

MINUTES

Jayhawk Chapter of SHRM - Board of Directors Meeting

Thursday, November 3, 2016 – 11:45 am-1:00 pm

Hosted by: Annette Delaney

Location: Capital City Bank, 7th & New Hampshire

866-213-1863 – access code 9346902

1. **Old Business**
   1. **2016 Jayhawk SHRM Membership Goal Update**
      1. We currently have 77 members (including Christina Brown) and 43 National Members for a total of 55% SHRM affiliation which well exceeds our goal.  We do not get to count the student member (Christina Brown) in count to SHRM so they credit us with 76 + 1 student = 77. Annette said she just renewed her national so that will take us to 44 national memberships (57%).

At end of 2015 we had 80 members.

* 1. **2016 HR Aces/Pinnacle Project Update- Cassie Gilmore**
     1. United Way – Career Connection - No Report
  2. **Chapter Bylaws - No Report**
  3. **2017 Budget – Discussion and Vote**

Defer the board vote on 2017 budget to December meeting.

Pass out the approved budget to membership at the January meeting.

1. **New Business**
   1. **SHRM Membership Audit & Quarterly Report** 
      * 1. 4th Quarter Membership Promotion- Holly reported that national did a good job with the promotion and the audit of our membership. (see statistics under I-A above.
   2. **Fundraising Opportunity with Papa Keno's**

Holly was approached by Papa Keno's about doing a fund raiser for SHRM. Discussion followed.

Motion by Holly Goodman, Second by Dennis Meyer: Jayhawk SHRM will hold a networking happy hour with drinks and appetizers (paid by participants) on one of the dates suggested by Papa Keno's using their 20% fundraising donation on all sales. The amount raised and donated by Papa Keno's will go to the SHRM Foundation. Motion passed 9-0. Holly will work with Papa Keno's to set a date.

* 1. **2017 Leadership Academy in January**

E-mail was sent by State SHRM and forwarded by Debbie Snyder with the information on the January 12-13, 2017 Leadership Development Conference in Manhattan, KS. Conference is free to all chapter board members. See http://ksshrm.org/additional-events/ and follow the link to the Leadership Conference.

Jayhawk chapter has budgeted $100 for board member travel and money for hotel, meals and mileage for chapter president.

Let Lori Carnahan know if you are planning to attend. Lori Carnahan is planning to attend.

* 1. **2017 Chapter Board Members – Vote at Chapter Meeting**
     + 1. Carol Marks – Membership Chair
       2. Lori MacDonald – Foundation Chair
       3. President-Elect - vacant
       4. All other positions filled

Lori Carnahan will make ballots for membership vote at November meeting.

* 1. **December Social Event**

Last year: Confirm the detail: -- No change in pricing

* + - 1. Chamber members are able to attend for free.
      2. If a new member, join before the December meeting, could also attend for free.
      3. Guests attend for $30 (current guest price)
      4. No Changes for 2016 for December meeting desired
      5. Donations for silent auction SHRM Foundation Fundraiser- Christa will send to Lori MacDonald. Plan to have a raffle as in 2015. She has 50 businesses on a list to do an e-mail campaign this next week. She has talked with 15 businesses from which she has 3 donations. Cynthia to send an e-mail to membership and announce at November meeting for membership to ask their employer if they can make a donation to the silent auction. Donations need to be at the December SHRM meeting by 11:15 in order for others to participate in silent auction. City of Lawrence staff and Heather noted that they will donate baskets/items.
      6. Family Fun evening at Home Theme for $10 gift exchange- Keri will develop flyer (for November meeting) and official name. Holly will bring rules for exchange to the December meeting. Board members bring an extra gift for those who may have forgotten to bring a gift. Heather suggested board members bring extra gifts if possible. For those that forgot.
  1. **Macelli’s Contract for 2017**
     + 1. Need extended time for SHRMinar in April
       2. Heather will contact Macelli's for 2017 contract.
       3. Lori will sign.
  2. **Transition/training for new board members.** 
     + 1. Membership –Holly is meeting with Carol next week to transition
       2. Foundation – Christa will send an e-mail to Lori MacDonald to set up time to transition information. Lori is at the November board meeting.
       3. Cynthia will update permissions as notified by the above that they are ready to transition.
       4. Everyone-read SOP on website. Update as needed.
  3. **NEW Facebook page**

Keri announced that the Jayhawk Chapter now has an open Facebook page as a non-profit organization. She will be posting terms of use policy/code of conduct this week. Currently Admins are Keri Rodriguez, Holly Goodman, Debbie Snyder, Lori Carnahan and Heather Bunker.

1. **Standing Items**
2. **November Monthly Meeting –Mary McKenzie**
   * + 1. Speaker – Natalie Bright, Legislative Update & 2017 Forecast
       2. Hosts – Keri and Holly
       3. Featured Non-Profit - None
       4. Sponsor – Truss Advantage, paid

(October sponsor paid now too per Heather)

* + - 1. December – Holiday Social (see II-E above)

1. **Sponsorship Update – Peter Steimle -** no report
2. **Financial Update – Heather Bunker** (see attached profit and loss statement)

On target to be in the black for 2016.

|  |  |
| --- | --- |
| **Financial Resources:** | **10/31/2016** |
|  |  |
| First State Bank - Checking Account: | 13,067.64 |
|  |  |
| CD's: |  |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,534.93 |
|  | 8,534.93 |
|  |  |
| Pay Pal Account: | 675.11 |
|  |  |
| Petty Cash: | 175.01 |
|  |  |
| **Total:** | **22,452.69** |

1. **Membership Update – Holly Goodman**

|  |  |  |
| --- | --- | --- |
| Reporting Numbers as of 11/01/16 | | |
| Category | Numbers | National |
| Registered and paid | 77 | 43 |
| National SHRM percent of registered and paid | 55% |  |
| Number of new members (ytd) | 12 | 4 |

1. **Certification – Jenny Hiatt** - no report
2. **SHRM Foundation – Christa Jacelone** - See II-E. above
3. **Social Media & Recognition – Keri Rodriquez** - See II-H. above
4. **College Relations – Annette Delaney**

Met with Ken Ward- we are working together to investigate how other universities student chapters are run. Ken would like to make it mandatory for students in the HR program to join National SHRM.

1. **Diversity – Michelle Stegman** - no report
2. **Volunteerism – Cassie Gilmore** - no report
3. **Legislative – Dennis Meier**

Natalie Bright will be speaking about legislative issues at November meeting

She will be advocating for people to vote at the meeting.

1. **Communication – Cynthia Colbert**
   1. Newsletter items to Cynthia by the 25th.
2. **Adjourn**

**Notes from Thursday October 20, 2016 e-mail with Board regarding National SHRM Leader's Summit in Washington D.C.**

From: Lori Carnahan [mailto:[lcarnahan@lawrenceks.org](mailto:lcarnahan@lawrenceks.org)]   
Sent: Thursday, October 20, 2016 9:37 AM  
To: 'Debbie Snyder' <[debbies1800@gmail.com](mailto:debbies1800@gmail.com)>; Kelly Calvert <[kcalvert@sunflower.com](mailto:kcalvert@sunflower.com)>; [krodriquez@cwood.org](mailto:krodriquez@cwood.org); Bunker, Heather <[heather.bunker@manpower.com](mailto:heather.bunker@manpower.com)>; Cynthia Colbert <[ccolbert@lawrenceks.org](mailto:ccolbert@lawrenceks.org)>; Cassie Gilmore <[cassie@drinkeatwell.com](mailto:cassie@drinkeatwell.com)>; Christa Jacelone <[christacnc@gmail.com](mailto:christacnc@gmail.com)>; Dennis Meier <[dmeier@cwood.org](mailto:dmeier@cwood.org)>; Annette Delaney <[adelaney@ku.edu](mailto:adelaney@ku.edu)>; Michelle Stegman <[mstegman@ottawaks.gov](mailto:mstegman@ottawaks.gov)>; Peter Steimle <[psteimle@ljworld.com](mailto:psteimle@ljworld.com)>; Holly Goodman <[hgood13@gmail.com](mailto:hgood13@gmail.com)>; Mary McKenzie <[MMcKenzie@massman.net](mailto:MMcKenzie@massman.net)>  
Subject: SHRM Volunteer Leader Summit, Washington D.C.  
Importance: High

 Please read today.

 Jayhawk SHRM Board,

I am writing on behalf of Debbie Snyder following our conversation last night.

 Hello everyone! We continue to seek a President-Elect for 2017. Debbie and I have contacted a number of former board members and chapter members with no commitment at this time. We are excited that we have members who are interested in the future, 2017 is just not the year for them.  All other board positions are filled awaiting our November election.

 We are at a point where we need to make a decision on who will be attending the SHRM Volunteer Leader Summit. The deadline to register is Monday, October 24th. The positions that generally attend are president-elect and president for the upcoming year.  Lori, as incoming president, has already registered and will be attending to represent the chapter. We have not yet secured a person to serve as president-elect for the upcoming year.  We have budgeted for two people to attend.  The following are some suggestions on how to proceed and we would appreciate your input and ultimately an electronic motion today. Please respond by 5:00 pm today.

 These are options Debbie and Lori put together.  Please submit any other options.

 Option 1: If you are a current board member, and you would like to be the President-Elect for 2017, please let Debbie or Lori know. This is a three year commitment, but a rewarding experience. If we have a President-Elect identified this week, they can attend the Summit.

 Option 2:  The chapter will send only one representative this year. The money budgeted for this year will be marked for next year and we have the opportunity to send three representatives next year. This option could tie back to our succession planning and having members identified for the President role.

 Option 3:  Submit your name and commitment to serve, if nominated and elected, as President-Elect for 2018.  Again this is a three year commitment beginning with 2018.  If we do not have a President-Elect for 2017, you will have the opportunity to attend the summit this year.

 Option 4:  Send another board member who has expressed interest in ongoing board participation in the upcoming years to this year’s summit in order to build leadership capacity with the board.  Please nominate yourself during this discussion.

 Option 5: (please offer an option)

 Whomever we send for this November’s summit will likely enroll as President-Elect and then replaced on our November ballot with an alternate name so we can take advantage of the subsidies from SHRM national.

 We are committed to finding a leader that is committed to the goals of the Jayhawk SHRM and do not want to rush the decision of picking our 2017 President-Elect. If you know of someone we should contact for President-Elect please let us know.

 Thank you for your review, feedback and motion.

Debbie and Lori

It was decided by consensus On option #2, that the chapter will send only one representative this year. The money budgeted for this y ear will be marked for next year and we have the opportunity to send three representatives next year. This option will tie back to our succession planning and have members identified for the President role. (Lori, Cassie, Keri, Annette, Michelle, Dennis, Holly, Mary, Kelly, Cynthia, Christa.)

Peter and Ryann offered some additional comments. No preference noted from Debbie and Heather.

**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 too 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.

**Community Village Lawrence** – a non-profit that seeks to support seniors who wish to remain in their homes for as long as possible as they age. They are in need for an HR Ace who would be willing to help them with their policy manual, and would love some guidance as they formalize and document their policies and procedures. Would like to create a handbook.

Date Initiated: July 2016

Status:

**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: DONE |
| 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 |  |  |
| August | Unorganized, Interrupted, Stre4ssed. Now what? | Cynthia Kyriazis |  |  |
| September | Optimize Your Strengths | Shelly or Mike Miller |  |  |
| October | Mindfulness & Meditation at Work (30 mins.) | Nomi Redding |  | Kelly & Keri |
| November | 2016 Legislative Update & 2017 Forecast | Natalie Bright |  | Keri & Holly |
| 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 | Yes |
| September | Validity Screening | $300 | Yes |
| October | Dr. Jennifer Smith | $300 | Yes |
| 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**

9/9/16 – Pinnacle Award Applications deadline

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

12/1/16 – CLIF to be completed

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

* 1st Quarter Membership
* Save the Date for SHRMinar