Board Members Present
Bryce Carlen (Chair), Vonnie Diseth (Vice-Chair), Ann Bruner (Secretary/Treasurer), Wendy Huff, Heidi Geathers, Tony Alfonso, Matt Modarelli, Tom Wallace, Mary Craig, Mary Mueller, and Scott West, Chris Lamb, with contractors: Jim Hammond, Mace Maciejewski, and Barry Diseth.

Board Members Absent
None

Quorum (7 required based on active members)
A quorum of 12 attending members for the meeting.
The meeting was called to order by Vice-Chair Vonnie Diseth and resumed by Chair Bryce Carlen.

Board Acknowledgement of Previous Month’s Minutes
The November meeting summary was moved and accepted.

Monthly Financial Report
The November financial reports were moved and accepted.

Planning Retreat and Board Meeting Discussions and Actions

Committee Presentations:
After an introductory presentation “IPMA 101” and a strong emphasis on fiscal responsibility, by Vonnie, each committee reviewed their end of year report, their objectives for 2019, and reviewed their 2018 ending financial position and presented their 2019 request budget. Only Exec Seminar and LeaderPath required a few request budget tweaks (see request budget below).

Action Item: Bryce volunteered to DRAFT an “IPMA Code of Ethical Conduct” document for review, discussion, and adoption at the January IPMA Board meeting.

Chief Financial Officer and Chief Operating Officer Reports:
Barry provided the overall “Estimated End of Year Results” which indicated an excess of revenues over expenditures of approximately $23,000. He also presented an overview of the existing endowed scholarship funds with South Puget Sound Community College and Evergreen State College. The Board decided against creating or funding any additional scholarships and endowments; as our focus should be on providing IPMA services to the Washington State Public Sector Business IT Community. Barry provided the Board with a review of the IPMA investment portfolio and the role of the Finance Committee.

Jim covered the recruitment of Corporate Sponsors and the calendar of events for the coming year, and how Mace will be the new overseer of the calendar while those committee members/contractors responsible for the various meetings will own the calendar invites.
**Strategic Theme for 2019:**
It was asked whether or not the IPMA should have a “theme” for 2019. The answer was ‘No’. Although we don’t have official annual themes; it was discussed that “Cloud” related topics are a definite focal point and are a focus of the Legislature. PD Committee has already taken a “leaning forward” approach and is focusing on Cloud migration as their first event in February.

**IPMA Replication in Other States:**
Discussion occurred about whether the IPMA should be proactive in promoting a replication of IPMA in other states as suggested by some Corporate Sponsors. The Board determined that this was not within the scope of the IPMA mission and agreed to not support any further discussion or action on this topic. Should a state reach out, the IPMA Board Officers can explain the IPMA’s 50+ year history, formation, structure and operation.

**Continuing Education for CIOs:**
*Action Item:* The Communications and Outreach Committee, along with the LeaderPath Committee, to explore methods of providing necessary training for CIOs, particularly new CIOs, with targeted guest speakers at CIO events.

**Small Agency Scholarships:**
The Board agreed to do this only as funding becomes available and on a case-by-case basis.

**Committee Volunteer Recruitment:**
The Board collectively decided to create a repository of volunteers and their interests. Contributions to the repository will come from Board members, solicitations at IPMA events and LeaderPath Next. *Action Item:* The repository will be maintained by the Recruitment Committee, formerly known as the Nominating Committee. The new Recruitment Committee will handle all recruitment including Board members, contractors and volunteers.

**Website Redesign and Other Technological Improvements:**
The board unanimously supported the redesign of the website which was included in the Communication and Outreach request budget for 2019. Dove-tailing with the design should be the acquisition of an “IPMA App” with multiple uses and compatible/synced with the new website. *Action Item:* The Communication and Outreach Committee will pursue the new website creation, the “IPMA App”, and research the, free to non-profits, Google docs as a replacement for Office 365 for storing and sharing IPMA documents.

**2019 IPMA Officers:**
The Board unanimously elected Vonnie Diseth as Chair, Heidi Geathers as Vice-chair, and Ann Bruner as Secretary/Treasurer for 2019, effective immediately. To avoid conflict of interest with the Chair, the Board unanimously approved contract administration for BMD & Associates be administered by the Vice-chair, Heidi Geathers.

**Staff Contract Updates:**
Contracts with BMD & Associates to be the Chief Financial Officer and Gary “Mace” Maciejewski to be the Chief Operating Officer have been signed and in place. The Board unanimously voted to not renew the contract with Kruger Consulting LLC as the Professional development Coordinator. *Action Item:* The Recruitment Committee will search for a new PD Coordinator. Specifically, Bryce, Chris and Mary volunteered to find a replacement.
2019 Request Budget:
Barry reviewed the request budget in total.

- The formula for Corporate Sponsor fee distribution was changed to $2,155 for Admin., $1,200 for Forum and $945 for Executive Seminar, and adjusted in the budget revenue lines for each.
- LeaderPath added budget line items to cover the Cohort Recruitment event.
- The following expenditure priorities were agreed upon:
  1) Keep IPMA solvent;
  2) Fund the agreed upon technological innovations for IPMA; and,
  3) Assist the IPMA community with scholarships.
- With the expenditure priorities set, it was determined that the 2018 estimated excess revenue of approximately $23,000 be placed as a line item under Administration as “Discretionary Reserve” to be used as determined by specific Board actions. With the above changes the 2019 Operating Budget was unanimously approved.

Other Board Items:
- $50.00 Gift cards were given to Jim Hammond and Carol Gravatt (not present) in appreciation for their contributions to IPMA.
- The Board approved payments to Kruger Consulting LLC for work performed in December to-date and minimal transition requirements, at the rate specified in the 2018 contract.

Next Board Meeting:
January 10, 2019 at the Rivers Edge, Tumwater Valley Golf Course.