

MINUTES

Board of Directors Meeting

JAYHAWK CHAPTER OF SHRM

Thursday, April 6, 2017 - 11:30am-1:00pm

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

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

Hosted By: Annette Delaney

1. Opening
2. Call to order
3. Announcements
* Happy Hour, have some dates but let's engage through a meeting planner/doodle calendar for May 4, 11 or June Thursday at Spin or 6 Mile or \_\_\_\_\_\_\_.
* Breakfast-July/Sept for most of our membership. Look at doing at Garage.

1. SHRMinar - 2017 Business Leadership Conference - Mary McKenzie
* 80 registered
* $3000 in sponsorships, collected $2500 to date
* Spreer-printing folders
* Heather reported that some paid as guest who didn't need to do so. Board agreed that she will not actively pursue but will refund if requested by participant.
* Please spread the word through personal social media
1. Monthly Meeting/Professional Development VP - Mary McKenzie
2. Future Meetings
* No report
1. Sponsorship Chair - Peter Steimle
* July is the only month open
* Will now look for a sponsor for Happy Hour, Breakfast and December social
1. Board Business - Lori Carnahan
2. Confirmation of minutes from prior meeting
3. SHAPE Submitted/ Excel Award Submitted
4. KS SHRM Strategic Planning Session June 2, 9am-4pm, Salina KS
* 6 hour of strategic credit
1. President Elect and VP of Membership open
* Cassie requested to move to membership leaving Volunteerism Chair open
* Heather motioned and Cynthia seconded to move Cassie Gilmore to VP of Membership effective immediately. Motion passed unanimously.
1. May Board Meeting - Money discussion-how we wish to spend money over reserve level
* Survey to membership
1. June Board Meeting- Zip Code/Chapter Charter discussion
2. KS SHRM Conference Call (4/6) information:
* State conference is giving chapters a complimentary registration-how shall we give it out?

Lori M. moved and Cynthia seconded to hold a drawing in July from tickets received by attendance at the June and July meetings (up to 2 tickets each-one for each month of attendance). Motion passed unanimously.

* Everyone on board enroll in Basecamp-link on lower right of KS SHRM webpage.
* Lori resend membership roster to Communications chair with KS SHRM
* Thrombolt Award discussion- Place on May Jayhawk SHRM agenda.
* Board Jersey picture to send to KS SHRM
1. Finance VP- Heather Bunker
2. Membership VP - open
* Filled earlier in meeting with Cassie Gilmore.
* Cassie will update membership information for May
* Cassie will get with Heather on who has paid and who is outstanding
* Cassie will get with people below, it is believed that both have joined
* Cassie wll get the membership bag from Heather.
* Cassie will follow up with Kristan, Tiffany and Annie Dark.
* Holly Goodman is going to help transition Cassie, they are meeting to train.

|  |
| --- |
| 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 |

**From:** dave\_lig@hotmail.com [mailto:dave\_lig@hotmail.com]
**Sent:** Sunday, April 02, 2017 2:33 PM
**To:** Lori Carnahan
**Subject:** SHRM Chapter Locator Request

Hi,
Please find below query for SHRM Chapter Locator Request
Name: David Lignell
Email From: dave\_lig@hotmail.com
Notes: I'm interested in joining the local Lawrence chapter of SHRM. Can you provide me with chapter info. ( .i.e, meeting dates, times, fees, etc.). Much appreciated.

**Sent:** Wednesday, March 29, 2017 5:00 AM
Notes: Good Morning - I'm looking for information on how to join the local Lawrence Chapter of SHRM. Regards, David

**From:** pjohn@atctruckcovers.com [mailto:pjohn@atctruckcovers.com]
**Sent:** Monday, February 13, 2017 9:50 AM
**To:** Lori Carnahan
**Subject:** SHRM Chapter Locator Request

Hi,
Please find below query for SHRM Chapter Locator Request
Name: Philbert John
Email From: pjohn@atctruckcovers.com
Notes: Good Morning, I am an HR manager and have just recently joined SHRM. I wanted to reach out to your chapter and establish a relationship with a SHRM Chapter, so I may start my networking. I have been in the HR field for the last 15 years and would appreciate some assistance on how to join your chapter or one like yours. Thank you in advance for your assistance. Philbert John

1. Communications VP & Website Administrator Chair - Cynthia Colbert
* Newsletter is out this afternoon
1. Social Media & Recognition Chair - Keri Rodriquez
* Job Fair at Work Force Center.
* Keri is bringing Annie Dark to may meeting
* Everyone use Facebook
1. Foundation Activities Chair - Lori MacDonald
* No report
1. Diversity Chair- Michelle Stegman
* No report
1. Legislative Chair - Dennis Meier
* No report
1. HR Aces/Volunteerism Chair - Cassie Gilmore- now open
* No report
1. College Relations Chair - Annette Delaney
* Excel Initiative for 2017
* Open House with SHRM Club-it was raining, there were 5-6 students and Ken Ward. Annette and Dennis attended as well.
* Discussion at open house with students was: what like in the profession, why SHRM (benefits),
* Promoting and seeking tours and internships available:

 touring Hallmark HR on Friday

 flyers at SHRMinar Leadership Conference in folder

 FB

 Rolling power point

 Newsletter

1. Certification Chair - Jenny Hiatt
* No report
1. Goal Initiatives - Lori Carnahan
* No report
1. Other Business
* none
1. Future Agenda Items
2. Adjourn

|  |
| --- |
|  **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 | Community Leadership (Leadership Lawrence, Chamber of Commerce, HR ACES) |
| July 6 (?) | n/a | Conference Call | Personal Growth for Professional Development (Strengthscope, etc) |
| August 3 | n/a | Conference Call |  |
| September 7 | Dennis Meier |  | 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 |

|  |
| --- |
| **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/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 |  |  |  |
| June | Joan Schultz | Follow up on Feb meeting | Cornel is giving time to non-profit | $200 | Lydia project |  |  |
| July |  |  |  | $200 |  |  |  |
| August | Frank Keck | Motivation/ Engagement  | Mid-American Credit Union | $300/no |  |  |  |
| September | Tim Davis, Constangy, Brooks, Smith & Prophete, LLP. | One Year Later: The Aftermath of the 2018 Elections on the Workplace and Human Resources | Integrity Midwest Insurance, LLC | $300/no |  |  |  |
| October |  |  |  |  |  |  |  |
| November |  |  | Mid-American Credit Union | $300/no |  |  |  |
| December | No speaker | Christmas / Holiday Celebration |  |  |  |  |  |
|  |  |  | Sponsor Total | $2300 |  |  |  |

|  |
| --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL |  | $\_\_\_\_\_\_ |  |  |

|  |
| --- |
| 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. |

|  |
| --- |
| **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.  |

|  |
| --- |
| **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 |  |  |  |

|  |
| --- |
| **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 |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **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 |  |  |
| 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 |