

MINUTES

Jayhawk Chapter of SHRM - Board of Directors Meeting

Thursday, February 4, 2016 – 11:30am-1:00pm

Hosted by: Keri Rodriquez

Location: Lawrence Journal-World

1. **Old Business**
   1. Jayhawk SHRM 25 year anniversary 10-15-2016.
      1. Celebration ideas- No Discussion, hold for March meeting
   2. HR Aces/Pinnacle Project Update
      1. Request from **CASA for board member** with HR expertise. Request was made of SHRM to see if a person within the organization would be interested.
         1. Casa is still looking for a board member. Request was included announcement in January e-blast. Kelly reported that no one from January board meeting announcement stepped up.
         2. 2 people from City of Lawrence previously expressed an interest. Lori report on follow up with City staff to see if there is continued interest. - Lori Reported no current interest.
         3. Kelly will print out the list of SHRM membership and their volunteer interest, Cassie will review the list and see if there might be a good match for CASA and speak with that member.
      2. Report on **Success By 6** requested SHRM members for a panel participation on January 28th. Peter Steimle attended for the Journal World and Andrew Berkins from Lawrence Memorial Hospital attended for SHRM. Mike Orozco attended from US Bank.
      3. **Just Food** is looking for HR volunteer for a mentoring program called “Pathway to Employment” which they are trying to implement with their clients. The targeted audience is Just Food clients and those that are unemployed in the community. SHRM volunteer would be expected to be support and education resources for preparing job applications, reference and similar topics for the program participants. Cynthia will send out an e-blast. Cassie and Annette will review the SHRM volunteer interest list and contact possible participants.
      4. **Cottonwood** invited Peter Steimle to speak to clients about job availability in the community.
      5. **Sunflower House and Cooperative** has requested HR support and expertise. Cynthia will do an e-blast.
      6. **Baker University Career Services** is looking for HR professionals to provide interviewing related services to students. Cynthia will send out e-blast. Cassie, Kassie and Annette will assist. Mary will put information on slide for February meeting.
      7. Cassie will keep a spreadsheet on the volunteer opportunities under the HR Aces program with the company requesting, type of service and the SHRM member(s) who fulfilled the request.
   3. Positions still open are Volunteerism and Sponsorship - Update
      1. Peter Steimle will continue as Sponsorship Chair for 2016.
      2. Cassie Gilmore will continue as Volunteer Chair for 2016?
   4. State Leadership Conference (1/14 & 1/15), report from Debbie & Lori. See attached notes.
      1. Jackie Bond – District Director
      2. Nicole Hall – Member Engagement Associate
      3. Jeff Owens - Membership Advisory Council (MAC)

**2016 Strategic Goals (build from meeting to meeting)**

* + 1. Goal: Ensure that by 1/1/17 the Jayhawk Chapter of SHRM has at least twenty-five (25) national SHRM members primarily coded to the chapter AND a minimum of fifty-one percent (51%) membership of active national SHRM members.

(December 2015, January 2016 agenda)

Discussion 2/4/2016:

* 1. Individually contact large employers in Lawrence to discuss the benefits of SHRM membership. Several committed to contact one employer before the February Board Meeting. Update:
     1. KU Central Human Resources-Annette reported she had not yet had a chance to contact.
     2. Peoples Bank
     3. Hyvee
     4. Dillons
     5. Wal-Mart
     6. Target
     7. LMH-Kelly reported that she visited with Andrew Berkins. He indicated it was not easy to get away to attend SHRM meetings but he would work to attend.
     8. School District-Keri reported that she hand an initial conversation but was trading phone messages.
     9. Douglas County-Lori reported that a staff member was contacting Douglas County on a different matter and was going to discuss SHRM membership. Lori had not yet followed up with staff member.
     10. MERC-Holly
     11. Del Monte-Heather has contacted HR staff and is arranging to bring someone to a future meeting.
  2. Look at a Bring a Guest (non-member) to a meeting for general membership. Do early in the year (March/May)-No discussion in February meeting.
  3. Cynthia created a tri-fold that promotes membership in the local chapter. Use in contacting the businesses listed above. Distributed at January meeting.
  4. Other ideas:
     1. Trade membership lists with Medical Manager group, or pay for their list for a mailing
     2. Invite Medical Manager group to SHRMinar. Heather will see if she can locate a board member for Medical Manager group. Kelly will contact.
     3. Rich Cornell, Stephen Siler-HR person who lives in Lawrence (Mary bringing in February), Callahan Creek, Michelle Stegman-City of Ottawa
     4. Goal: Ensure long-term financial health of the chapter. (February Board Agenda)

Steps to achieve this goal:

1. Recruit a sponsorship chair. – Done.
   * Kelly reach out to Charlie Upton? Ask if he has any ideas of someone who may interested for the future.
   * Approach Michelle Stegman about the SHRMinar committee and help with sponsorships.
2. Task board and chapter members to talk to sponsors using the sponsorship brochure. Brochure is being updated and will be distributed.
3. Develop an organized way to ask members for their vendors, e.g., phone-a-thon.
4. 2/4/2016 discussion: Peter is doing well with sponsorships. Suggestion for a post card for at Large Membership (more effective than other methods per KS SHRM study)
5. **New Business**
6. Request from Allegro Training and Consulting for SHRM to promote or sponsor a Lawrence Community Town Hall Meeting “Conscious Conversations: Closing the Cultural Divide Together”. Lori will contact to find out more (SHRM board contacted by e-mail only-see below) and board will decide by e-mail. Event is 2/22/2016.
7. Heather Bunker to review and share previous year’s expenses and revenue. Heather reported that the chapter operated in the negative in 2012, 2013, 2014 and 2015. This is a trend and is not sustainable for the chapter. Heather will track types of deposits going forward so board had a clearer picture of revenue sources. Heather will do a revenue report at March board meeting as well as monthly and YTD expense reports. The board will need to monitor expenses monthly to ensure a balanced revenue/expense year in 2016. It was discussed that an annual budget would be a good thing for the chapter to do.
8. Kelly submitted 2015 SHAPE to SHRM.
9. Meeting surveys created and will be sent out from the website following each meeting. Feedback on the surveys. Process for each meeting. Debbie will provide a list of membership and those attended to Cynthia so she can send the survey each month. Cynthia will keep the results and post on the board resources page on the website for board use/review.
10. Table Talk feedback from January meeting.
11. **Standing Items**
12. Board Hosts for February meeting (2): Keri and Kelly
13. Monthly Meeting –Mary McKenzie
    * + 1. February- Politics and Human Resources – What to Expect in an Election Year – Charlie Upton
           1. Toastmasters, Sponsor and Nancy Conway
        2. March- Networking your Personal Brand as a Human Resources Professional
        3. April- SHRMinar:
           1. Planning committee: Annette, Debbie, Cassie, Jennifer Alexander and Michelle Stegeman will join committee.
           2. Topic: What Organizational Leaders & HR Professionals Should Know to Reduce Legal Risk

Kathy Perkins & Ann Molloy – Conducting Workplace Investigations and Interviewing Skills

Darren Dupriest - The Risks of Engaging Social Media in the Employment Process

No speaker fees

* + - * 1. Sponsors – looking for sponsors including a breakfast sponsor and for printing the materials. Breakfast will only be offered if there is a sponsor.
        2. $55-$60 registration fee.

1. Sponsorship Update – Peter Steimle

|  |  |
| --- | --- |
| January | American Century – Was payment received? |
| February | MidAmerican Credit Union |
| March |  |
| April |  |
| May | Mid-American Credit Union |
| June |  |
| July |  |
| August | Mid-American Credit Union |
| September |  |
| October |  |
| November |  |
| December |  |

* + - 1. Paycor a sponsor at upcoming meeting? Peter is following up.
      2. Others to contact?

1. Membership Update – Holly Goodman
   * 1. Membership renewal report.
        + 1. 45 complete renewals
          2. 18 with pre-paid lunches
          3. 1 new member
        1. 36 members are national
        2. National member percentage 80%
2. Financial Update – Heather Bunker

|  |  |
| --- | --- |
| **Financial Resources:** | **1/31/2016** |
|  |  |
| First State Bank - Checking Account: | 6,997.43 |
|  |  |
| CD's: |  |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,509.33 |
|  | 8,509.33 |
|  |  |
| Pay Pal Account: | 1,136.75 |
|  |  |
| Petty Cash: | 100.00 |
|  |  |
| **Total:** | **16,743.51** |

1. Certification – Jenny Hiatt

1. Follow up report on survey after meetings.

1. SHRM Foundation – Cassie Gilmore
2. Social Media & Recognition – Keri Rodriquez
3. College Relations – Annette Delaney
4. Diversity – Cathy Espinosa
5. Volunteerism – Cassie Gilmore
6. Legislative – Dennis Meier
7. Communication – Cynthia Colbert
   1. Newsletter Submissions by the 25th
8. Other Business
9. **Adjourn**

Revisit in March:

1. Status of COD/SOP combined documents on website-last updated 1/2016

|  |  |
| --- | --- |
| President Elect: Develop new  (Debbie-) | Diversity Chair: Convert SOP to a Calendar of Duties  (no report) |
| VP Membership: Combine  (no report) | Foundation Chair: Review Calendar of Duties for any updates  (no report) |
| VP Finance: Combine  (Heather-) | Legislative Chair: Combine  (no report) |
| VP Prof Development: Convert the SOP doc to a Calendar of Duties  (no report) | Recognition/Networking Chair: Convert SOP to COD  (no report) |
| VP of Comms: Convert SOP to a Calendar of Duties and INCLUDE Website Administrator tasks as applicable \*will need to delete Web Site Administrator Links once this is completed.  (no report) | Volunteerism: Develop new COD  (no report) |
| Past President: Develop new  (Kelly-) | KU Student Relations Chair: Develop new COD  (Lori-) |
| Certification Chair: Convert SOP to a Calendar of Duties  (Dennis/Jenny-) | Sponsorship Chair: Develop new COD  (no report) |

**From:** Shelly Hornbaker [<mailto:rhvc1@unitedwaydgco.org>]   
**Sent:** Friday, January 29, 2016 1:01 PM  
**To:** Kelly Calvert  
**Cc:** Lori Johns  
**Subject:** Volunteer HR Need for Just Food

Hi Kelly,

Just Food is looking for a rather unique human resources related volunteer.  Could you please share this info with your SHRM group.

Just Food has a new “pathway to employment” program they are trying to implement with their clients.  The basic idea is that many of the Just Food volunteers are unemployed and about half of the volunteers are clients of Just Food themselves.  Just Food would like to provide some additional support/education, to enable these volunteers to utilize their experience volunteering at Just Food as a “job” for job applications and utilize Just Food as a reference, as well.  Just Food is looking for assistance in developing and structuring the program.  If anyone is interested in taking on this project, please have them contact me directly.

Thanks so much,

Shelly Hornbaker

United Way Roger Hill Volunteer Center

785-865-5030, ext 301

2518 Ridge Court, Room 200

Lawrence, Ks  66046

[volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org)

Interested in volunteering or need a volunteer?  Go to [www.volunteerdouglascounty.org](http://www.volunteerdouglascounty.org/)

**Kansas SHRM Leadership Academy 2016**

**Session Notes**

Debbie Snyder

Diversity:

* Give diversity ideas in meetings
* Wine tasting with food
* Visit restaurants
* Partner with Business Leadership Network or other community organizations
* Coordinate activities with Diversity Month in April

Programs:

* Share speaker lists with other Chapters
* State Council speaker inquiries
* Partner with other Chapters
* Partner with other organizations in your community (i.e. Chamber, etc.)
* Use LinkedIn and other Social Media to promote your programs
* Connect on Basecamp

Treasurer/Finance:

* Most Chapters are likely a 501(c)(6) – Non-Profit Organization
  + This is NOT a charitable organization, meaning any donations are not tax deductible
* Each Chapter should have a FEIN#
* Annual corporate fees for Kansas
* Insurance – Consider General Liability and Directors and Officers (D&O) Liability
* Produce financials at least quarterly (many Chapters do them monthly)
* Get proof of cash receipts and disbursements
* Someone other than the Treasurer should sign off on invoices
* Never write a check to CASH or to yourself
* Have more than one person on the checking account
* PayPal Here – one solution for processing credit card transactions
* Have an internal audit committee for financial records
* Have an outside audit done when the Treasurer exits office
  + Consider a sponsorship trade with a local CPA firm for an outside audit
* For Chapters on a calendar year, May 15 is the tax filing deadline (an extension can be filed)
* Distribute 1099s for any speakers over $600 and get a W-9
* Set a policy for travel and meal reimbursements
* Develop a record retention policy

Marketing:

* Ask Kansas SHRM sponsors if they would like to sponsor your local Chapter
* Sell email blasts and door prize sponsorships
* Develop bundled sponsorships

Membership:

* Offer a free “sample” program to prospective members
* Provide program/speaker list in advance – post to your website
* Partner with other organizations (i.e. Wellness Programs, Chambers, etc.)
* Partner with other Chapters
* Ensure proper Chapter designation (for regular members and at-large members)
* Keep members engaged with valuable topics and certification credits
* Reach out to members through conversations, surveys, etc.
* Provide “hot topics” for programs
* Use incentives to provide feedback (i.e. Complete the survey and get entered into a drawing for a gift card)
* Call expired members and ask them to renew
* Try different dates/times for programs
* Ask members if they are interested in national SHRM membership
* Connect with your local student chapter
* Use the VLRC Membership & Retention Toolkit
* Give a free one year local membership to an At-Large member

Communication

* Use your Chapter in the subject line on emails along with the action that is needed
* Be involved on Social Media
* Use postcards – people get lots of email
* Submit information for the Kansas SHRM newsletter
* “Train by Cell” – service
* Post on Kansas SHRM Social Media sites

Kansas SHRM Leadership Academy- 2016

January 14-15, 2016

Kansas Leadership Center, Wichita, KS

Lori Carnahan

Day 1:

Leadership Edge by Kansas Leadership Center

* Instructor guided us through instruction and activities for selected sections of the four Leadership Competencies:
  + Diagnose Situations-distinguish technical and adaptive work
  + Manage Self-choose among competing values
  + Energize Others-work across factions
  + Intervene Skillfully-raise the heat, act experimentally
* Reviewed both their on-line tool (access for 60 days), book and in person instruction models available.

Day 2:

* State Council-Governing Body Only meeting
  + Reviewed RFP for vendor to serve as paid Administration Manager for the state council.
  + Selected firm that is currently paid lobbyist
* Budget-
  + Reviewed and approved KS SHRM State Council 2016 budget.
    - 2016 Budgeted Revenues: $291,900
    - 2016 Budgeted Expenditures: $282,665
    - 2016 projected +9,235 over revenues
    - 2015 actual expenditures $308,720, +$2,840 under revenues
    - 2014 actual expenditures $262,825, -$24,037 over revenues
    - 2013 actual expenditures $268,512, -$10,615 over revenues
* Breakout sessions
  + **Membership-** busiest position on the board
    - Re-engagement (members come and go)
      * Certified presentations/meaningful presentations
      * Talk to those who leave and ask why
      * Survey questions with gift card
      * Call those with expiring memberships reminding them to renew (not into e-mail) (many have questions for person calling)
      * Evening meeting (saw a different set of people) (didn’t see different people a breakfast meeting)
      * Free membership to student chapter members (keep youth involved)(pathway to professional membership after graduation)
      * Discount if join today (wine tasting w/ at large) (have equipped at state conference for immediate action)
      * Free program
      * Partner w/Chamber (Emporia Area Business Conference-have programs w/HR topics)
    - Keeping the Jayhawk Chapter as the designated chapter after students graduate (marking so on national membership form)
    - Keeping Jayhawk Chapter as the designated chapter for the person that keeps the national membership (marking so on the national membership form) even if they can’t afford Jayhawk chapter dues. If they designate, they may come to meetings and pay non-member rate and someday join Jayhawk chapter.
    - Pair up visitors with member
      * Follow up before the next meeting with a phone call to see if coming again
  + **Finance**-see SHRM Guide to Chapter Financial Management
    - 501(c)(3)-charitable organization (NOT)
    - 501(c)(6)-non profit organization (YES)
    - Don’t forget to pay unrelated business tax if outside non-profit definition
    - Can do as non-profit:
      * Program
      * Lunch
      * Membership dues
    - Must pay sales tax (and possibly other taxes) if:
      * Sell bikes etc to raise funds
    - EIN#
      * Keep determination letter from IRS
      * Put in plastic sleeve protector in binder
    - Kansas Corporation Commission
      * File every year to this entity
    - Liability Insurance
      * Host Event>someone falls>chapter liable
      * Get a blanket policy or can by through venue each event
      * Get D&O insurance (Director and Officers Liability insurance)
    - Date posted is date it goes on the books
    - At least quarterly provide the board with income statement & balance sheet
    - Keep proof of cash receipts & disbursements (know what invoice if for & signed off on by someone other than the treasurer before payment)
    - Minimize use of cash (except for lunches)
    - “for deposit only” on checks
    - Tax return information
      * Keep in 3 ring binder by month
    - Treasurer-NEVER write a check to “self” or “cash”
    - Bank reconciliation on monthly basis
    - “Pay pal here” w/ little square/triangle –USE (meets banking security standards)
    - Investment vehicles: money market, cd, savings (not anything else)
    - Books reviewed
      * Audit committee (outgoing treasurer, incoming treasurer, 2 at-large members or other board members if can’t get at-large)
      * Box goes around –check it and sign off
      * When changing treasurers-CPA Firm with speciality in non-profits should review. $1600 for written report. See if can get done with in-kind trade (sponsorship for audit)
    - IRS Annual filing: 990N (<$25K), 990EZ (>$25K- $100K), 990 (>$100K)
      * Due May 15 for a December 31 end date of fiscal year
      * With extension can delay filing to August 15
    - For speakers of $600 or more:
      * Get a W-9 and Send out a 1099 form
    - Have a formal policy for:
      * Entertainment
      * Lodging
      * Meals
      * Mileage
      * Including for who and for when
      * Wichita SHRM has a policy
      * Don’t decide annually or on the spur of the moment
    - VLRC has information on record retention
    - Have a policy for:
      * Purging records
      * Lots of records it’s 7 years
      * Determination letters –NEVER purge
      * Last income statement each year – NEVER purge
      * Last balance sheet of each year-NEVER purge
      * Audits-NEVER purge
  + **Programs**
    - Go to chapters close by and look at previous year or 2 year programming-see what you can use.
    - Go to other SHRM websites and see calendars to pull speaker lists
    - Topeka, Salina and Manhattan trade speakers or split costs for 2 presentations
    - Linked in-good source both for speakers and referrals
    - Speakers from local college
    - Keep data base of speakers on basecamp for future reference
    - Have Foundation Video Ready with Speaker notes printed in case of last minute presenter cancelation
  + **Communication**
    - Basecamp Pod for Chapter-use
    - Start e-mails w/ org name in subject line
    - Put “action needed” in subject line
    - Facebook, Linkedin, Twitter accounts-get, send it out to other officers
      * Tell a story
    - E-blasts (blocked out in June for National Conference
    - At large members respond mor to postcard than e-mail (SHRM Study)
    - SHRM by “Train Cell”???
  + **Marketing**
    - Law firms easy target
    - KS SHRM Sponsor list-use
    - Sell e-blasts

**From:** Beth Clark [mailto:beth@allegrotraining.com]   
**Sent:** Friday, January 15, 2016 3:16 AM  
**To:** Barry Kingery; Debbie Snyder; Lori Carnahan, SPHR; Mary McKenzie; Peter Steimle; PHR Jenny Hiatt; PHR SHRM-CP Angela Fleming; SPHR Dennis Meier; SPHR Heather Bunker; SPHR SHRM-SCP Kelly Calvert  
**Subject:** Lawrence Community Town Hall Meeting: Conscious Conversations...Diving Into the Culutral Divide Together

Hi SHRM Staff!

My name is Beth Clark, CEO of Allegro Training & Consulting.  My company is committed to helping businesses, educational institutions, and organizations develop a systemic culture that ensures success for *all* people/*all* cultures, internally (associate retention and promotion) and externally (gaining multicultural market share and brand loyalty).  We are based in Lawrence, Kansas though we have a North American reach with long term clients such as Enterprise Rent-A-Car, Build-A-Bear, Society for Human Resources, and Johnson County Community College.  Due to the events that led to KU’s Town Hall Meeting to address rising issues in the country (including Yale and MU, Black Lives Matter, Muslim Refugees, Mexican Immigration), I have been asked to sponsor a ***Town Hall Meeting that gives our community and businesses, in particular, an opportunity to have Conscious Conversations: Diving into the Cultural Divide Together.*** The conversation will be facilitated by myself and other respected members of the community. We will give people the opportunity to ask questions and speak out on micro aggressions, give voice to the silent majority, and offer solid solutions for bridging the cultural divide now and in the future.

At the end of the first Town Hall meeting, we will offer real world solutions to help people close these cultural divides, including an opportunity for people to sign up for diversity training, to gain deeper insights and practical how-to’s.  This will be particularly relevant for Lawrence Community Businesses.

We would very much like Jayhawk SHRM to be a major contributor, supporter or sponsor of this project.   Could we set up a meeting with you and key staff to discuss this further?  I am available ASAP!

Please Check out the attachment for more details and like our facebook page to get continued updates (<https://www.facebook.com/Bethclarkallegro/?fref=ts>)!

Thank You,

Beth Clark

President

Allegro Training & Consulting

Cell:  785-423-5917

Web:  [www.allegrotraining.com](http://www.allegrotraining.com)

Facebook:  bethclarkallegro

Linkedin:  Beth Clark

Twitter:  @bethclark7

**TOWN HALL MEETING:**

**Conscious Conversations: Diving into the Cultural Divide Together!**

February 11, 18 or 22ond at the fairgrounds (date to be finalized)

Join us for planning meetings at the public library meeting rooms:

January 13, 7:30-9pm; January 21, 6:30-8:30pm; January 31st, 2-4pm; February 4, 5:30-7:30pm; February 10, 7-9pm.

\*\*See Town Hall Meeting Checklist for small ways in which you can commit to help!

A Call to all Lawrence Leaders,

My name is Beth Clark, CEO of Allegro Training & Consulting.  My company is committed to helping businesses, educational institutions, and organizations develop a systemic culture that ensures success for *all* people/*all* cultures, internally (associate retention and promotion) and externally (gaining multicultural market share and brand loyalty).  We are based in Lawrence, Kansas though we have a North American reach with long term clients such as Enterprise Rent-A-Car, Build-A-Bear, Society for Human Resources, and Johnson County Community College.  Due to the events that led to KU’s Town Hall Meeting to address rising issues in the country (including Yale and MU, Black Lives Matter, Muslim Refugees, Mexican Immigration), I have been asked to sponsor a ***Town Hall Meeting that gives our community and businesses, in particular, an opportunity to have Conscious Conversations: Diving into the Cultural Divide Together.*** The conversation will be facilitated by myself and other respected members of the community. We will give people the opportunity to ask questions and speak out on micro aggressions, give voice to the silent majority, and offer solid solutions for bridging the cultural divide now and in the future.

KU has a forum and is answering the call for an all-inclusive campus.   The Lawrence Town Hall meeting is an opportunity for our community to take a stand, educate ourselves and commit to a call for action. We ask you, as an important member of the Lawrence community, to not only save the date for our big event, but to join us in the planning process (even in small ways!). \*\* Please see the Checklist below to determine where your talents can serve our community event. We are not charging fees or raising money for this event as it is a Town Hall Meeting.  The benefit for you will be the exposure and expansion to your market reach as we will be including leaders from every culture and every industry in Lawrence:  Race, Color, Ethnicity, Religion, Sex, National Origin, Age, Ancestry, Disability, Status as a Veteran, Sexual Orientation, Marital Status, Parental Status, Gender Identity, Gender Expression, and Genetic  Information.

This will be very well planned and attended event.  Our planning days are already booked at the library under Town Hall Meeting, “Conscious Conversations: Diving into the Cultural Divide Together!” on January 21, 6:30-8:30pm, January 31st, 2-4pm, February 4, 5:30-7:30pm, February 10, 7-9pm. We need a location for the event and are considering a 2 and ½ hour time frame, perhaps late afternoon, ideally the weekend of Valentine’s Day and Presidents day (so be sure to keep that mark your calendar).  Please email, **call, or text** me to discuss options and interest, ask questions or volunteer your time and skills!

Thank You,

Beth Clark

President

Allegro Training & Consulting

Cell:  [785-423-5917](tel:785-423-5917)

Web:  [www.allegrotraining.com](http://www.allegrotraining.com/)

Facebook:  bethclarkallegro

Linkedin:  Beth Clark

Twitter:  @bethclark7

\*\*TOWN HALL MEETING PLANNING NEEDS

* Administrative Coordinator: answering emails and tracking administrative contacts
* **Event location**
* Event management: Microphones, media accessibility
* Media manager: Audio/video set up
* Social Media management/coordinator
* Designer for flyer/ social media invites
* Content development for the meeting and follow-up
* Volunteer Coordinator…getting committed volunteers for the event itself
* Volunteers for event set up, greeting participants, check in, tear down
* Advertising Coordinator: Putting announcements in local calendars (journal world, Lawrence events, KU departments, religious bulletins, non-profit orgs, etc.).
* List of Acknowledgement to organizations, associations, businesses, schools, etc. that participated in the planning of this event
* Head Coordinator for community liaisons: Beth Clark.

We’ll need **Liaisons** for each of the following communities to send social media/email invitations and field questions, concerns, interest (these can all be funneled back to Beth Clark if the demand is too high for you)

* + Business liaison
  + Non Profit Liaison
  + KU Liaison
  + Race, Color, Ethnicity, Ancestry Liaison
  + Gender Liaison
  + National Origin Liaison
  + Generation and age Liaison
  + Disability Liaison
  + Status as a Veteran Liaison
  + Sexual Orientation, Marital Status, Gender Identity, Gender Expression Liaison
  + *Your* profession/Industry Liaison (education, Chemical, IT, non-profit, religion, etc.)
  + *Your* social network liaison