

WCIECA Board of Directors

Location: Thousand Oaks, CA/Conference Call

Date: October 29, 2019 (2:15 p.m. – 4:15 p.m.)



Meeting Minutes

Minutes Distributed: 11/07/19

Approval: 01/21/2020

1. Call to Order

President Endicott called the WC-IECA board meeting to order at 2:22 p.m. with a quorum of directors present.

2. Roll Call

Officer Directors

Jeff Endicott, President

Jeanne Duarte, Administrative VP and Treasurer

Richard Dunbar, Technical Vice President

Danny Reynaga, Secretary

Directors

Julie Etra, Director

Tyler Palmer, Director

Melanie Sotelo, Director

Ron Dietz, Director - absent

Chris Marr, Director - absent

Chapter Administration

Cyndi Brinkhurst, Administrative Assistant

New Directors

Stephen Knutson

Kim Aldrich - until 4 p.m.

3. Announcements – Director Duarte announced three new awards are offered by IECA Awards Committee- Sustained Vendor/Sponsor, Three Under 30 Young Professional, and Four Under 40 Young Professional.

4. Review and Approval of Minutes

Director Duarte moved to approve the Board Meeting Minutes of the May 22, 2019. Director Reynaga seconded the motion. All approved.

5. Review and Approval of Financial Report – Treasurer Duarte conveyed IECA has changed their reporting format and she provided the following documents for review.

- Western Chapter 2018 Activity Report
- Western Chapter 2019 Activity Plan
- Western Chapter 2020 Activity Plan

Treasurer Duarte implemented some format changes to match IECA reporting. She provided the WCIECA Year to Date Budget Comparison showing we are on track for the year.

Director Dunbar moved to accept the WCIECA Year to Date Budget Comparison; Director Sotelo seconded the motion. All approved.

6. President’s Report – President Endicott

Interactions with Region 1 – President Endicott conveyed issues the Chapter had regarding payment of chapter dues by the IECA. He reported there has not been any President’s Council for the last two quarters.

7. Committee Reports – none provided as committees are inactive. Some discussion on if we need to implement them. Suggestion – talk to R1 for discounts to committee members (perhaps in the form of credit to classes, webinars, etc.) as incentive to be on committees.

8. Special Committee Reports – none provided, special committees will be setup and dissolved as needed.

9. Unfinished Business Approval of IECA Conference Scholarships – President Endicott

Director Reynaga motioned for \$500 be awarded to each of the two applicants from San Diego University and \$1000 awarded to the England applicant. Director Palmer seconded the motion and the motion carried.

10. New Business

A. Installation of New Directors – the Board gave a warm welcome to the new directors.

B. Election of Chapter Officers – See Bylaws Article VI at <http://www.wcieca.org/bylaws/>.

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Nominations – The floor was opened to nominations and discussion.

- Danny Reynaga - President
- Melanie Sotelo - Administrative Vice President
- Richard Dunbar - Technical Vice President
- Jeanne Duarte - Treasurer
- Stephen Knutson - Secretary

Director Palmer motioned for the above slate of officers to be instituted, as there were no objections. The motion was seconded by Director Sotelo and the motion passed.

Recognition – Jeff Endicott was recognized for his years of dedication and as President, with an award presented by Director Duarte on behalf of the Chapter.

C. Discussion of Strategic Planning Effort

The next step will be a follow-up call with Judith Guido via Zoom Nov. 21 at 1:30p.m. for 1.5 hrs.

D. Future Events

- Western Chapter Events
- Hawaii? Director Sotelo picked up the discussion – continue to look at data, research and see how it fits into our plan.
- Arizona
- Nevada

E. 2020 IECA Annual Conference and Expo

- Raleigh Convention Center, Raleigh, North Carolina February 23 – 26, 2020.
- Chapter Meeting at Annual Conference – Danny, Melanie, and Jeanne potentially will attend Tuesday Feb. 25; 4– 5 p.m. This will be a perfect time to ask a few questions and do research.
- 2021 Annual Conference will be in Kansas City, MO.

F. Administrative Discussion

- Phone – after discussion the board decided to cancel the AT&T landline as a cost savings measure.

11. Next Meetings

A. Set Calendar

- November 21, 1:30 – 3:00 p.m. Planning Session continued via Zoom
- February 25 Chapter Member Meeting in Raleigh, NC. 4:00– 5:00 p.m.
- May 21, 1:30 – 3:00 p.m. via Zoom
- August 20, 1:30 – 3:00 p.m. via Zoom
- November 19, 2020, 1:30 – 3:00 p.m. via Zoom

12. Adjourn to Executive Session – None required

13. Adjourn

President Reynaga adjourned the board meeting at 4:08 p.m.

Minutes respectfully submitted by,

Stephen Knutson – Chapter Secretary

Cyndi Brinkhurst – Administrative Assistant