

JCHRMA Board Meeting Minutes
October 21, 2014
5:00 – 7:00 p.m.
Bethesda Corporate Building

Present: Bob Gregg, Tara Husemann, Tammy Meyer, Amy Paulsen, Mike Previte, Melissa Reinwald

Absent: Bob Davis, Louise Gratton, Tiffany Groffy, Emilie Klimeck, Mack Lane, Julie Rusch

September Minutes/Board Updates - Review and approve:

Tammy motioned to approve, Mike seconded, all in favor, none opposed, motion carried

September Financial Statements (through October 15) - Review and approve:

Tara motioned to approve, Tammy seconded, all in favor, none opposed, motion carried

Kudos/Acknowledgements:

Shout out to Tara for her involvement with the State Conference and to Mike for putting together the newsletter.

President's Report:

- October Program Debrief:
 - Need a thank you note from Mack.
 - Invoice was paid.
 - Feedback survey was sent out.
 - Not a great speaker, no visuals, flew through the handout, was late to the presentation, information was too general and hard to apply, kept plugging her book.
- State Conference Debrief:
 - Overall, good conference. Issues with parking and sessions being full were reported.
- Planning Committee for Day on the Hill:
 - Will be held in March 2015. Bob Gregg's law firm, Boardman and Clark, is hosting the event at their office. Stay tuned for more details.
- MAC Survey:
 - Melissa will send out the link for a survey from the MAC (Membership Advisory Council). They are asking that all board members fill out the survey.

Roles & Responsibilities:

- UWW Scholarship Recipient:
 - Mack and Emilie will reach out to Andrew about coming to a future meeting to be honored.
- CD Renewal:
 - The board needs to make a decision on a CD up for renewal. The CD is currently sitting at First Bank Financial Centre and has a balance of \$20,255.55.
 - **This item will be included in a follow up email to the board for a final decision.**
 - SHRM Certification – appointed person:
 - Board recommended that Louise Gratton be our appointed reviewer for the SHRM Preferred Provider program.

- Non Profit Mentor Program application/letter:
 - Amy provided the documents her company has used to start a mentor program. This item will be discussed at further board meetings.
- Past members who haven't renewed:
 - There are around 20 members who have not renewed their membership from last year.
 - Tammy will reach out to the members who have not renewed.
 - Tammy has created an invoice template for those people who registered online through the website.
- At-Large Member Mailing/Membership Drive:
 - Tammy reported we have 3 new members from this mailing!
- Workforce Readiness Initiative:
 - At the October chapter meeting, Mike Previte talked to Rachel Stewart from the Department of Workforce Development. He will be meeting with her in the future and will report back to the board on possible initiatives.

Programs Review:

- Joint Program:
 - New location at the Innovation Center is confirmed. There will be no charge to use the facility.
 - The event will not be open to the public.
 - Topper's Pizza has agreed to provide pizza for the event.
 - Alonzo Kelly has been confirmed as the speaker. He has requested a payment of \$500.
 - **This item will be included in a follow up email to the board for a final decision.**
 - Discussion items:
 - Like to involve other chapters to announce the event, possibly provide additional sponsors or bring a giveaway item.
- December Program:
 - There is no sponsor yet.
 - Location will be Watertown Regional Medical Center.
 - Mack will find out if they provide catering or if we need someone external.
- SHAPE Planning:
 - Points program changes (new level to pay SHRM membership if attend certain # of chapter meetings):
 - Discussion: SHRM membership come due at a different time for every person so it would be hard to administer, what if person had perfect attendance or just missed one meeting, board members exempt, if someone's company already pays, they could donate it to someone else.
 - Initiative to refer a friend:
 - Item added to the parking lot for future meetings
 - Student to professional transition:
 - Get the first year membership free, assign a mentor, roll out in the spring, Emilie get involved
- Other items:
 - Should we take money of checking, maybe \$15,000, to put in a money market account?
 - Amy will look at some options and present to the board.
 - Should we do a Hot Topic in December?

- Yes, we'll try it again in December. We'll also put a paper survey on the table for suggestions on the next hot topic.
- Should the stipend for the State Conference be opened up to other conferences?
 - The only other conferences are paid for entirely by the chapter (the Leadership Conference and the Volunteer Leader Summit) so there is no need for a board member to spend their own money at these events.

Adjourn:

Mike made a motion to adjourn, Amy seconded, all in favor, none opposed, motion carried

Next Meetings:

Chapter Meeting: November 11 (Joint chapter meeting)

Board Meeting: November 18

JCHRMA Board Meeting Minutes - ADDENDUM
October 21, 2014

Due to lack of a quorum at the October board meeting, 2 items were sent to the board via email for a vote:

1. Does the board agree to pay Alonzo Kelly \$500 to speak at the joint chapter program in November?
 - a. 10 in favor, 2 no response, majority vote, motion approved
2. Does the board agree to leave the CD up for renewal at First Bank Financial Centre (with a balance of \$20,255.55) for the next renewal period?
 - a. 10 in favor, 2 no response, majority vote, motion approved