

MINUTES

Board of Directors Meeting

JAYHAWK CHAPTER OF SHRM

Thursday, May 4, 2017 - 11:30am-12:30pm

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

1. Monthly Meeting/Professional Development VP - Mary McKenzie
2. SHRMinar- 2017 Business Leadership Conference wrap up report
   1. Feedback – well organized (room, agenda, speakers), speaker getting attendees up and moving around, vendor was confused about where to go and what to do but liked being able to participate in the event. According to survey 75% liked the price, location, and food.
   2. What to improve – check out mics ahead of time, Maceli’s staff was responsive, getting Strategic credit. Accurate list of sponsors. Vendor notes: vendor survey afterwards for feedback, front registration table have instructions on where to send vendors for set up.
   3. Moving Forward - Great job bringing in speakers who don’t charge but wonder how long we can continue that. Strong support from sponsors. Good to stay at this rate for the event as have bumped it the last few years. Cynthia will send out copy of survey analysis. (attachment)
   4. Feedback via board e-mail: I thought the event was well planned and executed.  The use of Google Docs was very helpful to keep everyone on track with sponsors.  However, even though I shared who I was going to contact and did, other board members contacted the same sponsors too.  I think we need to ensure we create a list of sponsors we are going to contact and not have multiple people contact them.  The sponsorship flyer looked great this year.  We didn’t have to reach back out to them and ask questions multiple times.  It still needs to be fine-tuned but I was very pleased.
3. May Meeting
   1. Need someone to greet Emma-Lori will do. Keri will be the greeter.
4. Future Meetings
   1. Looking for a July speaker.
   2. Meeting with Mia Austin and Lee Smithson-Bird in next few weeks.
   3. Having difficulty getting Strategic certifications for SPHR’s.
5. Other Events
6. Happy Hour – Keri Rodriquez
   1. Fun to have Ruth be the author of interest, maybe some sort of book signing or celebration.
   2. District Chair also just had a book published.
   3. Membership drive, buy appetizers or first round of drinks.
   4. If somewhere not able to buy a cocktail need to provide it for them. Recommend doing it somewhere they can buy their own so we don’t have any liability issues.
7. Breakfast – Lori MacDonald
   1. Looking at July or something after State Conference to compare notes (late September early October).
   2. Networking event
   3. What would be the draw to get people to come?
   4. Some sort of membership drive? Bring a friend
   5. Looking at holding at The Garage
   6. **Motion by Lori C, second by Mary to pay for appetizers at the 2017 happy hour events and have a catered breakfast at the 2017 breakfast event. Passed Unanimously.**
8. Other
   1. Any way to get list of State SHRM attendees to target area HR professionals who are not members?
   2. What kind of budget?
   3. Where?
   4. Lori motions buying appetizers for Happy Hour and catered breakfast for future events. Mary seconded, all approved.
9. Money discussion-how we wish to spend money over the reserve level
10. Survey Membership
    * Cynthia will put something together.
    * Like questions that ask what membership would like if various amounts of money were available (i.e. if $100, if $500, if $5000)
    * Like question that has some options listed
11. See notes on January meeting membership feedback and from President's message where summarized
12. Discussion
    * Comments submitted:

* I'd keep them in the account for now unless we want to have a Membership Marketing event later in the year as another opportunity to grow our chapter.
  + Needs to be a member benefit and some sort of benefit
  + Scholarship
* State Leadership Conference in January -> if it is a good one, some are inspiring and some are not.
* Consider area conference with some sort of application process to award payment of registration.
* Put something together and bring back to group (place on old business): Lori C., Mary, Lori M, Heather

1. Sponsorship Chair - Peter Steimle

* July Lunch sponsorship is still available.
* Sponsorship reservations for 2018 are now open.
* QUESTION: Did we decide that in December we would or would not allow a Non-Speaking sponsorship? I'm thinking we decided YES, but wanted to make sure.
* -YES we wanted a December sponsor if possible.

1. Board Business - Lori Carnahan
2. Confirmation of minutes from prior meeting
3. KS SHRM Strategic Planning Session June 2, 9am-4pm, Salina KS, 6 hour of strategic credit – Lori MacDonald able to attend. Lori unsure if it is capped, recommended she go on-line and register, Lori Carnahan will follow up with State Council member Cindy Nelson.
4. President Elect and Volunteerism Chair open
5. June Board Meeting- Zip Code/Chapter Charter discussion
6. June membership meeting- drawing tickets for KS SHRM Conference Free Registration
7. Future agenda item- discuss membership, it has fallen from 90s to 50s.
8. Board Jersey picture for KS SHRM
9. KS SHRM Conference Call (5/4) information
   1. Looks like able to get money for State Conference registrations – more information to come.
   2. Natalie Bright making chapter visits.
   3. Lots of membership resources
10. Finance VP- Heather Bunker
11. See attached report
12. Membership VP - Cassie Gilmore
    1. Heather stated 58 paid members for 2017

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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 |

1. Communications VP & Website Administrator Chair - Cynthia Colbert

* NO REPORT

1. Social Media & Recognition Chair - Keri Rodriquez

* Will get survey out for Happy Hour ideas

1. Foundation Activities Chair - Lori MacDonald

* SHRM Foundation fundraiser at networking event. Smaller version of Dec activity.
* Gift card drawing donations.
* Member items

1. Diversity Chair- Michelle Stegman

* The City of Ottawa planning a Diversity Breakfast scheduled for November. I will send an invite out to the Jayhawk BOD. This is an annual event I planned during my stint for the City of Garden City (see attached). We invited community members and representatives from other communities to attend. It's another way to celebrate cultural awareness. This is something I had hoped we could do as a chapter in the near future.

1. Legislative Chair - Dennis Meier

* Working on school finance, tax plan, and balancing the budget

1. HR Aces/Volunteerism Chair – open

* NO REPORT

1. College Relations Chair - Annette Delaney

* I asked Cynthia to include a write up and the flyer in our newsletter about student internships and part-time jobs in HR for the KU Business students.
* Ken and I received inquiries for two possible internships, one from Heartland Community Health Center who is implementing a new HRIS system and the other from Douglas County District Court who can provide management experiences working with two different benefit and payroll systems.   Ken put both of them in touch with the KU Career Center to post the internship details.   Interested students can apply.
* Will write a report initiative about efforts on affiliating the KU Student Chapter as we discussed before, please share an example- Lori will send an example to Annette.

1. Certification Chair - Jenny Hiatt

* NO REPORT

1. Goal Initiatives - Lori Carnahan

* NO REPORT

1. Other Business
2. Future Agenda Items

* Future agenda item- discuss membership, it has fallen from 90s to 50s.

1. 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 | 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 |

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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 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 |  |  |  | $200 |  |  |  |
| August | Frank Keck | Motivation/ Engagement | Mid-American Credit Union | $300/no |  |  |  |
| September |  | Recruitment panel? | 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 |  |  | Mid-American Credit Union | $300/no |  |  |  |
| December | No speaker | Christmas / Holiday Celebration |  |  |  |  |  |
|  |  |  | Sponsor Total | $2300 |  |  |  |

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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 |  |  |  |
| 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 |  |  |  |

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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 |  |  |  |  |
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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 |

KS State Council Phone Meeting

5/4/16

Notes for Jayhawk Board

MAC update, Denise Montoya

* Until tomorrow (5/5/17) to complete the MAC survey, please complete if you haven't done so already. For all of membership to complete.
* Shelby said that if we have people going to national conference, let her or Jenny know so they can reach out and get together during the conference.

SHRM Update, Nancy Conway-

* Volunteer leader lounge (won't see on materials but look for invite only for leaders)
* 2018 conference in Chicago
* Update loaded in basecamp
* May is SHRM membership promotion, membership directors connect to Kim Goodwin to provide the membership roster at any time when requested.
* Webinar workforce readiness on 5/18
* Certification webinar on 5/24, Dr. Alanzo who developed competency model is speaking
* Pinnacle Award process is now open
* Monthly SHRM board communication-are all of your board members receiving it (e-mail may be off, system blocking, if contacted SHRM and said don't send e-mails-includes these volunteer leader communications)

KS SHRM Strategic Planning session, June 2, 2017 in Salina

* 30 registered to attend
* Capped out on attendance
* Be sure to wear sports sweatshirt/shirt for group photo

2018 Slate of Officers

* Interest form is in Shelby's materials please consider getting involved at state level.
* Turn in by 6/9/17
* Job descriptions for some positions but not all, contact Shelby. Mostly we use the SHRM job descriptions.

State SHRM Conference, September 20-22, 2017 in Overland Park

* 283 registered, 20 registered top golf
* Sponsors for $41,000, send opportunities for sponsorships
* Early Bird rate extended to May 31, 2017
* Keynote speakers are confirmed
* Partnering with Olathe Chamber for Thursday keynote, Dayton Moore
* Video to website for next year, professionals too expensive, talking with students at universities to see if can make happen
* New component for exhibitors-training session during breakout sessions for exhibitors on Thursday
* KS SHRM gift bag program - if meet certain attendance from chapter, money back from Counsel. 3 chapters met criteria last year. More information coming on this.

KS SHRM Leadership Academy, January 11-12, 2018 in Mulvane at Conference Center

KS-SHRM Employment Law Conference, February 27-28, 2018 in Topeka at Library

* Anyone interested in being part of planning committee contact David Love

College Relations

* KSU competed
* Talked to KU advisor, a couple events this semester and good position to move forward next year. May be able to start competing in case competition next year
* WSU also may compete in case competition.

Diversity

* Committee has selected criteria, getting ready for people to apply

Government Affairs

* In veto session at the moment, next call in June
* Going around to chapters to give information on 2017 session

HR Certification

* No report

Membership

* chapter go in and double check information on Basecamp Membership Spreadsheet
* membership initiative at conference in September
* lots of resources posted to basecamp

SHRM Foundation

* Looking for volunteers to help with foundation activities
* Looking for ideas for activities
* Each chapter provides a basket for Raffle at state conference
* I don't have any specific Foundation updates. I have sent Amy the number of volunteers I will need to facilitate the raffle baskets. The amount requested is larger due the amount of interest and traffic the booth experienced at all times last year.

I am looking for volunteers to help implement other foundation fundraising activities such as a photo booth or contest of some sort. If you have ideas or are interested, please let me know.

The Goal this year to increase our foundation donation, receive creative baskets from all chapters, and of course to have fun! Thanks!  
Sequana S. Kimbrel

Workforce Readiness

* Conference call with National and local VP to see how SHRM can be a better partner.
* JAG-state based national organization for dropouts who are most at risk. Project discussed at regional meeting along with Jr. Achievement and \_\_\_\_\_\_\_\_\_ and aging workforce.
* June meeting doing some strategic planning for workforce readiness

Communications

* Contact

Website/Technology

* Contact Todd if need help getting onto Basecamp

Awards/Recognition/PR

* Trombolt award nominations due July 1, 2017 submitted on website

Chapter Reports

* Hutchingson, Central KS- see conference flyer on basecamp, Lindsborg KS, tickets on Eventbrite
* Salina-
* DISTRICT-
* Emporia-
* Independence SE HR Nancy asked if wished to merge with SE HR, Independence. Business Conference in 2018, not 2017
* Pittsburg, SE KS-
* DISTRICT-reached out about merge
* Lawrence-no report, great conference
* Johnson County-
* Manhattan-November Seminar
* Topeka-
* DISTRICT-no report
* Hays, W KS-new newsletter with mail chimp, share more with members. Reevaluating what we can do for Colby chapter as they may not be able to sustain on their own. Looking for speaker to explain benefits to our members/non-members. (Nancy Conway-more than happy to help out). Attending National SHRM conf-Megan Schaller)
* Garden City, SW KS-Sandy Brown speaking at conference
* DISTRICT-no report
* Wichita-changing website to Your Membership, complete by end of the year. Amber attending national SHRM conference.
* Winfield SC KS-
* DISTRICT-no report

Closing-Shelby

Next Call June 29

Strategic Planning June 2