

IPMA – HR SOUTHEAST COAST MA  
CHAPTER MEETING  
February 27, 2018  
Hearth & Kettle Restaurant, Hyannis, MA

Members Present:      Susan Atkins, Barnstable                      Laurie Barr, Dennis  
                                 Bill Cole, Barnstable                                      Anne Clancy, Dennis  
                                 Deborah Heemsooth, Dennis                              Lynne Poyant, Barnstable  
                                 Laura Scroggins, Barnstable                              Jacquelyn Shea, Dennis  
                                 Anne Spillane, Barnstable                                      Tara Way, Barnstable  
                                 Angela Whelan, Barnstable

1. Approve 1/24/18 minutes

Laura called the meeting to order and asked the group to approve the minutes of 1/24/18. Bill made the motion to approve, Angela seconded the motion; the minutes were approved.

2. Treasurer’s Report

The chapter’s running balance is \$3,716.12. We’ve lost some members (Deb Blanchette, Catherine Calicchia and Kathy Logue) and gained a new member Vicki Reis. Currently we have 21 members; 8 affiliates and 13 national. We are still awaiting an outstanding payment from one member.

3. Mental Health First Aid Training , March 24<sup>th</sup> – let’s get some press!

Invitations have gone out to chapter members and the MMPA. The training can accommodate 35 attendees. First come, first served. Jacquelyn will maintain a waitlist. If there is a high demand we may offer the training again. The cost is \$99 for members/\$129 for nonmembers. We should double our fund balance after this training. Registration is from 8:30 am – 8:45 am, program runs from 8:45 am – 4:45pm. Lunch and refreshments will be served. The Little Sandwich Shop on Main Street will deliver and provides paper goods with the order. Bill picked up a menu and Lynne has used them for meetings. Lynne will place the order. Deb will pick up water, danish and fruit at BJs.

How should the room be set up? Suffolk is in the room the day before; classroom style setup so it will be left as is. Bill and Lynn can assist with tech needs; there are white boards available. The trainer is Paul Gabriel; he is being paid a fee of \$400.00, no gift necessary. The curriculum is geared towards adults. 7 registered. Deb and Lynne have forwarded the email to their DHs. Several people are looking for funding to pay for their registration. We may want to forward the email to Town Administrators and Town Managers. We have a draft press release if we’d like to send it to the public. Can we have Channel 18 advertise or cover this in some way; a mention in E-news? Will the trainer want coverage; is the material proprietary?

4. IPMA-HR Webinar “Sexual Harassment Prevention Today – What You Don’t Know You Don’t Know”, Town of Barnstable Selectman’s Conference Room, February 28<sup>th</sup> @ 1:00pm

The webinar will be from 1:00pm – 2:00pm. 5 people are attending. Laurie is viewing the webinar at her office. There is new equipment in the Selectman’s Conference Room.

5. 2019 Eastern Region Training Forum, Plymouth, MA

Site visit went very well. Nice hotel, recently renovated with plenty of parking. Location is reachable by bus and train so no need to rent a vehicle for those flying in. On the tour the group viewed the meeting spaces and rooms. The hotel has sent a draft contract that has been forwarded to Michael Coury and he has provided his feedback. The room rate is \$139 + (\$48 per night from 6/2 – 6/5), the hotel will honor that rate 3 days pre and post conference for those wishing extend their time. Conferences are open to anyone. We have a room block of 235 rooms over the 9 days. We will be using all of the hotels meeting space and half of their rooms.

The proposal for the Eastern Region Board needs to be done, once approved we can move ahead. Presentation needs to be made for Baltimore. Plymouth may have drone footage we can use in the presentation. Bags need to be planned and prepared. We need to brainstorm ideas for Monday evening activities for example a reception on the Mayflower or a visit to a winery/brewery. Make contact with the Plymouth Chamber of Commerce. The Dennis Town Administrator is from Plymouth and she will try to make a connection for us. Hotel contract needs to be finalized.

6. 2018 Eastern Region Training Forum, Baltimore, MD – volunteers needed!

The training forum was finalized a week or two ago. Laurie has booked her tickets. Baltimore is in need of volunteers; would anyone who is attending be willing to volunteer some time. Deb will send the contact information of the person who is coordinating.

7. Other business

Laura made a motion to adjourn, Bill seconded the motion, meeting adjourned.

**Next meeting March 8, 2018 at Hearth & Kettle, Hyannis 8:00 am**