

MINUTES

Jayhawk Chapter of SHRM - Board of Directors Meeting

Thursday, April 7, 2016 – 11:30 am-1:00 pm

Hosted by: Lori Carnahan

Location: Capital City Bank

or Conference Call Number of 866-213-1863 and Access Code 9346902 **at 11:45 am.**

1. **Old Business**
   1. **Jayhawk SHRM 25 year anniversary celebration at 10/11/16 meeting.**

Dates: 10-15-1991 to 10-15-2016

* + 1. Committee – Kelly Calvert, Holly Goodman, Becky Gonzales w/ help from Lori McDonald.
    2. Contemplating 1991 related games, a special lunch and a light program (maybe a law that went into effect in 1991-ADA. Lori send Mary contact information for Nomi Redding-Meditation).
    3. Invite original members: M. Smith, Joyce Shaw, Ray Hummert possibly to speak.
  1. **2016 Jayhawk SHRM Membership Goal Update**

66 members with 44 national members (67%)

17 have not renewed since 2015

7 new members

Marketing materials are in the SHRMinar packets

* 1. **2016 Jayhawk SHRM Budget Goal Update**
     1. Committee – Lori Carnahan, Heather Bunker and Kelly Calvert

draft budget was presented to board. Some income adjustments were made. Discussion followed. Further discussion on agenda for May meeting.

* 1. **2016 HR Aces/Pinnacle Project Update- Cassie Gilmore**

It was reported that we were able to fill most opportunities. Some of the same people. No report from Cassie.

* 1. **2016 Board Position SOP Status update**

Kelly-completed the President SOP

Debbie- will complete President Elect by the end of the month

All others complete

* 1. **SHRM Learning System purchase update and study group – Jenny**

Interested: Annette Delaney, Erin Spurlock, Cynthia Colbert, Cathryn Ostrander, Gwen Denton. Ann Connor and Jennifer Alexander are interested in purchasing the materials but may not be able to attend the conference calls.

Jenny has been e-mailing with the group of 5- all are interested in testing in the winter. Study group needs to end before the testing date. Start 4/30 and end 6/30. Format will be conference calls over lunch using the SHRM Learning System. Will put an announcement in April e-blast.

Heather will send invoice or pay pal information to the group to pay the Chapter. The Chapter will purchase the materials.

* 1. **State Meeting Conference Call Summary- Debbie**

Debbie reported that the KS State SHRM has a new website. The state conference is in Wichita. Early Bird deadline is 7/31/16 then $430. For the state conference the breakout sessions will have more Business/Strategic Credits.

1. **New Business**
   * 1. **Sponsor for WorkWell Lawrence Symposium**

Date: 5/4/16

Jayhawk SHRM received invitation to sponsor $250-$750. The board consensious was that there was no budget for a paid sponsorship but we would see if the chapter could donate "in kind".

Jayhawk SHRM has promoted the WorkWell Lawrence Symposium in the newsletter.

* + 1. **Ordering lapel pins for HR Aces – Kelly Calvert**

Pins are 50 for $275 or 100 for $325 to be used for those who participate in HR Aces projects to be awarded by the chapter in a ceremony or with year-end awards.

**Motion: Heather Bunker moved that the chapter purchase HR Aces Pins 100 for $325. Kelly Calvert seconded the motion. Motion passed 8-0.**

1. **Standing Items**
2. **Business Leadership Seminar (SHRMinar) -Mary McKenzie**
   * + - 1. Planning committee: Annette Delaney, Debbie Snyder, Jennifer Alexander, Cassie Gilmore and Michelle Stegman
         2. Hosts – SHRMinar Committee
         3. Speakers: Kathy Perkins, Ann Molloy and Darren Dupriest
         4. Sponsorships – $2,900 with 12 sponsors. See list on page 9
         5. There are 6 items for drawings
         6. Registrations – 56 registrations not including sponsor attendees

(50 x $50 = $2800 in registrations)

* + - * 1. What is needed from the board?

Tables will be set up in crescent shape facing forward.

Need Greeters-new members, check in with Debbie or Mary. Board spread itself throughout the room to network. Membership information is in the packet.

1. **Monthly Meeting –Mary McKenzie**
2. May Speaker – Melody Rayl – The FLSA: Challenges & Developments
3. June-suggestions: Christina Detrick- Business Solutions. She is available for June to speak on either employee policy-NLRB compliant, 5 ways to spring into employee relations, or work place balance.
4. Other possible speakers-Ryann Waller recently gave a presentation on Diversity in the Workplace to KU SHRM. It would be a good topic for either a monthly meeting or as a backup presentation (since she is a chapter member and can speak on short notice).
5. **Sponsorship Update – Peter Steimle**

No Report

1. **Financial Update – Heather Bunker**

|  |  |
| --- | --- |
| **Financial Resources:** | **3/23/2016** |
|  |  |
| First State Bank - Checking Account: | 6,637.45 |
|  |  |
| CD's: |  |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,509.33 |
|  | 8,509.33 |
|  |  |
| Pay Pal Account: | 5,188.12 |
|  |  |
| Petty Cash: | 100.00 |
|  |  |
| **Total:** | **20,434.90** |

(See also the attached income statement.)

Response on pay memberships in 3 installments on a quarterly basis.

Received payment from SHRM for Chapter Support Payment Program

1. **Membership Update – Holly Goodman**
   1. 17 people have not renewed membership for 2016.

|  |  |  |
| --- | --- | --- |
| Reporting Numbers as of 3/29/16 | | |
| Category | Numbers | National |
| Registered and paid | 66 | 44 |
| National SHRM percent of registered and paid | 67% |  |
| Number of new members (ytd) | 7 |  |

1. **Certification – Jenny Hiatt**

See Old Business

1. **SHRM Foundation – Open**

No Report

1. **Social Media & Recognition – Keri Rodriquez**

No Report

1. **College Relations – Annette Delaney**

4/20 noon-2pm next KU SHRM meeting. Past KU SHRM member is returning to speak. Working on membership. Annette will continue to attempt to meet with Cynthia - Advisor.

1. **Diversity – Open**

No report

1. **Volunteerism – Cassie Gilmore**

No report

1. **Legislative – Dennis Meier**

Legislature is on break. Not too much has transpired this year. There is a work comp bill they will pick up in the Veto Session. Items in legislature this year include an efficiency study, school finance and budget.

FLSA - May speaker topic to discuss the new exemption salary threshold.

1. **Communication – Cynthia Colbert**

No report

1. **Adjourn**

**Strategic Goals**

**Membership 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. Due to National SHRM removing this requirement for 2017, the goal was revised to increase total membership to the Jayhawk Chapter over 2015 membership levels and maintaining National SHRM membership level at or above the current 30% as required by SHAPE.

1. Initiative: Individually contact large employers and HR individuals in Lawrence to discuss the benefits of SHRM membership. Several committed to contact one employer before the February Board Meeting.
   1. KU Central Human Resources-Annette-attended meeting. They asked for membership brochure with details. Many department budgets don't support.
   2. Peoples Bank-Holly
   3. Hyvee-Dennis
   4. Dillons
   5. Wal-Mart
   6. Target
   7. Lawrence Memorial Hospital- Kelly 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 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-emailed but they have not responded
   11. Del Monte-Heather- Rana Busch indicated she would consider after the recession
   12. Rich Cornell
   13. Steve Siler-HR professional that lives in Lawrence- - attended February meeting and joined the chapter
   14. Callahan Creek
   15. Michelle Stegman, City of Ottawa-joined the chapter and also a member of the SHRMinar committee
   16. Medical Management Group-Kelly-disbanded
   17. Grandstand HR person left – new hire
   18. Workforce Center-Cynthia-have asked if we can support a payment plan for dues
2. Initiative: Board Member Bring a guest (non-member) to a meeting. Approved in 2015 for board to do once/year.
3. Initiative: Bring a guest (non-member) to a meeting. Extend to the general membership.
   1. Cost estimate needed to determine if financially feasible
   2. The board will consider doing this for a future meeting (March or May).
4. Initiative: Cynthia will prepare a membership tri-fold for members to use in soliciting potential members. The tri-fold was completed, approved and distributed in January 2016 meeting. - Done
5. Initiative: Trade or Buy membership list from Medical Manager’s group and send a postcard or membership brochure to solicit membership to SHRM. – Defunct. Health Directory
   1. Heather will locate a board member’s contact information
   2. Kelly will contact Medical Manager board member
6. Initiative: Invite Medical Manager’s group to SHRMinar – group has disbanded.

**Financial Goal:** Ensure long-term financial health of the chapter by increasing chapter membership, reviewing financial statements monthly, developing a balanced annual budget.

Steps to achieve this goal:

1. Recruit a sponsorship chair. – Done.
   1. Kelly reach out to Charlie Upton. Ask if he has any ideas of someone who may interested for the future.
   2. Approach Michelle Stegman about the SHRMinar committee and help with sponsorships. – Done.
   3. Peter Steimle accepted the sponsorship chair for 2016.
2. Task board and chapter members to talk to sponsors using the sponsorship brochure.
   1. Brochure updated and distributed
3. Develop an organized way to ask members for their vendors, e.g., phone-a-thon.
4. Review historical revenue and expenditures
   1. Heather provided 2012-2015 expenditures vs revenues at February meeting for board review and discussion. -Done
   2. Heather will track future revenues by category so board can build a better 2017 revenue budget.
   3. Heather will provide monthly and monthly YTD revenues and expenditure report.
   4. Heather created a Profit/Loss Report and Income/Expense statement for ongoing use. (3/2016)
   5. Subcommittee was formed to create a budget: Heather Bunker, Kelly Calvert, Lori Carnahan (3/2016)

**HR ACES 2016**

**CASA** is interested in a SHRM member for CASA board membership.

* Date Initiated: October 2015
* Current Initiative: Cassie will review membership list for member who listed board membership as a volunteer interest and contact. Will confirm with CASA that a volunteer is still desired.
* Status: Amy Bellerive will work with CASA (3/2016)

**Success By 6** requested SHRM members for a panel participation on January 28, 2016.

* Initiated January 2016
* Three SHRM members participated: Lawrence Journal World-Peter Steimle, Lawrence Memorial Hospital-Andrew Berkins, US Bank-Mike Orozco.
* Status: completed

**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.

* Date Initiated: January 2016
* Current Initiative:
* Cynthia will send out e-blast in February and include in newsletter.
* Mary will list on slides at chapter meeting.
* Cassie and Annette will review current membership list for possible volunteer interest and contact.
* Status: Amy Bellerive and Heather Bunker will work with Just Food (3/2016)

**Cottonwood** invited Peter Steimle to speak to clients about job availability in the community.

* Date Initiated: January 2016
* Current Initiative: Peter delivered presentation
* Status: completed

**Sunflower House and Cooperative** has requested HR support and expertise.

* Date Initiated: January 2016
* Current Initiative:
* Cynthia will send out e-blast in February and include in newsletter.
* Mary will list on slides at chapter meeting.
* Cassie and Annette will review current membership list for possible volunteer interest and contact.
* Status: searching for SHRM volunteer

**Baker University Career Services** is looking for HR professionals to provide interviewing related services to students.

* Date Initiated: January 2016
* Current Initiative:
* Cynthia will send out e-blast in February and include in newsletter.
* Mary will list on slides at chapter meeting.
* Cassie and Annette will review current membership list for possible volunteer interest and contact.
* Status: searching for SHRM volunteers

**UKSHA (University of Kansas Student Housing Association)** - operates Sunflower House, Olive House, Ad Astra, and the Indiana Street Coops are looking for HR expertise on a project by project basis.

Date Initiated: February 2016

* Current Initiative:
* Cynthia included in March newsletter
* Status: Holly Goodman

Notes: 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.

**Status of COD/SOP Updates 2016**

|  |
| --- |
| President: DONE |
| President Elect: Develop new (Debbie) |
| Past President: DONE |
| VP Membership: DONE |
| VP Finance: DONE |
| VP Professional Development: DONE |
| VP of Communications: 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. (Cynthia) |
| Certification Chair: DONE |
| Diversity Chair: DONE |
| Foundation Chair: DONE |
| Legislative Chair: DONE |
| Recognition/Networking Chair: DONE |
| Volunteerism Chair: Develop new |
| KU Student Relations Chair: DONE |
| Sponsorship Chair: DONE |

**Monthly Meeting Topic/Speaker/NonProfit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Topic** | **Speaker** | **Featured Non-Profit** | **Hosts** |
| January | Roundtable-HR Hot Topics | Board Guide Roundtable discussion | 525 Plans | Peter |
| February | Politics and Human Resources – What to Expect in an Election Year | Charlie Upton | Toastmaster  Nancy Conway | Keri & Kelli |
| March | Networking your Personal Brand as a Human Resources Professional | Joyce Layman |  | Keri |
| April | SHRMinar:  What Organizational Leaders & HR Professionals Should Know to Reduce Legal Risk  Kathy Perkins & Ann Malloy – Conducting Workplace Investigations and Interviewing Skills  Darren Dupriest - The Risks of Engaging Social Media in the Employment Process | Kathy Perkins  Ann Malloy  Darren Dupriest |  |  |
| May | THE FLSA: Challenges and Developments | Melody Rayl |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

**Sponsorship Calendar 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Sponsor** | **Sponsorship Amount** | **Paid (Yes/No)** |
| January | American Century | $300 | Yes (12/2015) |
| February | MidAmerican Credit Union | $300 | Yes |
| March | PayCor | $300 | Yes |
| April |  |  |  |
| May | Mid-American Credit Union |  | Yes |
| June |  |  |  |
| July |  |  |  |
| August | Mid-American Credit Union |  | No |
| September | Validity |  | No |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

SHRMinar Sponsorships

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Sponsor Type** | **Amount** |
| Care ATC | Breakfast | $600.00 |
| City of Ottawa | Gold | In Kind Printing |
| Delta Dental | Silver | $175.00 |
| Intrust Wealth Management | Platinum | $400.00 |
| Insurance Management Associates | Platinum | $400.00 |
| New Directions | Platinum | $400.00 |
| Hays Company of Kansas City | Gold | $250.00 |
| Blue Cross and Blue Shield of KS | Gold | $250.00 |
| Kansas Job Connect.com | Silver | $175.00 |
| World Company | Gold | In Kind - Print Ads. |
| Hinkle Law Firm | Gold | $250.00 |
| ESGR | Gold | $250.00 |
| Total |  | $2,900.00 |