

AGENDA

Board of Directors Meeting

JAYHAWK CHAPTER OF SHRM

Thursday, January 5, 2017 - 11:45am-1:00pm

Conference Call Number: 866-213-1863 Access Code: 9346902

Meeting Location: Capital City Bank, 7th & New Hampshire

Hosted By: Cynthia Colbert

1. Opening
2. Call to order
3. Welcome/Introductions
4. Announcements
5. KS-SHRM, National SHRM Announcements
6. KS-SHRM Leadership Academy - January 12 & 13, Manhattan

Lori Carnahan and Lori MacDonald attending.

Note from LC: Complementary registration for all board. Per budget paid by chapter: President-hotel, mileage, meals, Board-mileage. Send receipts to Heather.

1. KS-SHRM Employment Law & Benefits Conference on the Hill - February 27 & 28, Topeka.

Dennis Meier, Carol Marks, Heather Bunker and Michelle Stegman attending.

Note from LC: One Complementary registration recommended given to Legislative Chair. Given to Dennis Meier, Legislative Chair. Per budget paid by chapter: Legislative Chair-mileage. Send receipts to Heather.

1. 2017 SHRM Talent Management Conference & Exposition - April 24-26, Chicago
2. SHRM17 Annual Conference & Exposition - June 18-21, New Orleans

Carol Marks and Jenny Hiatt attending.

1. Confirmation of minutes from prior meeting- please review minutes posted from August-December 2016 and let Lori Carnahan know of any corrections or updates.
2. 2017 Board meeting Schedule - see attached schedule
3. 2017 Overview/Update-Lori Carnahan
4. Review of October goal setting session (SWOT analysis/summary and goals) - Lori reviewed SWOT analysis/summary and goals with board (below). Board indicated that these reflected the activities and outcome of the October goal setting session. Each is to review and send edits to Lori so they can be handed out at the Janauary membership meeting on January 10.
5. Goal Teams and Initiatives - Lori reviewed the four goals and the board person(s) who's positions reflected a primary role in attaining those goals. We will put on February board agenda to discuss chapter volunteers for each group and what activities we will do in order to attain the goals.
6. Meeting Schedule and Hosts - Lori reviewed the chart below.
7. President's Message focus, look for partnering articles
8. Monthly Meeting/Professional Development VP - Mary McKenzie
9. January Meeting
10. Future Meetings - Debbie will follow up with Mary for future month speakers and see if we can assist Mary in coordinating for the next couple of months. Debbie will circle back around with Lori.
11. SHRMinar - Michelle Spreer, Chair

Michelle would like to have a meeting with those who have SHRMinar experience and those wiling to help this year. She will schedule the meeting. Debbie Snyder will participate to pass along what has happened in the pst, Michelle Stegman will participate this year. Mary McKenzie and Peter Steimle will participate in meeting.

1. Maceli's Contract for SHRMinar

Maceli's is holding the date for us. Lori has draft contract, will send to Michelle Spreer for review and editing. Lori will sign and turn in when ready (should do soon).

1. Sponsorship Chair - Peter Steimle

There has been good feedback with the compiled list of sponsors from 2016. Getting commitments for 2017 has been more routine than previous years. Hopefully with the list and year over year contact with sponsors future person's in this position will have a much easier time filling the sponsorship list. Currently January, February, March and September are filled. January is paid. See attached list on program chart.

Peter would like a flyer with the SHRMinar sponsorhip rates as soon as possible (preferably no later than 1/31/17) and he will begin to work on those sponsors. Michelle will work with Peter to get the flyer ready.

Peter will send his list of contacts to the board so the board can send other contacts that would be good to add to the list.

1. Finance VP- Heather Bunker

Heather is working on 2016 year end financials. She will send them to the board when they are ready. She is good with March as the month to discuss finacials with membership as well as in newsletter.

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| **Financial Resources:** | **11/29/2016** |
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| First State Bank - Checking Account: | 11,952.47 |
|  |  |
| CD's: |  |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,534.93 |
|  | 8,534.93 |
|  |  |
| Pay Pal Account: | 2,688.51 |
|  |  |
| Petty Cash: | 235.01 |
|  |  |
| **Total:** | **23,410.92** |

1. Membership VP - Carol Marks

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| Reporting Numbers as of: 1/5/2017 | | |
| Category | Numbers | National |
| Registered and paid | 41 | 26 |
| National SHRM percent of registered and paid |  | 63% |
| Number of new members (ytd) | 5 | 2 |

New members are : Amy Pachin, Express Personnel; Casey Florey, Express Personnel; John Bullock; Angela Fleming (re-activated); Corby Swinder (Note from LC: spelling may not be correct)

1. Communications VP & Website Administrator Chair - Cynthia Colbert
2. Newsletter items due to Cynthia by the 25th
3. Review of Newsletter Articles and Author
4. Each person should try to get information on for the newsletter almost every month so we have an interesting newsletter.
5. Social Media & Recognition Chair - Keri Rodriquez

Facebook policy is in beginning stages.

Facebook admins are: Keri, Holly, Lori C., Heather, Debbie, Keri

1. Foundation Activities Chair - Lori MacDonald

Lori would like time Tuesday for an announcement to membership.

1. Diversity Chair- Michelle Stegman

Michelle would like time Tuesday for an announcement on a diversity event in February.

1. Legislative Chair - Dennis Meier

State 2017 Legislative session begins next week.

Dennis would like time Tuesday for an announcement about the February State SHRM Legislative Conference.

1. HR Aces/Volunteerism Chair - Cassie Gilmore

No Report.

1. College Relations Chair - Annette Delaney

Spring Semester to kick start the work. Ken and Annette will be calling College chapters that are successful to get input on what will work. Ken also plans to use the information gathered to propose changes to the KU HR program. He is interested in SHRM involvement, Annette will bring him as a guest to a future meeting.

1. Certification Chair - Jenny Hiatt

Looking good on this front.

1. Goal Initiatives - Lori Carnahan

n/a

1. Other Business
2. Fred Prior Seminars- State Discount to SHRM chapters, options for time in front of chapter

Board agrees that sponsorship is the way for a company to get in front of the chapter membership. Lori Carnahan will follow up with Fred Prior with information and get them in contact with Peter.

1. Future Agenda Items
2. Adjourn

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| **Jayhawk SHRM Board of Directors** | | | | | | | |
| **Board Position** | | | **SOP Updated** | | **2017** | **E-Mail** | |
| President | | | 2016 | | Lori Carnahan | lcarnahan@lawrenceks.org | |
| Past President | | | 2016 | | Debbie Snyder | debbies1800@gmail.com  Debbie.Snyder@securitybenefit.com | |
| President Elect | | | 2016 | |  |  | |
| VP Membership | | | 2016 | | Carol Marks | carolynmarks@lpco.net | |
| VP Finanace | | | 2016 | | Heather Bunker | Heather.Bunker@manpower.com | |
| VP Professional Development | | | 2016 | | Mary McKenzie | mmckenzie@massman.net | |
| VP Communications | | | 2016 | | Cynthia Colbert | ccolbert@lawrenceks.org | |
| Website Administrator | | | 2016 | | Cynthia Colbert | ccolbert@lawrenceks.org | |
| Certification Chair | | | 2016 | | Jenny Hiatt | JennyHiatt@lpco.net | |
| Diversity Chair | | | 2016 | | Michelle Stegman | mstegman@ottawaks.gov | |
| Legislative Chair | | | 2016 | | Dennis Meier | dmeier@cwood.org | |
| Foundation Chair | | | 2016 | | Lori MacDonald | Lori.MacDonald@adeccona.com | |
| Recognition/Social Media & Networking Chair | | | 2016 | | Keri Rodriquez | krodriquez@cwood.org | |
| Volunteerism Chair | | | 2016 | | Cassie Gilmore | cassie.gilmore@gmail.com  cassie@drinkeatwell.com | |
| Student Relations Chair | | | 2016 | | Annette Delaney | adelaney@kgs.ku.edu | |
| Sponsorship Chair | | | 2016 | | Peter Steimle | psteimle@ljworld.com | |
| **Jayhawk SHRM Board Meeting Schedule** | | | | | | | | | |
| **Month/Date**  **11:45-1:00**  **lunch at 11:30** | | **Host** | **Type/Location** | | **Menu Link (if applicable)** | | | **President's Newsletter Message (for the month of the meeting)** | |
| January 5 | | Cynthia Colbert | Capital City Bank, 7th & New Hampshire | | <https://www.picklemans.com/menu.php> | | | 2016 goal update | |
| February 9 | | Keri Rodriquez |  | |  | | | 2017 goal outline, initiatives, teams and volunteers | |
| March 9 | | Lori MacDonald |  | |  | | | Financial 2016 outcome (money in/money out), 2017 budget, stewardship, transparency | |
| April 6 | | Carol Marks |  | |  | | | National responsibilities (SHAPE) | |
| May 4 | | n/a | Conference Call | |  | | | Personal Growth for Professional Development (Strengthscope, etc) | |
| June 8 | | n/a | Conference Call | |  | | | Community Leadership (Leadership Lawrence, Chamber of Commerce, HR ACES) | |
| July 6 (?) | | n/a | Conference Call | |  | | |  | |
| August 3 | | n/a | Conference Call | |  | | |  | |
| September 7 | |  |  | |  | | | Professional Development (State Conference) | |
| October 5  (goal setting 10a-5p) | |  |  | |  | | |  | |
| November 9 | | n/a | Conference Call | |  | | | Stress Reduction/Self Care | |
| December 7 | |  |  | |  | | | Yearend goal wrap up | |

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| **Monthly Chapter Meeting Calendar 2017** | | | | | | | | |
| **Month** | **Location**  **(Mary)** | **Speaker**  **(Mary)** | **Topic**  **(Mary)** | **Sponsor Name/Type/ Amount**  **(Peter)** | **Sponsor Amount/Paid (Y/N)** | **Featured Non-Profit**  **(Peter)** | **Board Host** | **Notes** |
| January | Maceli's 11:30-1:00 | Board facilitate | Hot Topics and Strategic Initiatives | Miller Retirement Group | $300/paid | None | Keri | Lori facilitate for Board. Board sit at all tables. |
| February | Maceli's 11:30-1:00 |  |  | Invisor | $300/no |  |  |  |
| March | Maceli's 11:30-1:00 |  |  | Breakout | $300/no |  |  |  |
| April | Maceli's  8:15-2:00 | See below | See below | See below |  |  |  |  |
| May | Maceli's 11:30-1:00 |  |  | American Century Investments/Learning Quest | $300/no |  |  |  |
| June | Maceli's 11:30-1:00 |  |  |  | $200 |  |  |  |
| July | Maceli's 11:30-1:00 |  |  |  | $200 |  |  |  |
| August | Maceli's 11:30-1:00 |  |  |  |  |  |  |  |
| September | Maceli's 11:30-1:00 |  |  | Yes | $300/no |  |  |  |
| October | Maceli's 11:30-1:00 |  |  |  |  |  |  |  |
| November | Maceli's 11:30-1:00 |  |  |  |  |  |  |  |
| December | Maceli's 11:30-1:00 |  |  |  |  |  |  |  |
|  |  |  |  | Sponsor Total | $\_\_\_\_\_ |  |  |  |

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| **SHRMinar Agenda 2017**  **April 11, 2017, 8:15am-2:00pm** | | | | | |
| **Schedule** | **Speaker** | **Topic** | | **Host** | **Notes** |
| 2 hours | Sandra Brown, LMSW, LCSW, SAP  Trainer/ Consultant/ Owner  The Employer's Resources | Maximize Efficiency and Minimize problems in Work Teams | |  | Power Point  Handouts  Activities & Interactions |
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| **SHRMinar Sponsorship 2017** | | | | | |
| **Sponsorship Type** | **Sponsor Name** | | **Amount** | **Paid (Y/N)** | **Notes** |
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| **JAYHAWK SHRM SWOT ANALYSIS**  **October 2016** | |
| Origin is Internal/Attributes are within the Organization | |
| Strengths | Weaknesses |
| 1. SHAPE SILVER AWARD 2. Board and Membership knowledge of HR is high (35% of the membership hold a national certification) 3. Chapter Programming (90% of the programs delivered are for re-certification credit) 4. Sponsorships are strong (8 sponsorships for $2400 secured and additional $2400 secured for the SHRMinar) 5. Communication (the chapter has an excellent website and newsletter) 6. Membership is strong (grew by 12 [15%]to 77 in 2016) 7. Membership is professional (the chapter members share a sincere comradery, they are caring and supportive of each other) | 1. Succession Planning-the chapter lacks a formal plan for top leadership development. 2. Fund Balance- has been in decline, it needs to stabilize and then build. 3. Networking Time for membership is small, the chapter would benefit from additional opportunities for this activity. 4. Capacity to support HR ACES. The chapter would be best served to build its capacity of HR professional volunteers ready to give back to the community through their time and professional expertise for organizations who do not have the ability to employ an HR professional. 5. Membership size is small by National SHRM standards. 6. Attendance at monthly chapter meetings is approximately 44% of total chapter members. |
| Origin is External/Attributes are from the Environment | |
| Opportunities | Threats |
| 1. HR ACES within the Community. We have good contact and participation with United Way Agencies. 2. HR seat at the C-Suite Table 3. Membership Growth. Membership is difficult to grow given the community's size, limited budgets of employers and the busy schedules of community HR Professionals. 4. Greater Community attendance at the annual SHRMinar. 5. New KU Student SHRM Advisor has been named. Development of stronger relationship with the KU Business School through the Advisor. | 1. Brand Recognition within the Lawrence community and with community leaders. 2. Lack of HR seat at the C-Suite Table in many Lawrence businesses. 3. Membership - more and more of current membership taking HR positions in Topeka and Kansas City. 4. Membership- Executive and Senior level HR positions and opportunities for professional growth are limited in the Lawrence community. 5. Membership- no new people to the Lawrence HR community. |
| SWOT Analysis Summary | |
| Chapter membership and financial security of the chapter will continue to be important focuses of not only the board but the general membership. Positive results will likely come with increased recognition and value of the HR profession within the Lawrence community. Initiatives in the foreseeable future will need to be in areas that will allow the chapter to be successful in these two areas. | |
| 2017 Goals | |
| 1. Development of the chapter's social media presence. A greater presence on Facebook, Twitter, and LinkedIn will be of interest to millennials, increase community exposure and ultimately increased membership. Development of the components and work plan to achieve this goal will require a sub-committee consisting of one board member and a team from the general membership. A project plan to include a social media policy and presence will be the first steps)  2. Senior Leadership Succession Plan. The board will develop a plan for developing new members in board service and in turn set up succession models for board and senior chapter leadership positions.  3. Grow the chapter fund balance. Continue with diligent budget development, expenditure monitoring, membership and sponsorship growth to allow for chapter fund balance growth.  4. Develop capacity for HR Volunteer capacity to support the HR ACES program for the Lawrence Community. | |

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| **Jayhawk SHRM Goal Initiative Summary and Report 2017** | | | | | | | | | | | | |
| **Goal** | | | | **Team** | **Action Step** | | | | **Next Follow up date** | **Outcome** | | |
| 1. Development of the chapter's social media presence. A greater presence on Facebook, Twitter, and LinkedIn will be of interest to millennials, increase community exposure and ultimately increased membership. Development of the components and work plan to achieve this goal will require a sub-committee consisting of one board member and a team from the general membership. A project plan to include a social media policy and presence will be the first steps) | | | | Keri Rodriguez-team lead  Cynthia Colbert |  | | | |  |  | | |
| 2. Senior Leadership Succession Plan. The board will develop a plan for developing new members in board service and in turn set up succession models for board and senior chapter leadership positions. | | | | Lori Carnahan  Debbie Snyder |  | | | |  |  | | |
| 3. Grow the chapter fund balance. Continue with diligent budget development, expenditure monitoring, membership and sponsorship growth to allow for chapter fund balance growth. | | | | Heather Bunker  Carol Marks  Peter Steimle |  | | | |  |  | | |
| 4. Develop capacity for HR Volunteer capacity to support the HR ACES program for the Lawrence Community. | | | | Cassie Gilmore-team lead |  | | | |  |  | | |
| **Jayhawk SHRM HR ACES 2017** | | | | | | | | | | |
| **Company** | **Date Initiated** | **Chapter Project Lead** | | | **Project Description** | **Current Status** | **Action Steps**  **(If any)** | | | **Notes** |
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