



## Board Meeting Minutes – May 14, 2019

A	Adriana Bettencourt – Program Chair	A	Andrea Rios – Director/Membership	A	Bob Meehan – Past President
A	Chace Case -Director/Sponsorship	A	Judy Clinton – Secretary/Treasurer	A	Korin Giordano – Director
N	Priya Kapila – Vice President	A	Sheila Krueger – President		

### Attendance Key

A – In Person Attendance	T – Attendance by Phone	N – Not in Attendance
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Meeting called to order 11:50 a.m.

TOPIC	ACTION
Approval of Minutes	<p>The March meeting minutes housed on the ATRA website were reviewed.</p> <p><b><i>A motion to approve the March meeting minutes was made by Korin Giordano and seconded by Chace Case. Motion passed.</i></b></p>
Treasurer's Report – Judy Clinton	<p>The February/March financials housed on the ATRA website were reviewed.</p> <p><b><i>A motion to approve the February/March financials was made by Korin Giordano and seconded by Adriana Bettencourt. Motion passed.</i></b></p>
Program Committee Report – Adriana Bettencourt	<p>August: Compensation Update – Mike coordinating November: Legal Update – working w/Ben Nucchi</p> <p>Future programming observations:</p> <ul style="list-style-type: none"> <li>- need more volunteers <ul style="list-style-type: none"> <li>o recruit at the conference</li> </ul> </li> <li>- Re comp 101 in 2020 – <ul style="list-style-type: none"> <li>o would like to have a couple under our belts and then decide.</li> <li>o If so, will there be too many events if Lunch &amp; Learns are continued?</li> </ul> </li> <li>- Chairs over sub-programming committees i.e L&amp;L's, Comp 101's</li> <li>- Zoom at 101 – volume went up and down. <ul style="list-style-type: none"> <li>o Wear lapel mic centered at the neck.</li> <li>o How easy is it to use?</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ Can we get a documented process?</li> <li>○ L&amp;T has Webex</li> </ul> <p>April Survey Results – low participation</p> <ul style="list-style-type: none"> <li>- Do we need to offer a raffle item?</li> <li>- Can we force a log in but not ask for contact info?</li> <li>- What if we hand out a survey at the end of the event?</li> <li>- Maybe we just shorten the survey?</li> <li>- Survey app?</li> <li>- Say it's only a 4(?) question survey.</li> <li>- Starbucks gift card delivered electronically. \$15</li> <li>-</li> </ul>
Compensation 101 Review	<p>Needs to be cohesiveness between speakers.</p> <ul style="list-style-type: none"> <li>- May recap: Regulatory Environment               <ul style="list-style-type: none"> <li>○ Eric did a great job.</li> <li>○ Location was good.</li> <li>○ Parking was very easy.</li> <li>○ Signage was very good.</li> </ul> </li> <li>- July 23: Job Analysis &amp; Documentation               <ul style="list-style-type: none"> <li>○ Eric has agreed to do this one. He is available.</li> <li>○ Chace will check w/Eric for rights to use his info. – July 23 is best. Sponsor is SayZoon</li> </ul> </li> <li>- August 14: Market Pricing               <ul style="list-style-type: none"> <li>○ Priya</li> </ul> </li> <li>- October 23: Compensation Plan Structure &amp; Communication               <ul style="list-style-type: none"> <li>○ Possibly Carol Mercer and Simpson Seigel</li> </ul> </li> <li>- December 4: Variable Pay               <ul style="list-style-type: none"> <li>○ Brent Longnecker</li> </ul> </li> </ul>
Membership Committee Report – Andrea Rios	<p>Current membership stands at 127 members as compared to 106 in March and 94 in January. Our goal is 200 members by the end of 2019.</p>
Sponsorship Committee Report – Chace Case	<p>3-pronged approach moving forward</p> <ul style="list-style-type: none"> <li>- Forming a committee</li> <li>- Sponsorships for individual events</li> <li>- Annual Conference sponsorship               <ul style="list-style-type: none"> <li>○ 38% of our goal has been achieved</li> <li>○ Bingo card to encourage attendees to visit the vendor area</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ Sponsor flyer</li> </ul>
2019 Conference Report	<p>Sponsorship – Chace Case</p> <ul style="list-style-type: none"> <li>- What spots do we have? 3 Gold/3 Platinum               <ul style="list-style-type: none"> <li>○ USI – Silver</li> <li>○ Payfactors – Platinum</li> <li>○ Mercer – Gold</li> <li>○ CBIZ – Gold</li> </ul> </li> <li>- Deadline for checks</li> <li>- Chace will let me know who has been vetted as a sponsor</li> <li>- Cindy and Judy will let Chace know when payment has been received</li> </ul> <p>Programs – Bob Meehan</p> <ul style="list-style-type: none"> <li>- Keynote speaker – potentially selected</li> <li>- Complimentary hotel room and airfare</li> <li>- Bob Greene – maybe all hands after lunch presenter</li> </ul>
Arizona Talent Coop – Sheila Krueger	<p>AZ Talent Coop’s new website is up and running.</p> <p>June 5 event – 3:00-6:00 mix of presentations</p> <ul style="list-style-type: none"> <li>- 5 min elevator speech               <ul style="list-style-type: none"> <li>○ Our value propositions</li> <li>○ Some of our issues in compensation and benefits</li> <li>○ How compensation and benefits relate to other aspects of HR</li> </ul> </li> <li>- Each association will have a collateral table</li> <li>- Push the advertising out to our members</li> <li>- We need to nominate a charity – Caring Coalition 501(c)3 was selected.</li> <li>- Andrea, Bob, Chace and Priya – to attend.</li> <li>-</li> </ul>
Use of Admin support – Korin Giordano	<p>Korin shared a list of tips</p> <ul style="list-style-type: none"> <li>- Copy Cindy on Emails – if they include a task she needs to handle</li> <li>- Communicate what you need her to do</li> <li>- Cindy keeps a master email timeline</li> <li>- Follow up on your requests</li> <li>- Request a test email</li> <li>- Text emergency requests</li> </ul>



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What can we do for the HR community?	<b><i>A motion to contribute 10% of conference proceeds to a charity or charities to be determined later was made by Adrianna Bettencourt and seconded by Andrea Rios. Motion passed.</i></b>
What do we do for our board members?	<p>We pay for their membership</p> <p>Suggestions:</p> <ul style="list-style-type: none"><li>- Free annual conference</li><li>- Regular meetings – board members eat free i.e. Comp 101/L&amp;L's. Cindy will register those wishing to attend through the admin side of the website.</li><li>- At least 1 World@Work registration (\$100 each that ATRA would have to pay for) + airfare and some meals.</li></ul> <p><b><i>A motion to waive ATRA annual conference fees and ATRA event fees for board members and to cover at least one WorldAtWork conference registration plus airfare and approved expenses was made by Korin Giordana and seconded by Judy Clinton. Motion passed.</i></b></p>
Adjourn: Meeting Adjourned at 1:25 pm.	<b><i>Motion to adjourn the meeting was made by Korin Giordano and seconded by Judy Clinton, no discussion. Motion passed.</i></b>

Future meetings of the ATRA Board of Directors are scheduled as follows:

July 10, 2019 - CBIZ

September 11, 2019 - Petsmart

November 13, 2019 - Lovitt & Touche – tentative location