



## Board of Directors Meeting: Minutes

JAYHAWK CHAPTER OF SHRM

Thursday, December 10<sup>th</sup> 2020, 11:45am

VZOOM: Meeting ID = 82219220997 Passcode = 420321

I. **Call to Order:** President Cassie Gilmore 11:49am

II. **Roll Call:**

A. Board was notified about the date, time and place of the meeting by email and through posting on the JH SHRM website.

Board Members		In Attendance	Not In Attendance
Annette Delaney	College Relations	✓	
Missy Dray	Communications/Website	✓	
Kerry Freel	Membership	✓	
Cassie Gilmore	President	✓	
Lori MacDonald	Foundation		✓
Amy Mason	Finance		✓
Mary McKenzie	Workforce Development	✓	
Dennis Meier	Legislative Affairs	✓	
Michelle Spreer	Past President		✓
Jana Tuttle	Certification	✓	

B. A Quorum Was Present

III. **Approval of Minutes**

Minutes from the November 2020 Board Meeting were not presented for approval.

IV. **Announcements**

- A. SHRM virtual leadership conference will be January 21-22. Sign up at KS SHRM website.
- B. SHAPE deadline is approaching.
- C. Our speaker for the meeting on Jan. 12, 2021 is Ethan Brown who will speak on "A Year of Playing Catch."
- D. Our speaker for the meeting on Feb. 9, 2021 is Trey Berton from the team of Kristen O'Shea who will speak on "Strengths for Employee Engagement."
- E. Our speaker for the meeting on Mar. 9<sup>th</sup>, 2021 is Kimberly Ellis-Shaw.
- F. Tim Davis will potentially be a speaker for SHRM-inar in April.

V. **Order of Business**

- A. **Reports of Officers & Committees**

1. VP of Membership: Kerry Freel- Reported that there were 2 new members Mary Ann Hartman and Phillis Snieder. She also reached out to Sherri from Walmart about membership. Kerry is interested in having a new member bag or gift item to give new members. Missy asked about the perfect attendance gift also spoken about at the strategic planning. Further discussion will be needed. Missy asked about the meeting name tags. It is believed that Lori MacDonald may have the membership bag. Cassie will find out.
2. VP of Professional Development: Open- No Report
3. VP of Communications: Missy Dray- Reported that the next membership email would contain election results, 2021 schedule, information on the bylaws change, information on SHRM Foundation raffle, and membership renewal reminder. A separate email with a legislative update will be sent this month.
4. VP of Finance: Amy Mason- Cassie stated that there were some hang ups in getting our November presenter and Maceli's paid. Needs to check if Maeli's always has 25 meal minimum. She will connect with Amy and make sure these things get done. She also reminded everyone that Amy has a new job and to check that they are using the new email address she sent us to contact her.
5. Certification Chair: Jana Tuttle- Asked for information on the known speakers for 2021 so she can get certification prepared.
6. Diversity Chair: Open- Cassie reported her intention to speak further with Andre Davis about doing a diversity panel.
7. Foundation Activities Chair: Lori MacDonald- Cassie reported that the raffle will continue through the January Membership meeting where basket winners will be drawn. Missy stated she will take better pictures of baskets and include the information in the email to be sent Dec. 18<sup>th</sup>. She will also touch base with Amy about figuring out how people can buy raffle tickets or make a donation to the foundation through the email or website.
8. Legislative Affairs Chair: Dennis Meier- Reported that the employment law conference would be held virtually Feb. 16-18. Said he would get latest update to Missy to send to the membership.
9. Social Media & Recognition Chair: Open- Cassie stated her intention to find more items to post on social media.
10. Sponsorship Chair: Open- No report.
11. College Relations Chair: Annette Delaney- Reported that she was going to do some brainstorming about opportunities with college students.
12. Volunteerism Chair (HR Aces): Open- Cassie asked everyone to let her know if they come across future opportunities for volunteerism.
13. Website Administrator: Missy Dray- Reported that certain areas on the website could be more visible, specifically areas with available job postings, and she would appreciate everyone looking at the website and identifying other areas that may need updating or better placement. Brought up potential update of the Membership Brochure, and collaboration with Kerry. Annette suggested linking posted jobs in the membership email.
14. Workforce Development Chair: Mary McKenzie- Reported that she believed that we had paid Dale Reeves for a presentation in 2020 that was cancelled. She wants to potentially schedule him in 2021 to make up for it.

**B. Unfinished Business:**

1. Bylaws Change – Discussion was held about finishing the amendment to the bylaws allowing for the President to serve 2 consecutive terms. Missy identified that the change would need to be in Article VIII, Section 6 where it specifically states that the President, President-Elect, and Web Administrator could not hold office for consecutive terms. Omission of this text would be sufficient. This proposed change will be sent to the membership, and Cassie will finalize with contacts at SHRM.
2. Speaker Fees – Cassie asked Mary if there were limits on fees paid to speakers. Mary said there was no set amount but \$500-\$1,000 had been approved in the past. She also reminded everyone that the board needs to approve any payment to a speaker.
3. November Payment for Presenter - Cassie made a retroactive motion to approve paying \$1,000 for Joel Goldberg's November presentation with the funds going to Big Brothers, Big Sisters of Kansas City. Jana-2<sup>nd</sup>. All were in favor, no opposed. Motion passed.
4. Logo Update & JH SHRM Swag – Missy brought up the idea of a logo refresh from the October strategic planning as well as purchasing JH SHRM shirts, cups, pens, and other items etc. She will send the current ideas to the BOD for any input. Mary stated the challenge with getting the logo approved by SHRM the last time.

**C. New Business:**

1. Schedule for 2021 - BOD and membership meetings was presented. Luncheons are on the 2<sup>nd</sup> Tuesday of each month. The board meeting is the Thursday before.
2. BOD 2021 Election – Missy was a write-in for President-Elect. Since there was only one vote, she asked for approval of the other board members before officially accepting the position. Approval was given by all.

**D. Future Agenda Items**

1. Recruitment of Open Board Positions
2. April SHRM-inar: Current options are Tim Davis and Dale Reeves.
3. Membership gift to new members & potential perfect attendance award to members who attend all meetings in-person or by Zoom to be awarded at the December meeting.
4. Student membership offer that would include the legislative conference and be extended to KU, Baker, Haskell, other schools in Douglas Co.

**E. Future Action Steps:**

1. Cassie – Will pay for Joel Goldberg presentation to Boys and Girls Club with Debit Card by end of day 12/10/2020.
2. Cassie – Will check to see if Dale Reeves was paid for a presentation and if he can come in 2021, potentially to SHRM-inar.
3. Cassie – Will contact Lori MacDonald to see if she has the membership bag with the meeting nametags.
4. Cassie – Will check with Maceli's about 25 meal minimum.
5. Missy – Will send email with information on membership renewal, election results, 2021 schedule, bylaws change, and foundation raffle. Test email will be sent to BOD for approval, and final email will be sent to membership by Dec. 18<sup>th</sup>.
6. Dennis – Will send legislative update information to Missy.
7. Missy – Will send email with legislative update from Dennis by Dec. 31.

8. Missy & Kerry – Will meet about an update to Membership Brochure before Jan BOD meeting.
9. Missy – Will resend new potential logos to BOD by Monday 12/14/2020.
10. Missy – Will contact Amy about getting paypal links so people can continue to purchase raffle tickets by Wednesday 12/16/2020.
11. Kerry – Will send Missy any content additions to include in membership email about 2021 renewal.

**VI. Closing**

- A. Next BOD meeting will be January 7<sup>th</sup>, at 11:45am by ZOOM. Reminder email will be sent the Monday before the meeting, and all info including Zoom link, meeting id, and password are posted on the website.
- B. Meeting was adjourned by Cassie Gilmore at 12:50pm