

BOARD MEETING □ September 20, 2013 □ Lewisville

Board Members in attendance:

Melinda Galler	Tadd Phillips	Ronnie Kidd	Lavern Gaines (TML)
Lisa Norris	Martha Butz	Miguel Ozuna	
Mark Washington	Veronica Sanchez	Wendy Standorf	
Craig Barnes			

Unable to attend: Bonita Hall

President Melinda Galler called the meeting to order at 10:33 AM. Melinda welcomed new TMHRA Board members Wendy Standorf (West University Place), Craig Barnes (Garland) and Veronica Sanchez (San Angelo). An orientation session for the new board members was held prior to the board meeting today. The Board roster was distributed for review and everyone provided their cell phone numbers. Melinda will update and send to the Board.

I. Approval of July 25, 2013 Board Meeting (Teleconference) Minutes

Martha moved to approve the minutes as presented. Lisa seconded. MOTION CARRIED unanimously.

II. Financial Report & Budget Update

Copies of the approved budget for 2013-2014 were provided for review and discussion. Martha reported that the cash balance as of July 31, 2013 was \$124,490. There was \$2,200 deferred income at July 31st associated with Nuts & Bolts registration that fell into the next fiscal year, making total net assets \$122,290.

Regarding current financial activity, Martha reported that the sample personnel handbook, as well as both toolkits (FMLA and ADA) have been updated for a total cost of \$7,000. We only budgeted for \$5,000. Everyone agreed that it was okay to show that line item over budget as we had not anticipated updating all three at once.

There is \$4,000 budgeted for website development to improve the membership application and approval process (online). Lisa, Veronica and Craig will work on this project in the coming months.

III. Committee Assignments & Reports

a. Programs

Lisa will chair and Wendy will co-chair. Lisa reported that she and Bettye Lynn have already begun discussing ideas for the TxPELRA and Civil Service conferences in February 2014 at the Palacio del Rio in San Antonio. Miguel stated that he has had interest expressed from some non-city TxPELRA members. He would like to invite their participation in the TxPELRA conference planning. Lisa would like to survey members for hot topics and suggestions for presentation topics. Everyone agreed with both suggestions. Lisa plans to have a conference call in early October for those involved on the planning committee so that by early November the agendas, topics and speakers for both conferences will be planned and hopefully confirmed.

Nuts & Bolts regional sessions went very well at all three sites (Pearland, Lewisville and Abilene). Between the three, we had close to 200 participants. Speakers were great. Locations were discussed

for the 2014 Nuts & Bolts regional sessions. We agreed to look into the following possible locations: Metroplex mid-cities (Martha will contact Jill McAdams in Bedford to discuss), Lubbock (Melinda and Veronica will work on this one) and the Valley (Miguel will work with contacts on this one).

Ronnie will get Lisa planning templates and other information for programs.

b. Communications

Craig will chair. Craig reported that he wants to develop a three month “look forward” to publish on the website so that we will have communications regarding upcoming events, important objectives, etc. Craig asked if we had a web governance document. Lavern replied no. Craig will work on development of one. Craig has full access to update information on the website (or will have if it has not yet been granted). The questions arose as to whether or not we have Web EX or some similar conferencing capability. We do not. Craig will research obtaining that. Everyone agreed this would be a good tool and worth the investment.

Martha stated that e-mail blasts are a good communication tool and that board members can coordinate those with Lavern, and copy Craig, to meet communication needs of their respective areas. Lavern pointed out that there is likely a \$100 charge per e-mail blast from TML if the blast doesn't relate to promoting one of the TMHRA conferences.

c. Nominations

Martha, as Vice President, will chair, pursuant to the by-laws. Martha stated that she will have information as we work on nominations closer to the annual conference in the spring.

d. Membership

Veronica will chair. Lisa will get with Veronica for a “transition chat”.

Discussion ensued that the new member dinner on the first evening of the annual conference has proven to be a great success. Melinda started it about three years ago. Sometimes it is more of a drinks and appetizers gathering, depending upon where the conference site is. It supports the strategic plan objective of growing membership and providing a welcoming and engagement opportunity for those who have joined TMHRA in the past year. Lavern can provide the list of new members to Veronica. Lisa used e-vites and e-mail to make new members aware. There were several board members who attended the dinner to provide connections to the new members.

There were no membership applications to approve as we just did a group them electronically associated with the Nuts & Bolts session registrations.

Membership categories were discussed and provided to Veronica.

e. Sponsorship

Mark will chair again for 2014.

The board discussed whether or not we should keep the same three levels of sponsorship for 2014. We concluded that we should: Gold, Silver and Bronze.

We want to get sponsorship letters out earlier this year. The pitch should be for a “2014 Sponsorship”, but getting it out sometime soon will help us know how to plan better for conference budgets, as well as help us be able to acknowledge our sponsors in publicity etc. for the Civil Service conference in February.

Attachment 1 is included for reference: Sponsorship levels, as approved by the board on July 25, 2013.

Discussion ensued as to whether or not we should solicit sponsors for certain events. Outcomes of the discussion were: (1) we appreciate the way Holmes Murphy has stepped up to coordinate and solicit sponsors for the Thursday night event at Annual. That is working and should continue, (2) we should budget the new member event at annual as part of the conference budget, (3) the past presidents' dinner should continue with TMRS sponsorship, (4) we will continue to work with Lynn, Ross as Gannaway as co-sponsors of the Civil Service conference reception and (5) we will leave sponsorship levels as approved in July.

f. Legislative

Mark will chair and Miguel will assist. There shouldn't be a lot of activity this year as the state legislature will not be in session. However, there is important activity at the federal level that we need to monitor, particularly as it pertains to healthcare reform.

g. TxPELRA

Miguel will chair as TxPELRA president.

h. Awards

Discussion yielded that this is a good committee chair position for a non-board member to hold. It also provides an opportunity to get someone interested in and prepared to serve on the board. Craig will talk with Marty Brennan from Richardson to see if she will be willing to serve as Awards Chair.

i. Site Committee

Ronnie will chair and Lisa and Wendy will assist since programs is site-oriented. 2014 is set (San Antonio in February and Galveston in May). We are continuing to work on 2015. We are not having great luck in landing a site in the Houston area for TxPELRA/Civil Service. Sugarland Marriott was suggested. Lavern will check. Also, Horseshoe Bay for 2015 Annual is looking to be more expensive than it was last time. We will keep working.

j. TMRS Advisory Board

Tadd will serve in this role. The potential changes in the mortality tables are the current topic of concern.

IV. New/Old Business

a. TML Affiliate Concurrent Session

Tadd reported that this year the TML Annual conference has an HR track for attendees. All agreed that was exciting.

Den Bishop, President of Holmes Murphy, will present on behalf of TMHRA, a concurrent session topic on healthcare reform.

b. Personnel Policies Update

Martha reported that Bettye Lynn has accomplished the annual update of the personnel policies handbook. Also, Sheila Gladstone has updated the FMLA and ADA toolkits. All updates are now available on the TMHRA website in the resources section.

c. Website Update

Craig and Lavern stated they had provided pertinent information earlier in the communications committee report.

d. Programs Update

Lisa and Ronnie stated they had provided pertinent information earlier in the committee report.

e. TxPELRA By-laws

Miguel referred to the draft by-laws he provided to the Board last week and stated that he would like to finalize them if possible at today's meeting. Then, he will forward to NPELRA for review and approval. Once that approval is obtained, he will distribute the by-laws to TxPELRA membership.

Discussion ensued. The membership classifications mirror NPELRA membership classifications. Several references and wordsmithing items were addressed. It was stated that the board felt it was best to make the TxPELRA by-laws provisional in nature, and thus draft them similarly to the IMPA Texas chapter (IPMA TX) provisional by-laws that were recently approved by e-mail vote by the TMHRA board. The significant discussion related to the number of TxPELRA board members and a "joint discussion" of TxPELRA and IPMA TX provisional by-laws regarding the intent of the language as it pertains to the board positions that are appointed by the TMHRA president. Specifically, the discussion regarded whether or not the three officer positions on the TxPELRA and IPMA TX boards that are appointed by the TMHRA president are required to be TMHRA board members. It was determined the discretion should be left to the TMHRA president and that will meet the intent.

At the conclusion of the discussion, the seven positions on the TxPELRA board will be filled as follows during the time that the provisional by-laws are in effect:

1. President, appointed by TMHRA president
2. Vice President, appointed by TMHRA president
3. Secretary/Treasurer, appointed by TMHRA president
4. Board member, appointed by TMHRA president, must also be a current THMRA board member
5. Board member, appointed by TxPELRA president
6. Board member, appointed by TxPELRA president
7. Board member, appointed by TxPELRA president

Miguel then incorporated all changes resulting from the discussion into the draft. A motion was made by Martha and seconded by Tadd to approve the provisional by-laws for TxPELRA as reflected in the revised draft. MOTION CARRIED unanimously.

Miguel e-mailed the TMHRA board-approved provisional by-laws for TxPELRA to the TMHRA board members.

Melinda and Miguel then summarized that action steps for moving forward

- The draft provisional by-laws will be sent by Miguel to NPELRA
- Once approval is obtained, we will provide a link on the website for people to be informed about the finalization of the provisional by-laws and express their interest in becoming involved in TxPELRA
- Melinda will schedule a conference call of the TMHRA board to discuss and approve her appointments to the positions 1 – 4 on the TxPELRA board
- The TxPELRA president will then appoint positions 5 – 7 on the TxPELRA Board
- The Board will be introduced at the annual meeting at the TxPELRA conference in February

Craig inquired whether or not we have benefits of membership statements for any of the organizations (TMHRA, TxPELRA or IPMA TX). There is not such a document. All agreed it would be good to develop.

Tadd asked to clarify the ascension process for the officer positions on the boards of TxPELRA and IMPA TX during the provisional timeframe. Discussion reflected that after the first year, the Vice President ascends to President, the Secretary/Treasurer ascends to Vice President and a new Secretary/Treasurer

is appointed by the TMHRA president. The position of Past President is not addressed in the provisional by laws of either organization.

f. IPMA-HR (IPMA TX)

Discussion ensued regarding the IPMA Texas chapter provisional by-laws which were approved by the TMHRA board via e-mail vote on September 6, 2013, as presided by Tadd.

Mark discussed several points that Priscilla Wilson made in e-mail to him and Tadd on September 18, 2013. The discussion yielded several housekeeping corrections of wording as summarized below. However, no substantive changes were made and the intent of the TMHRA board in its September 6 approval of the provisional by-laws remained intact.

Changes are as follows:

- Page 1 – Article I, Section 2: ~~National~~ **International Public Management Association** (*deleted “National” and corrected “Managers” to Management*)
- Page 3 – Article III, Section 3 D: all active members **of the chapter** will be afforded (*added insertion*)
- Page 3 – Article IV, Section 1 A: Vice Present changed to **Vice President** (*correction*)
- Page 6 – Article VI, Section 1 C: Association changed to **Chapter** (*correction*)
- Page 6 – Article VIII, Sections 1 and 2: capitalized **Management** (*corrections*)
- Page 6 – Article VIII, Section 1: would changed to **will** on the second and fifth lines and capitalized **Management** on the third and sixth lines (*corrections*)
- Page 7 in the IPMA approval statement: capitalized **Management** (*correction*)

Tadd moved that these changes to the IPMA TX provisional by-laws be accomplished. Lisa seconded. MOTION CARRIED unanimously.

Lavern inquired about the phrase “to cover expenses” on page 3 in Article III, Section 4. After discussion, Tadd amended his motion to delete this phrase. Mark seconded. MOTION CARRIED as amended, unanimously.

Melinda will provide the final copy of the IPMA TX provisional by-laws to TMHRA board members.

General discussion ensued regarding how to identify officers and board members, including using the expression of interest tool that Craig will develop for the website.

Mark will schedule a conference call with Neil Reichenberg from IPMA-HR to discuss startup of the IPMA TX chapter.

Mark noted that another roundtable event regarding IPMA TX education and awareness of the pending formation of the chapter is anticipated in the Houston area. He will pursue.

Melinda will schedule a TMHRA board conference call when she hears from IPMA and/or NPELRA concerning their approval of the respective provisional by-laws.

g. TML Resolutions Committee

Ronnie reported that he will be serving on the TML resolutions committee. The committee will meet prior to the TML Annual Conference in Austin in October.

h. TMHRA Strategic Plan

Melinda stated that the Executive Board has reviewed the TMHRA strategic plan. Our focus in the coming year in that regard will be continuing to grow membership and expand regional training. At some point in the future, we will likely establish an ad hoc group to review and update the strategic plan. This will engage other non-board TMHRA members. The Executive Board did not feel it was necessary to do so at this time.

V. Adjournment

There being no further business or discussion, Melinda adjourned the meeting at 2:10 PM.

Respectfully submitted by

A handwritten signature in cursive script that reads "Ronnie Kidd".

Ronnie C. Kidd, Secretary/Treasurer

Attachment 1- TMHRA Sponsorship Levels

Sponsorship levels for the Texas Municipal Human Resources Association are as follows, approved 07/25/2013:

GOLD LEVEL: \$1500 or greater

- Website link to your company on the TMHRA website.
- Recognition at all TMHRA functions.
- Two (2) free registrations (to same company associates only) to the TMHRA Annual Conference.
- Display space at the Annual Conference
- One (1) free registration and display space at the next TxPELRA/Civil Service Seminar. Requests must be made 30 days in advance.
- An excel list of all the TMHRA Annual Conference attendees with their contact information.
- A plaque in recognition of your sponsorship gift.

SILVER LEVEL: \$1000

- One (1) free registration to the TMHRA Annual Conference.
- A list of all the TMHRA Annual Conference attendees.
- Recognition at all TMHRA functions.
- A certificate in recognition of your sponsorship gift.

BRONZE LEVEL: \$500

- A certificate in recognition of your sponsorship gift.