

MINUTES

Board of Directors Meeting

JAYHAWK CHAPTER OF SHRM

Thursday, February 9, 2017 - 11:45am-1:00pm

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

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

Hosted By: Keri Rodriquez

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

Lori Reported: there was a lot of discussion on whether to approve the charter amendment to recognize state lines as the boundaries for state organizations to do business. KS has an exception should the need arise to hold the state conference in Kansas City, MO. It eventually passed but it was heavily debated. 2016 was a balanced budget, there was a wonderful presentation on Conflict by Next Element a Manhattan based company. Be sure to sign up for information with KS SHRM with Basecamp (Lori MacDonald will send instructions to Lori Carnahan to distribute to the board). There was some good information on membership with the Friday breakout sessions.

1. KS-SHRM Employment Law & Benefits Conference on the Hill - February 27 & 28, Topeka.
* Legislative Chair Complementary Registration: Dennis Meier, mileage reimbursed by chapter.
* Also attending: Carol Marks, Heather Bunker and Michelle Stegman.
* State giving one additional registration. The board determined that we would use the additional registration for a board member who was attending. A drawing was held and Cassie Gilmore won the registration. Lori will send notification to KS SHRM, Cassie will register.
1. 2017 SHRM Talent Management Conference & Exposition - April 24-26, Chicago
* Scholarship applications
1. SHRM17 Annual Conference & Exposition - June 18-21, New Orleans

Carol Marks and Jenny Hiatt attending.

1. Confirmation of minutes from prior meeting.
2. 2016 Financial Outcome, 2017 Budget, Fund Balance discussion- Heather Bunker, Lori Carnahan

Discussion: The board had the following comments with regard to the budget, fund balance and financials:

 Enhance membership

 Offer conference registration for those thinking of board membership

 Members want: food, networking, salary surveys

 Investing in members and grow membership

 Months with lower attendance - possibly do a breakfast

 Coffee and conversation get togethers

 Lori MacDonald will work on the breakfast meeting idea

 Keri will work on the evening social event idea

 Reduce membership rate for companies with multiple members

 Scolarships for someone who needs it. (we can control what we grant this way)

Lori Carnahan announce at the member meeting: that we had a good year and would like to give back to the membership. We will work to increase networking opportunities and look at alternate meeting times to attract those that cand attend a lunch time meeting during the day.

A. Peter motioned, Dennis seconded to approve the 2016 financials. Passed 12-0.

B. Peter motioned, Dennis seconded to establish an end of fiscal year fund balance target at 1 x the annual budget or approximately $20,000. Passed 11-0. (Annette needed to leave before vote)

C. Lori MacDonald motioned and Jenny seconded to approve the 2017 budget as proposed. Passed 11-0.

1. Monthly Meeting/Professional Development VP - Mary McKenzie
2. February Meeting
3. Future Meetings
4. SHRMinar - Michelle Spreer, Chair
* Maceli's Contract for SHRMinar, Maceli's is holding the date for us.
* Save the date announced at member meeting next week
* 7:30-12:30 serving breakfast, mid morning snack and no lunch
* Business Leadership conference
1. Sponsorship Chair - Peter Steimle
2. Finance VP- Heather Bunker

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| **Financial Resources:** | **12/31/16** |
|   |  |
| First State Bank - Checking Account: |  11,097.35  |
|   |   |
| CD's: |   |
| 91-Day | N/A |
| 182-Day | N/A |
| 12-months (5/12/16) | 8,534.93 |
|  |  8,534.93  |
|   |  |
| Pay Pal Account: | 6,235.40 |
|   |   |
| Petty Cash: | 674.00  |
|   |   |
| **Total:** | **26,541.68** |

1. Membership VP - Carol Marks

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| Reporting Numbers as of: 2/9/17 |
| Category | Numbers | National  |
| Registered and paid | 53 | 32 |
| National SHRM percent of registered and paid |  | 60%  |
| Number of new members (ytd) | 6 | 2 |

Keri will bring Celest Garwin of UPS as a guest in the near future.

1. Communications VP & Website Administrator Chair - Cynthia Colbert
2. Newsletter items due to Cynthia by the 25th- thank you
3. Social Media & Recognition Chair - Keri Rodriquez

Working on social media questions.

1. Foundation Activities Chair - Lori MacDonald

Conference call on Wednesday of next week, a report will be forthcoming in March.

1. Diversity Chair- Michelle Stegman

No report

1. Legislative Chair - Dennis Meier

Legislature is in session. Ban the box for state employers is receiving some conversation (may not get any movement) as is requiring paper pay stubs (testimony given, may not move). SHRM testified against the second. Workers Compensation and Immigration also topics.

1. HR Aces/Volunteerism Chair - Cassie Gilmore

One opportunity - Baker Mock Interviews. Becky Gonzales and possibly Annette and Cassie volunteered. Send opportunities Cassie's way.

1. College Relations Chair - Annette Delaney

Ken is gaining interest with students. There is some desire for affiliation with SHRM. There are two officers responsible for membership, benefits from the chapter. They would like to speak at the March board meeting for about 10 minutes about field trips and internships. Granted- Annette will arrange.

1. Certification Chair - Jenny Hiatt

Program is certified by HRCI and SHRM

1. Goal Initiatives - Lori Carnahan

No report

1. Other Business
2. Future Agenda Items
3. Adjourn 1:08pm

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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 | 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) | Debbie Snyder |  |  |
| 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** | **Notes** |
| January | Board facilitate | Hot Topics and Strategic Initiatives | Miller Retirement Group | $300/paid | None | Keri | Lori facilitate  |
| February | Joan SchultzHRCI and SHRM app | Love 'em or Leave 'em Building Awareness | Invisor | $300/no | The Willow Domestic Violence Center |  |  |
| March | Greg Knapp | Employee Engagement | Breakout | $300/no |  |  |  |
| April | See below | See below | See below |  |  |  |  |
| May |  |  | American Century Investments/Learning Quest | $300/no |  |  |  |
| June | Joan Schultz | Follow up on Feb meeting |  | $200 |  |  |  |
| July |  |  |  | $200 |  |  |  |
| August |  |  |  |  |  |  |  |
| September |  |  | Yes | $300/no |  |  |  |
| October |  |  |  |  |  |  |  |
| November |  |  |  |  |  |  |  |
| December |  |  |  |  |  |  |  |
|  |  |  | Sponsor Total | $\_\_\_\_\_ |  |  |  |

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| **SHRMinar Agenda 2017****April 11, 2017, 7:30am-12:30pm, Maceli's** |
| **Schedule** | **Speaker** | **Topic** | **Host** | **Notes** |
| Breakfast |  |  |  | Team: Mary, Michelle, Michelle, Peter |
| 2 hours | Sandra Brown, LMSW, LCSW, SAPTrainer/ Consultant/ OwnerThe Employer's Resources | Maximize Efficiency and Minimize problems in Work Teams |  | Power Point Handouts Activities & Interactions |
| Mid-morning snack and vendor visit |  |  |  |  |
| 1 hour | Dan Staulp | Leaders are they born or made |  |  |
| No Lunch  |  |  |  |  |
| **SHRMinar Sponsorship 2017** |
| **Sponsorship Type** | **Sponsor Name** | **Amount** | **Paid (Y/N)** | **Notes** |
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| TOTAL |  | $\_\_\_\_\_\_ |  |  |

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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 Table3. 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 leadCynthia 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 CarnahanDebbie 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 BunkerCarol MarksPeter Steimle |  |  |  |
| 4. Develop capacity for HR Volunteer capacity to support the HR ACES program for the Lawrence Community. | Cassie Gilmore-team lead |  |  |  |

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| **Jayhawk SHRM HR ACES 2017** |
| **Company** | **Date Initiated** | **Chapter Project Lead** | **Project Description** | **Current Status** | **Action Steps** **(If any)** | **Notes** |
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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.comDebbie.Snyder@securitybenefit.com |
| President Elect | 2016 |   |  |
| VP Membership | 2016 | Carol Marks | carolynmarks@lpco.net |
| 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 | Cassie Gilmore | cassie.gilmore@gmail.comcassie@drinkeatwell.com |
| Student Relations Chair | 2016 | Annette Delaney | adelaney@kgs.ku.edu |
| Sponsorship Chair | 2016 | Peter Steimle | psteimle@ljworld.com |