

MINUTES

Board of Directors Meeting

JAYHAWK CHAPTER OF SHRM

Thursday, December 7, 2017 – 11:30am-1:00pm

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

Meeting Location: TELECONFERENCE, EVERYONE CALL IN

Hosted By: n/a

1. Opening
2. Call to order
3. Announcements
4. 2018 board
5. Monthly Meeting/Professional Development VP - Mary McKenzie
6. December Meeting
   1. credit:
   2. host: Keri
   3. speaker: no
   4. sponsor: yes
   5. non-profit: no
   6. announcements:
   7. Basket auction – Lori
   8. Gift exchange – Keri
   9. Ice breaker – Mary
   10. baskets there by 11:15
   11. Cynthia: bring roll of tickets
7. Future Meetings
   1. Rich and Mary – topics
   2. January – cool topics; strategic planning as focus
   3. Have list of speakers ready soon
8. Other Events
9. Happy Hour – Keri Rodriquez
10. Breakfast – Lori MacDonald

* Good number in attendance
* Went well

1. Sponsorship Chair - Peter Steimle
2. Board Business - Lori Carnahan

* Confirmation of minutes from prior meeting
* It was moved by Mary McKenzie and seconded by Annette Delaney to make an exception to by laws to allow Michelle Spreer to serve as President Elect in 2018 and move to President in 2019. Passed unanimously 8-0.

1. Finance VP- Heather Bunker

* 2017 expenditures looking good compared to budget
* 2018 budget will be finalized for 2018 in January meeting

1. Membership VP - Cassie Gilmore

* Renewal reminder at the December meeting
* Cassie-Send comprehensive list of renewed membership the board

1. Communications VP & Website Administrator Chair - Cynthia Colbert
2. Social Media & Recognition Chair - Keri Rodriquez
3. Foundation Activities Chair - Lori MacDonald
4. Diversity Chair- Michelle Stegman
5. Legislative Chair - Dennis Meier
6. HR Aces/Volunteerism Chair – open

* Lori check with Cassie on status of orientation of Amy Mason to volunteer chair.

1. College Relations Chair - Annette Delaney
2. Certification Chair - Jenny Hiatt
3. Goal Initiatives - Lori Carnahan
4. Other Business
5. Future Agenda Items

* Membership - tbd
* Zip code/Chapter Charter Discussion – tbd

1. 2018 Goal Setting Session
   1. Status update on 2017 goals/accomplishments
   2. Review of September discussion summary on Financial give back to membership, how to use reserves-
      * Interest in paying for speakers in 2018 (SHRMinar and maybe one to two other meetings) Will see if we can build in a budget of $5000 for SHRMinar-with sponsors will be a breakeven venture and $5000 to use from reserves for other speakers during the year. Discuss further with 2018 budget.
      * Find a way to support HR professionals whose company is not willing/able to pay for local membership leaving it to the personal finances of the HR professional. Discuss more at goal setting session, budget approximately $2000 for 2018) (Scholarship Committee- Lori C, Mary, Lori M, Heather)
      * Develop initiatives that meet the needs of varying levels of HR development (possibly a mentorship or small group endeavor). Budget $2000 for this in 2018 with discussions on how to accomplish at goal setting session.
2. SWOT Analysis
3. 2018 Goals
4. Adjourn

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| **Jayhawk SHRM Board Meeting Schedule** | | | |
| **Month/Date**  **11:45-1:00**  **lunch at 11:30** | **Host** | **Type/Location** | **President's Newsletter Message (for the month of the meeting)** |
| January 5 | Cynthia Colbert | Capital City Bank, 7th & New Hampshire | 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 | Annette Delaney |  | National responsibilities (SHAPE) |
| May 4 | n/a | Conference Call | SHRMinar thank you, volunteer leader and chapter wants/needs |
| June 8 | n/a | Conference Call | None |
| July 6 (?) | n/a | Conference Call | Jayhawk SHRM Social and special events as give back |
| August 3 | n/a | Conference Call | KS SHRM Conference |
| September 7 | Dennis Meier | Capital City Bank | Community Leadership (Leadership Lawrence, Chamber of Commerce, HR ACES) |
| October 5  (goal setting 11:30a-5p) | Debbie Snyder | Blue Moose | The chapter is what you make it.- what you put into it is what you get out of it. SHRM Book Club. |
| 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**  **Maceli's 11:30am-1:00pm** | | | | | | | |
| **Month** | **Speaker**  **(Mary)** | **Topic**  **(Mary)** | **Sponsor Name/Type/ Amount**  **(Peter)** | **Sponsor Amount/Paid (Y/N)** | **Featured Non-Profit**  **(Peter)** | **Board Host** |  |
| January | Board facilitate | Hot Topics and Strategic Initiatives | Miller Retirement Group | $300/paid | None | Keri |  |
| February | Joan Schultz  HRCI and SHRM app | Love 'em or Leave 'em Building Awareness | Invisor | $300/paid | The Willow Domestic Violence Center |  |  |
| March | Greg Knapp | Employee Engagement | Breakout | $300/paid | Success by 6- Rich Minder |  |  |
| April | See below | See below | See below |  |  |  |  |
| May | Emma Toops | Recruiting Veterans | American Century Investments/Learning Quest | $300/paid | The Ballard Center / Becky Price | Keri |  |
| June | Joan Schultz | Follow up on Feb meeting | Cornel Benefit Solutions giving time to non-profit | $200 | Lydia project |  |  |
| July | Dr. Lee Smithson Burd | Creating your personal brand | none | n/a | none |  |  |
| August | Frank Keck | Journey to the Core-Building Org inside/out | Mid-American Credit Union | $300/no | Lawrence Laboratory |  |  |
| September | Recruitment panel | Current recruitment strategies | Integrity Midwest Insurance | $300/ paid |  |  |  |
| October | Tim Davis, Constangy, Brooks, Smith & Prophete, LLP. | One Year Later: The Aftermath of the 2018 Elections on Workplace and HR | Truity Credit Union | $300 / no |  |  |  |
| November | Marvin Hunt | Workforce Development  Peaslee technical Center | Mid-American Credit Union | $300/no |  |  |  |
| December | No speaker | Christmas / Holiday Celebration | Bukaty Companies | $100/no |  |  |  |
|  |  |  | Sponsor Total | $2600 |  |  |  |
| January 2018 |  |  | Bukaty Companies | $300/no |  |  |  |

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| Origin is Internal / Attributes are within the Organization | | |
| **Strengths** | | **Weaknesses** |
| 1. SHAPE GOLD AWARD for 2015 (submitted in 2016). Completed Gold level activities in 2016 to be submitted by 1/31/2017.  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 $2900 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. | |

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| **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 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 these 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 step.  2. **Senior Leadership Succession Plan.** The board will develop a plan for engagement of new members in chapter board service and prepare them for this service. The board will develop succession models for board and senior chapter leadership positions.  3.  **Grow the chapter fund balance.** Continue with diligent budget development, expenditure monitoring, and membership and sponsorship growth, to allow for chapter fund balance growth.  4.  **Develop capacity for Human Resource Chapter 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 | 8/3/17 update: starting to use event page for happy hour.  Facebook interaction has increased  LinkedIn question of the week has run its course-discontinued. |  |  |
| 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 | 10/5/17 update:  2018 board is almost finished. Goal for remainder of year is to develop “2nd” for 2018 who can move into board positions in 2019. With HR Aces and Membership programs allow for light or step in involvement building an involved base. |  |  |
| 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 | 8/3/17 update:  Fund balance is good.  Peter aggressive with sponsorships  Board has been diligent/deliberate in managing expenses.  SHRMinar- free speakers  Team Effort to make it come to fruition |  |  |
| 4. Develop capacity for HR Volunteer capacity to support the HR ACES program for the Lawrence Community. | Cassie Gilmore-team lead | 8/3/17 update:  Amy Mason might be interested in picking up volunteerism position.  No new requests.  Rekindle United Way relationship with new director. Invite to board meeting and network. |  |  |

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| **Jayhawk SHRM HR ACES 2017** | | | | | | |
| **Company** | **Date Initiated** | **Chapter Project Lead** | **Project Description** | **Current Status** | **Action Steps**  **(If any)** | **Notes** |
| Baker Mock Interviews | February 2017 | Cassie |  |  |  |  |
| Ballard Community Service | March 2017 | Peter | Employee Handbook, time cards, job descriptions, staff hiring/training, volunteer check in | List of volunteers from 5/9 meeting. E-mail sent to get chair and list going. | Get a chair person |  |
| Baker Mock Interviews | September 2017 | Cassie  Becky  Annette | Mock Interviews with students | Completed | n/a |  |
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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 | Cassie Gilmore | cassie.gilmore@gmail.com  cassie@drinkeatwell.com |
| VP Finance | 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 |  |  |
| Student Relations Chair | 2016 | Annette Delaney | adelaney@kgs.ku.edu |
| Sponsorship Chair | 2016 | Peter Steimle | psteimle@ljworld.com |