

**JCHRMA Board Meeting
Meeting Minutes
April 15, 2014**

Present: Tiffany Groffy, Craig Schmidt, Bob Davis, Bob Gregg, Tara Husemann, Ashley Lutterman, Louise Gratton, Amy Paulsen, Pati Hall, Mack Lane, Julie Rusch, Melissa Reinwald, Mike Previte

Not present: Tammy Meyer, Maria Gonzalez, Jenny Emann

Approval of March's Minutes

Melissa motions to approve; Amy seconds; all in favor

1. Chair Updates (forwarded in advance) – questions/further discussion
 - President Elect - nonprofit mentor program; pricing chamber memberships with Oconomowoc, Fort Atkinson, Jefferson, and Watertown. Will bring pricing back to May board meeting.
 - Programming - announcement went out for May. Note that it's a week later than normal. Sponsored by the Payroll Company. Mack brought a list of potential topics for board members to indicate which programs are of interest for the '14-'15 program year.
 - i. Summer program - Robert Priester of Madison College expressed interest in sponsoring event. Mack will look into holding the event at Aurora hospital in Oconomowoc. Bob Gregg will present and we're looking at a day during the week of August 11.
 - Membership - Pricing for next year was discussed. The past few years we've done an early bird special; Pati recommended we do not continue it due to timing of members turning in membership applications and payments. Instead, she recommended we have a pre-payment discount. If you pre-pay for the entire year by the first meeting (September), you get a break on the total cost (which equates to a free meeting); or pay by month, it's still the \$20. The business membership is popular and recommends keeping it for '14-'15 program year.
 - i. Online payment – we've briefly looked at online payment options, but there is a cost associated with it. This can be something the new Membership Chair can explore, should the interest remain.
 - ii. Points program has gone well. For the '13-'14 program year, we had 7 members who are eligible for a \$25 gift certificate towards the SHRM bookstore. We have several members are eligible to be entered into a drawing to get a full membership paid for. At the May breakfast meeting, we will do the drawing.
 - Certification - we have two members studying for winter 2014 testing period.
 - i. Louise and Craig will arrange a time to meet to transition his role
 - ii. Craig is volunteering at the student conference next Friday.
 - Communication – Tara sent out the email with legal update, May chapter meeting, and several other updates. Ashley needs to switch the chapter's LinkedIn account ownership to Tara.
 - Legislative – Legal update went out
 - Student Liaison – Maria presented scholarship info to UW-Whitewater; deadline is May 2. Update will be presented at May board meeting.
 - Sponsorship – This role has been vacant for the majority of '13-'14 program year, but Tiffany has provided interim support. With Bob Davis new to the role, the goal will be

to focus on developing the role. Bob will work with Tiffany, Julie and Melissa to transition into the role.

- . Workforce Readiness/Diversity - No update from Jenny; Mike shared his vision for what he'd like the role to become – help employers identify training and advancement opportunities for their existing employees through education.
2. **Approve three new Board Members**
Tiffany as Secretary, Bob Davis as Sponsorship; Mack Lane as Programming.
Mike motions to approve; Bob Gregg seconds; all in favor
 3. **Training/Transition Plan**
Departing board members are to set up a training plan with incoming board members. Ideally, this training will be done by May board meeting to “go live” in June.
 4. **Approve Gift Cards**
Julie would like to purchase gift cards for departing board members. The dollar amount not disclosed.
Ashley motions to approve; Amy seconded; all in favor
 5. **Introduce current and new Board at May Meeting -**
 6. **Update on open Board position - Vice President/President Elect**
Okay with the vacancy being open for now. If anyone shows any interest, the person can learn along the way. Also the incumbent can attend different conferences to help prepare.
 7. **Recognition of Member**
Julie recognized Mike Previte for his volunteer efforts with the State SHRM Conference. Mike volunteered on the programming committee for the 2013 conference. From Mike's volunteer efforts, the chapter received a monetary kick back.
Tara is volunteering for the 2014 conference this as a volunteer coordinator.
 8. **Non-Profit Mentor Program - Rainbow Hospice**
Amy, Julie and Melissa will be meeting with Michelle Smith at Rainbow Hospice on April 23 to determine which project they will be working on by September this year (education, resources, present on a topic, etc.). Rainbow Hospice is required to attend the state conference and as many chapter meetings as possible.
 9. **June Social, Volunteer and New Certification Recognition**
 - . Soulful Toad in Fort Atkinson, June 17 at 5:30 PM
 - . Board approved to spend \$1700 for the event. Approval was made via email.
 - . A 'Save the Date' will need to be sent to membership
 - . Each member attending will receive 2 drink tickets. Bob Gregg confirmed that the chapter assumes no liability for giving drink tickets to members.
 - . Mike Previte, Bob Davis, Mack Lane and Julie will help with purchasing and wrapping prizes for event. They are to each purchase 2 \$25 gifts. They are to bring receipts to the May board meeting for reimbursement.
 - . Tiffany will create a registration on Survey Gizmo
 - . Ashley will create volunteer recognition certificates
 - . We will do a short “get to know you” game.
 10. **Parking Lot**
 - . Membership Initiative for New Program Year
 - . Back up Plans
 - . Follow up on Resume Review

New Board Member Orientation

New Board Member Training

Current Board Member

New Board Member

Certification – Craig Schmidt	Louise Gratton
Tiffany Groffy	Louise Gratton – HRCI Process Training
Membership – Pati Hall	Tammy Meyer
Sponsorship – Melissa, Tiffany, Julie	Bob Davis
Workforce Development – Jenny Emann	Mike Previte
Secretary – Ashley Lutterman	Tiffany Groffy
Pati Hall	Tiffany Groffy – Name Tags
Julie Rusch	Tiffany Groffy – Suitcase
Programming – Tiffany Groffy	Mack Lane

Important Dates

- Legislative Conference – April 24, Milwaukee
- Regional Student Conference and HR Games, April 25-26, UW Milwaukee
- American Association of Affirmative Action Conference – July 21-25, Madison
- President Meeting with Regional Director – May 2
- State Council Meeting – August 7, Delavan
- State Leadership Conference – August 7-8, Delavan
- State Council Meeting – October 15, Madison
- State SHRM Conference – October 15-17, Madison
- National Leadership Conference – November 20-22
- State Council Meeting - December 5

Next Board Meeting

May 13 (Note: The Board Meeting and Breakfast Meeting are opposite weeks this month)

Adjournment of Meeting

Melissa motions to approve; Mike seconded; all in favor