

MINUTES

Jayhawk Chapter of SHRM - Board of Directors Meeting

Thursday, June 9, 2016 – 11:30 am-1:00 pm

Hosted by: Dennis Meier

Location: Capital City Bank, 740 New Hampshire

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 update – Kelly Calvert

The committee met to brainstorm two months ago, have also met with early member Joyce Shaw. Plan to have a small program with games such as Trivia from the 1990s.

* + 1. Article in KS SHRM quarterly newsletters announcing and then reviewing the celebration. (deadlines are August 1 and October 20.) We will also use one of our at Large National e-mails for this event.
    2. Budget of $200 for celebration

Idea- See if we can get a sponsor who provides the trinket (which what the committee would like the budget of $200 to purchase). Kelly will pursue. Will also want funds or a sponsor for a cake. No motion made or vote taken on allocation of $200 for the event.

* 1. **2016 Jayhawk SHRM Membership Goal Update**
     1. Currently 71 members. At end of 2015 we had 80 members.
     2. Promote discounted rate memberships effective 7/1
        + 1. $60 national SHRM members and $75 non-national SHRM members
          2. We will need to have the website updated with above listed discounted rates during the last week of June.
          3. We have one new member which is 1 of the 6 new members needed to meet our 2016 revenue goals.
          4. Send application/benefits of membership to diversity chair please.
          5. Member of the school district attending in June per Keri.
  2. **2016 HR Aces/Pinnacle Project Update- Cassie Gilmore** 
     1. Pinnacle Award Application is due September 9
     2. One new request-Kansas Kids at Gear Up from Wichita State University, Peter Steimle speaking on career exploration for students in NE Kansas.
     3. Lori-send Panicle contact for mentor program to Cassie
     4. HR ACES pins and recognition for 2015 and 2016 participants in October and then annually going forward.
  3. **SHRM Learning System purchase update and study group – Jenny** 
     1. Heather will invoice those interested with payment deadline to Jayhawk SHRM. Jayhawk SHRM will then order the materials for all participants.
     2. Announce at the meeting the deadline for those that may be interested.

1. **New Business**
   1. **Chapter Promotion Email Program to reach at-large members – 2 per year**

Use as follows:

2016- October anniversary event

2016- Membership special effective 7/1/16 through 10/31/16

2017- January for Membership

2017- Feb or March for April SHRMinar

* 1. **Kansas State Conference – September 21-23. Register by July 31 and save $50**
     + 1. Each chapter will receive one registration from the state council which will be awarded in a drawing at the June meeting from all attending. We will also draw a backup at that time in case the winner cannot attend.
  2. **Election Year Activities – Dennis Meier**

Had a conference call with Natalie (State Legislative Affairs). It was suggested that the chapters do an election year activity at one of the programs/meetings this fall. Dennis will get Mary's input-place on July board agenda to discuss further.

* 1. **SHRM Recertification Provider** 
     + 1. Reminder to include seal on all promotional materials, attendance certificates and on the website.
       2. Debbie will talk with Cynthia to update her on logo and placement of the seal on chapter website and materials.

1. **Standing Items**
2. **June Monthly Meeting –Mary McKenzie**
3. Speaker – Kristina Dietrick – Top HR Trends in 2016

Mary reported that the speaker wants to bring two team members. What shall we charge? It was decided based on past board votes that the team members would pay the non-member rate to attend, if they are Topeka chapter members then pay the member rate.

1. Assist Heather at the registration desk – Christa Jacelone
2. Hosts - Kelly Calvert
3. Featured Non-Profit - none
4. Sponsor – none
5. July speaker – Nancy Conway from SHRM
6. August speaker - Cynthia Kyriazis – new book
7. **Sponsorship Update – Peter Steimle**
   1. Peter is going to reach out to current sponsorship list. Email suggested contacts for vendors to Debbie or Peter.
   2. Truss America confirmed as a sponsor in November.
8. **Financial Update – Heather Bunker**

1. See attached profit and loss statement

2. Budget update- Diversity award, Pinnacle award, name tags are all budgeted under "Supplies" in the 2016 adopted budget.

2. Budget Goal update:

1 of 6 needed Memberships attained

1 of 3 needed Sponsorships attained

|  |  |
| --- | --- |
| **Financial Resources:** | **5/26/2016** |
|  |  |
| First State Bank - Checking Account: | 12,975.23 |
|  |  |
| CD's: |  |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,534.93 |
|  | 8,534.93 |
|  |  |
| Pay Pal Account: | 2,124.78 |
|  |  |
| Petty Cash: | 100.00 |
|  |  |
| **Total:** | **23,734.94** |

1. **Membership Update – Holly Goodman**

|  |  |  |
| --- | --- | --- |
| Reporting Numbers as of 6/01/16 | | |
| Category | Numbers | National |
| Registered and paid | 71 | 48 |
| National SHRM percent of registered and paid | 68% |  |
| Number of new members (ytd) | 10 | 4 |

1. **Certification – Jenny Hiatt**

See I.D. for update on SHRM Learning System purchase.

1. **SHRM Foundation – Christa Jacelone**

Scholarship deadlines are July and August. Announce at SHRM meeting.

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

Have a good size group responding. We did not do a May drawing so we will do May and then June at June meeting.

Suggested questions:

DOL Rules. How the election is affecting HR. How are you recognizing employees and what is your favorite swag.

1. **College Relations – Annette Delaney**

* 1. Ken Ward is the new SHRM club faculty advisor: <http://business.ku.edu/ken-ward>
  2. Annette will schedule a meeting at the start of the 2016 fall semester.

1. **Diversity – Michelle Stegman**

No Report.

1. **Volunteerism – Cassie Gilmore**

No Report.

1. **Legislative – Dennis Meier**

See II.C. above for report.

1. **Communication – Cynthia Colbert**

Articles for newsletter due 6/26/16

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. Joined the board as Diversity Chair in May 2016.
   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. Group disbanded.
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)
   6. Subcommittee presented draft budget for discussion at April and May 2016 board meetings. Adjustments were made by the board in order to balance the 2016 budget. Board voted to approve a 2016 budget consisting of $18,256 in expenditures and $18,560 in revenues.

**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: filled by Amy Bellerive and Cassie Gilmore

**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: Filled with Annette Delaney and Cassie Gilmore

**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: filled by Amy Bellerive and Cassie Gilmore

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.

**Kansas Kids @ Gear Up** – Wichita State University, College Access Advisor requested a speaker focused on career exploration in journalism, advertising and mass media. Presentation will be to 15-30 middle school and high school students from counties in northeast Kansas. Program operates out of Douglas County courthouse.

Date Initiated: May 2016

* Current Initiative: Peter Steimle will present to the group on June 28th.
  + Status: In progress

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**

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| --- |
| President: DONE |
| President Elect: DONE |
| 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: DONE |
| 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 |  | Jenny |
| June | Top HR Trends in 2016 | Kristina Dietrick | none | Kelly |
| July | Six Key Elements of an Effective Talent Acquisition Strategy | Nancy Conway |  |  |
| August | Productivity Masters | Cynthia Kyriazis |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November | 2016 Legislative Update & 2017 Forecast | Natalie Bright |  |  |
| December | Social Event |  |  |  |

**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 | See list below. |  |  |
| May | Mid-American Credit Union | $300 | Yes |
| June | None |  |  |
| July | None |  |  |
| August | Mid-American Credit Union | $300 | No |
| September | Validity Screening | $300 |  |
| October | HOLD for 25th Anniversary or Recognition Company? |  |  |
| November | Truss Advantage | $300 |  |
| December | None |  |  |

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 |