



## JCHRMA Board Meeting Minutes

Tuesday, May 13<sup>th</sup> at 5:00 pm  
At Bethesda, Watertown, WI



All in attendance except Maria and Jenny E.

Bob Gregg approved April's Board Meeting Minutes. Amy P. 2<sup>nd</sup>.

Julie –

- SHAPE Plan –
  - Gold achievement for 2013 – 5 initiatives completed. Submissions due every year by Jan. 31<sup>st</sup>
  - Platinum can only be reached when all board members are SHRM members. Goal for 2014.
  - New Members will learn about this during orientation in July.
- June Social – Soulful Toad owner Scott in communication with Jenny.
  - Julie received two options for food (\$16.50 per person, not including room charge or drink tickets)
  - JCHRMA budget \$1,700 (food, prizes, drinks, etc.) and basing off of 50 attendees (18 RSVP'd as of 5.13)
  - Price too high? Room should be included/comp'd because of price.
  - Alternatives/options vs. Soulful Toad?
    - Fort – Salamones, Fat Boyz, -PH
    - Johnson Creek – Hi-way Harry's
    - Jefferson – Brickhaus Café - TG
    - Watertown – Hall (RD)
  - Gifts – Julie, Mack and Bob Davis to obtain prizes for the social. Bob brought two in tonight.
    - Monitor RSVPS for number attending comparable to number of gifts.
- May Breakfast Meeting
  - Pati to do drawing for membership points/awards.
  - Announcement of new and departing members.
- Summer Program
  - Bob Gregg available the week of August 11<sup>th</sup> – no Mondays or Fridays, please. He will put together the presentation description.
  - Mack to contact Aurora for dates and reservation, and Bob for timeframe and content
  - Bob Davis to contact Bob Priester of MATC for sponsorship information.
- Updates on Training
  - Bob Davis – would like current membership list for company names, locations.
  - Mike P. – met with Jenny to define his role (3 key points) and now has a template to write newsletters
    - Needs content from other chairs; who's the target audience (sponsors, members to be, ...)
  - Louise – received HRCI info. from Tiffany; went online to navigate the site. Craig provided resources also.
  - Tammy – met with Pati and now has binder of info. Still working on electronic documents transferring.
  - Tiffany – received email from Ashley on Secretary position. Need to meet with Pati on name tags.
  - Mack – met with Tiffany to go over Program calendar, planning and survey gizmo. Next step to execute 2014-2015 Program Year proposal for Board review in July and also the Summer Program.
- Scholarship Recipient (Maria and Amy – all set with the details)
  - Andrew Manthe to receive \$1,000 – also the new ch. President for UW-W.

- Non-Profit Mentor Program
  - Melissa and Amy met with the Rainbow Hospice last week.
  - Looking for training for themselves and managers. No HR dept. but Michelle Smith (Admin.) is assisting
  - Need Handbook/Policy review and updates.
    - Using a purchased template for health organization but open to any suggestions.
    - Current version is an all in one document – looking for wording and defining lunch and employee (FLSA status differences).
      - Bob G., Tiffany G., Tara H., Mack L. (maybe) to volunteer.
      - Open this to the JCHRMA membership at the breakfast meeting.
- Chair Updates
  - Treasurer - Amy P. – Handout included
  - Legal – Bob G. – nothing – working on new EEOC developments
  - Melissa
    - “Tomorrow’s Hope” – Bethesda tied with Rainbow Hospice
      - Quilt will be displayed in the July – Announcement to members \*\*\*
    - Cvent for potential future planning?
    - Sauk Columbia SHRM – June 4<sup>th</sup> day long event – JCHRMA will promote this and can attend at their member rate (located in the Dells)
    - May 2<sup>nd</sup> – Melissa attended for our region
      - Included review of requirements, stating the need to post something on LinkedIn, every month, in addition to the meeting minutes
      - Tara to add more to compensate for the equivalent. I.e. non-profit event and social
    - Consider volunteering for the state SHRM conference.
    - CLA... calls. Thanks to Julie, last board meeting.
    - Program year survey needs to go out by end of June? Tiffany to finalize
  - Programming Update – next breakfast meeting on Tues. May 20<sup>th</sup> in Lake Mills. Bonton. Payroll Co.
  - Membership – 9 giftcards to distribute at the breakfast meeting next week.
  - Certification – Louise looking in to; 2 people have books at this time.
  - Communication – Working on timeline, flyer, June 4<sup>th</sup>, LinkedIn, and weekly send out.
  - Scholarship – already discussed
  - Joint Program – discussion of potential locations other than UW-W and catering by Toppers (Robin G.)
  - Sponsorship – Future program year and connections
    - MATC for the summer program
    - Western Industries for the Sept. meeting
    - Tina Crave?
  - Mike P. – nothing additional
  - Secretary – nothing outside of LinkedIn and upcoming email announcement/reminders
  - No June Meetings
  - July meeting on the 15<sup>th</sup> – summer communication out for renewal, program schedule proposal a must.
  - Handout from Mike P. about missing goal of analyzing data, metrics, etc.

Motion to end the meeting by Pati Hall. Second by Mike P. End at 6:12 pm