

MINUTES

Board of Directors Meeting

JAYHAWK CHAPTER OF SHRM

Thursday, July 6, 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. Social Hour
* Thank you Keri for a job well done
* Keri will pick a location with specials/time/date for the end of July or first of August
* Keri will push back the start time by 30 minutes to 5p-7p
1. Trumbold Award due by July 1. Chapter Nomination Discussion.
* Ryann Waller accepted
1. Monthly Meeting/Professional Development VP - Mary McKenzie
2. July Meeting
* Place on facebook this week and Fridays
* E-mail a reminder
* Credits: SHRM gave it, HRCI did not
1. Future Meetings
* All meetings for 2017 have the programs booked
1. Other Events
2. Happy Hour – Keri Rodriquez – Report above
3. Breakfast – Lori MacDonald – no report
4. Financial give back to membership, how to use reserves - tabled
5. Zip code/Chapter Charter Discussion - tabled
6. Sponsorship Chair - Peter Steimle
* No report
1. Board Business - Lori Carnahan
* No report
1. Finance VP- Heather Bunker
* No report
1. Membership VP - Cassie Gilmore
* No report
1. Communications VP & Website Administrator Chair - Cynthia Colbert
* Need articles
1. Social Media & Recognition Chair - Keri Rodriquez
* No report
1. Foundation Activities Chair - Lori MacDonald
* No report
1. Diversity Chair- Michelle Stegman
* No report
1. Legislative Chair - Dennis Meier
* More details in newsletter
* Wrapped up on 6/26/17
* Budget and tax package passed
* School finance together as well, KSSC needs to approve
1. HR Aces/Volunteerism Chair – open
* No report
1. College Relations Chair - Annette Delaney
* No report
1. Certification Chair - Jenny Hiatt
* No report
1. Goal Initiatives - Lori Carnahan
* No report
1. Other Business
* none
1. Future Agenda Items
* none
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 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 | 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 | Lea Mis\_\_berg | Creating your Personal Brand |  | $200 |  |  |  |
| August | Frank Keck | Motivation/ Engagement  | Mid-American Credit Union | $300/no |  |  |  |
| September | various | 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 | Marvin Hunt-Peasley | Talk about Center & SHRM CompentenciesWorkforce readiness | Mid-American Credit Union | $300/no |  |  |  |
| December | No speaker | Christmas / Holiday Celebration |  | yes, would like one |  |  |  |
|  |  |  | 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 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** |
| 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 |  |
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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 | Cassie Gilmore | cassie.gilmore@gmail.comcassie@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 |