

**IPMA Board Meeting
January 9, 2020
3:00 – 4:30
Dept of Transportation – 50 Wolf Road**

MINUTES

Kathryn Behuniak	x	Courtney Bernard*	x	Heath Boomhower	
Christina Capullo*	x	Scott Crossman		Greg Driscoll*	
Don Grandchamp*	x	Felipe Moon*	x	Vanessa Morrison*	
Dan Ragone*	x	Heather Reppenhagen		Darlene Shattuck*	x

1. Introduction
2. Review December minutes-accepted and approved
3. Treasurer's Report- accepted and approved
 - a. Costs on target
 - b. Removed Rochester Housing Authority person, new membership total is 249
 - c. Status of signed Audit Report -Greg was absent-he needs to circulate signed copy
4. Eastern Region conference-agenda for conference has NOT been issued yet-this causes some issues with people expressing interest to go and/or getting support from their agencies
 - i. Discussed who would be attending from the Board and how Scholarships would work this year
 - ii. For the Board Felipe interested in attending, other Board members that are interested, but as 'back ups':
 1. Courtney
 2. Kathy
 3. Don
 4. Dan
 5. Darlene
 - iii. Scholarships- in the past, prior to 2019, the Chapter paid the conference fee and lodging, NOT transportation costs for 2-4 people, including Board members. In 2019, in part due to the close proximity of the conference, our intent was to send more people, but to spend less per person. For this year it was decided the scholarship would be for 2 people-conference fee and hotel fees covered, winners have to pay their own travel expenses. National membership is not required in order to attend conference. Darlene to send email to members about scholarship no later than January 14 with a response date of February 3. A vote occurred and approved to remove agency designation on the scholarship form.

5. Request for Funds/Submission to National update
 - a. Requested \$1,000, waiting to hear from National

6. Microphone purchase

Don provided an update to his research into a microphone purchase -a good system will cost \$900-\$1200. Kathryn and Christina will also check with people they know about a good system. Possibly purchase used instead of new equipment. Storage of the equipment was also discussed. It was decided to discuss again at the February meeting. This will also be discussed at the March General Membership meeting.

7. By Laws Survey Results

Vanessa has been out and she is the individual with access to the ballots that have been returned. Felipe to check with Matt to see if he can get access. Christina to provide user/name and password for survey monkey to Matt.

8. Program Committee Report Out
 - a. Recap of December program/evaluations
 - a. Good evaluations, Board discussed that future coffee purchases should be done through Dunkin Donuts, Starbucks-something less expensive than Professor Java's -December's coffee cost was \$80 for four carafes. Also discussed length of presentation and we need to ensure in the future if we are paying for a speaker we have the correct timeframes and get the most benefit for our money
 - b. January 17th program at Thruway Authority, to date 46 members registered
 - a. Discussed the possibility of Web Ex at the January program and other programs. There was much discussion. Two votes occurred:
 1. Web Ex at January program
 - i. Testing must be done by Monday, January 13th
 - ii. If testing goes well, announcement goes out Monday with a deadline of Wednesday

Vote approved
 2. Future Web Ex for programs February and beyond
 - i. Testing at the location needs to occur at the location prior to the announcement being issues
 - ii. Speaker agrees to Web Ex
 - iii. Web Ex must be preplanned by the program committee and prior to announcement being issued
 - iv. Web Ex will not be recorded

Vote approved

9. Website Update Felipe
 - a. Matt and Felipe meeting this weekend-status will be provided next meeting

10. Election planning

- a. This topic could not be discussed as the meeting ran long-it will be discussed at the February meeting

CHANGE from original schedule:

Next meeting changed to Friday, February 7, 2020 3:00 – 4:30 at DOT