION CARRIED.**

**Respectfully submitted by:**

**Veronica Sanchez/Secretary-Treasurer**