

MINUTES

Jayhawk Chapter of SHRM - Board of Directors Meeting

Thursday, August 4, 2016 – 11:45 am-1:00 pm

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
    2. Discussed possible event sponsors. Peter to follow up with Grandstand, Pride of Gumbo, Happy T-shirts
    3. $100 Budget authority requested for cake and miscellaneous expenses for the celebration. Lori indicated that she will pay for a cake if necessary. No vote taken.
    4. Article Kansas SHRM quarterly newsletter. Deadline is August

Cynthia Colbert will prepare som ething today for Debbie to submit to Trinidad. Kansas SHRM indicated today that they had not yet prepared the newsletter.

* 1. **2016 Jayhawk SHRM Membership Goal Update**
     1. Currently 71 members. At end of 2015 we had 80 members.
        + 1. We have one new member which is 1 of the 6 new members needed to meet our 2016 revenue goals.
     2. Promote discounted rate memberships effective 7/1 – 10/31/16
        + 1. $60 national SHRM members and $75 non-national SHRM members
          2. Chapter website and application have been updated.
  2. **2016 HR Aces/Pinnacle Project Update- Cassie Gilmore**

1. Lori will follow up with SHRM on the copywrite rules for the employee handbook template. Will investigate to see if we can use it for non-profit requests.

2. Lori attended the United Way Volunteer Manager meeting at Independence Inc. on July 19 to promote HR Aces.

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

No report

* 1. **Kansas State Conference - September 21-23. Early bird register extended to August 15th and save $50**
* Kelly Calvert won the registration in a drawing at the June meeting. Ann Connor was the backup winner in case Kelly cannot attend.
* Annette Delaney working on basket for foundation. Range of $50-$60. Coffee theme.
* Kansas SHRM just announced that there will be 14 credits approved and available at the conference, 8 of which are business credits.
* Kansas SHRm is looking for volunteers to help at the conference.
* Jayhawk SHRM will have a chapter dinner/get together on Thursday
* Annette Deleny, Heather Bunker, Jenny Hiatt, Michelle Stegman, Jana Tuttle, Kelly Calvert and Debbie Snyder registered to attend.
* Need 21 or 22 to attend to make the chapter attendance goal.
  1. **Election Year Activities – Dennis Meier**

No report

* 1. **2016 Trombold Achievement & Kansas HR Professional of the Year-Keri**
* Jayhawk SHRM nominee, Debbie Snyder, has been registered and materials submitted to Kansas SHRM.

**II. New Business**

1. **New Member engagement associate with SHRM is Kimberly Goodwin.** She will be assisting Nancy Conway as our first contact for needs with national SHRM.
2. **HR Magazine 30 Under 30** award nominations are due September 19, 2016. Please nominate someone.
3. **Charter Amendment to SHRM By-Laws** will come out Monday. There is a Webcast available.
4. **Chapter By-Laws-**please read and review to determine if we need to update. We will discuss at September meeting.

**III. Standing Items**

1. **July Monthly Meeting –Mary McKenzie**
   * + 1. Speaker – Cynthia Kyriazis – new book
       2. Hosts – Lori Carnahan. Cynthia Colbert will contact Holly to pick up the bag and help check in.
       3. Featured Non-Profit - none
       4. Sponsor – Mid-American Credit Union, no payment received yet.
       5. September – Shelly or Mike Miller – Optimize your Strengths
       6. October – Nomi Reading – 30 Minutes – Mindfulness & Meditation
       7. November speaker – Natalie Bright – 2016 Legislative Update & 2017 Forecast
       8. Looking for ideas for after 1st of the year. Mary has some ideas floating around she will work to solidify.
2. **Sponsorship Update – Peter Steimle**

No Report

1. **Financial Update – Heather Bunker** (see attached profit and loss statement)

|  |  |
| --- | --- |
| **Financial Resources:** | **6/28/2016** |
|  |  |
| First State Bank - Checking Account: | 11,894.13 |
|  |  |
| CD's: |  |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,534.93 |
|  | 8,534.93 |
|  |  |
| Pay Pal Account: | 2,277.86 |
|  |  |
| Petty Cash: | 225.00 |
|  |  |
| **Total:** | **22,931.92** |

1. **Membership Update – Holly Goodman**

|  |  |  |
| --- | --- | --- |
| Reporting Numbers as of 7/01/16 | | |
| 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**

Jenny would like a logo confirmation as we have two formats on documents.

1. **SHRM Foundation – Christa Jacelone**

No Report

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

Give away for August and September in September as Keri will not be at August meeting. Two to three have used the free meeting gift certificates. A lot of the pre-paids have been winners and don't use them.

1. **College Relations – Annette Delaney**

Cynthia (previous advisor) is finished and new advisor Ken Ward is not a KU yet.

1. **Diversity – Michelle Stegman**

City of Ottawa and university are doing a cultural competency conference November 3. There will be a couple of speakers and is open to employees and the public. There will be 2 to 3 sessions. Please review for possible attendance.

1. **Volunteerism – Cassie Gilmore**

No report

1. **Legislative – Dennis Meier**

No report

1. **Communication**

Calendar of duties is done and on the website.

1. **Miscellaneous**

September Board meeting:

* Review 2017 slate of officers
* Be prepared to give list of items you want o cover at October Strategic planning session: By-Laws, SOP, Member list, Officer Slate

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 – Gwen Denton hired
   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 Brookens and 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
  + Status: In progress – date to be rescheduled from 6/28

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: 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 |  | Kelly |
| July | Six Key Elements of an Effective Talent Acquisition Strategy | Nancy Conway |  | Kelly |
| August | Productivity Masters | Cynthia Kyriazis |  | Lori |
| September | Optimize Your Strengths | Shelly or Mike Miller, StrengthScope |  |  |
| October | Mindfulness at Work & Meditation | Nomi Redding |  |  |
| November | 2016 Legislative Update & 2017 Forecast | Natalie Bright |  |  |
| December | Social Event |  |  |  |
| January 2017 | Table Topics and Introduction of Strategic Plan |  |  |  |

**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 | In process at Validity |
| October | HOLD for 25th Anniversary – or Recognition Company? |  |  |
| November | Truss Advantage | $300 | Yes |
| 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 |

**To Do Items**

9/15/16 – Send email to SHRM for Chapter Promotion Email to reach at large members

* Fall membership promotion for 4th quarter
* October 25th anniversary

9/9/19 – Pinnacle Award Submission deadline

1/2/17 - Send email to SHRM for Chapter Promotion Email to reach at large members

* 1st Quarter Membership
* Save the Date for SHRMinar