**EXECUTIVE BOARD TELECONFERENCE**

**IPMA-HR New Jersey Chapter**

**Thursday, August 29, 2019**

**Order of Business:**

The meeting was called to order at 12:35 p.m.

**Board Members Present:**

Steven Wilkins

Joe Genovay

Anthony Gatto

Pat Maske

Krystyna Carlino

Emily Grala

Linda Dobron

Natalie Myers

**Welcome**

Steven thanked everyone for calling in. He is open to feedback from the Board members so please let him know if anyone has suggestions.

**Approval of Minutes**

Motion to approve the May 17, 2019 meeting minutes was made by Natalie, seconded by Linda. Motion carried, minutes approved.

**Treasurers Report –** No report

**Membership and Hospitality Report**

Membership - Currently there are 17 IPMA HR NJ Chapter members. Linda is sending out reminders to expired members.

Hospitality - Linda mentioned at the May 31, 2019 One Day Conference numerous door prizes were given out, vendors provided information, and laminating the business cards of attendees was well received.

Motion to approve the Membership and Hospitality report was made by Joe, seconded by Natalie. Motion carried.

**Special Committees**

Web Page

Anthony is working on a branded draft of a website which will be easy to maintain. The old website is not recoverable. We need content to include such as pictures from the region and national conferences, archival information such as the history of the chapter (Jeff may have), names of past presidents. We discussed some ideas: links to IPMA and regional; area for feedback; moving graphics; future member forum; a way to join the Chapter on line. Anthony hopes to roll out next month. Motion was made to move forward with this website by Linda, seconded by Natalie. Motion carried.

**Old Business**

One Day Conference May 31 2019

CSC and the Chair were pleased with the conference. The Chapter did a great job. There were about 12 raffle gifts, many giveaways that went over well. Joe recommended that in September we contact CSC Chair to set a date for next year’s conference.

**New Business**

Joe made two recommendations

1. Have a calendar of events for the new year including dates, speakers, agendas. Have 4 meetings including a holiday social in December.
2. Provide Chapter liaison reports to the Eastern Region. Karen should get quarterly status updates. Joe will send Steven a sample. Also there is a Chapter Affiliate report with IPMA HR that needs to be completed. We pay $25 for each non-IPMA national member. Linda and Joe have done in the past.

Leaderhip Conference

Steven attended in Detroit. They also emphasized having a calendar of events, suggest expanding offerings to monthly.

Programs

Steven discussed topics he is considering: ADA, medical marijuana in the workplace, understanding the working test period, how to conduct dispute investigations, process improvement, behavioral interviews and how women rise in the workplace. He also discussed the possibility of doing half day training, December holiday, having a working committee to discuss potential courses with one person per course to contact. Joe and Linda volunteered to assist Steven in developing the calendar.

The first program will be Thursday, October 15, 2019. Anthony will reserve OIT conference room. A topic is needed so flyers can be sent out. Information can also be placed on website.

We discussed if fees will be required for programs for members and non-members. We want to attract new members and have a reason for them to join. Steven, Linda and Joe will meet and bring a proposal for fees and the calendar to the Board.

Slate of Officers

Steven presented the Slate of Officers to the Board:

President Elect:Anthony Gatto, Office of Information Technology

Treasurer: TBD

Secretary: Pat Maske, Higher Education Student Assistance Authority

Member at Large: Pilar Tortorello, Department of Children and Families

Member at Large: Krystyna Carlino, State of NJ Judiciary - Ocean

Member at Large: Emily Grala, Motor Vehicle Commission

Parliamentarian: Jeff Richter, Retired

Steven reached out to a finance manager in his department who may be take this position. A motion was made to present the slate to the membership for vote by Joe and seconded by Linda. The motion passed. The Slate will be sent to the membership for vote. Linda is providing the current membership list.

**Meeting Adjournment**

Called by Steven at 1:20 p.m.

Submitted by Pat Maske, Secretary