

JCHRMA Board Meeting Minutes
August 19, 2014
5:00 – 7:00 p.m.
Bethesda Corporate Building

Present: Bob Davis, Louise Gratton, Bob Gregg, Tara Husemann, Tiffany Groffy, Mack Lane, Tammy Meyer, Amy Paulsen, Mike Previte, Melissa Reinwald, Julie Rusch

July Minutes/Board Updates - Review and approve:

Mack motioned to approve, Julie seconded, all in favor, none opposed, motion carried

July Financial Statements (through August 12) - Review and approve:

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

Kudos/Acknowledgements:

Appreciated the board's collective effort in getting the summer program coordinated

President's Report:

- Non Profit Mentor Program Update:
 - Rainbow Hospice was unable to meet sooner because of their Tomorrow's Hope event and the CEO being unavailable. The JCHRMA committee will be meeting with Michelle Smith and Karen Carrig on Thursday, August 28 at 1:00 p.m. at Rainbow Hospice in Jefferson. Board was asked to let Melissa know if interested in attending.
 - Amy attended a breakfast at Marantha and shared with the board that the college has an HR program. They would be interested in a project revising a handbook. The suggestion was made to refer Rainbow Hospice to the students at Marantha for another look at their handbook. JCHRMA could still be involved in the final review process.
- Monthly Board Member Check Ins:
 - Melissa would like to start checking in every month with each board member.
- Associated Bank Update:
 - Melissa got a debit card in her name from Associated Bank. There are also active debit and credit cards in Julie Rusch's name. Amy Paulsen is the 3rd signer on the account.
 - The staff at Associated did not ask for ID but did indicate that new signature cards would most likely need to be signed.
- State Leadership Conference Debrief:
 - Tammy, Mike, Melissa and Julie attended the Leadership Conference in Delavan on August 7-8. All felt that it was a good experience.
 - The theme was "True Grit of Leadership" and had a cowboy/western tone. As part of a campfire stories session, chapters were encouraged to share successes.
 - One of the other good presenters was Frank Hojnacki, who spoke about Myers-Briggs profiling and its use in HR.
 - JCHRMA received a certificate for our points program membership initiative.
 - A reminder was given that JCHRMA will be for registration and room for all board members interested in attending. This conference is an excellent networking opportunity.

- Summer Program Debrief:
 - Overall, the program went well, although we did run out of eggs. Big thank you to Bob Gregg! The board thought we could have done more to advertise the program to bring in more attendees. We could also send a note to the ad-hoc Oconomowoc HR group so they know about the program.
 - Discussed the timing of the announcement. We can work towards identifying the topic earlier and maybe sending out a 'Save the Date' announcement.
 - Like to start sending each speaker a thank you note signed by the board. We'll sign it at each board meeting and then send to the speaker.
 - Tiffany will forward the catering invoice to Amy for payment.
 - Feedback survey should only get sent to those people who attended the program. Mack will send the survey link to Tara. Tammy will send the official list of attendees to Tara.

- GMA SHRM Program – Sept 17:
 - GMA is providing an opportunity for members of any WI SHRM chapter to attend their meeting on Wednesday, September 17 for the member cost of \$49. The program is one of their Strategic Summits and will be held at the Alliant Energy Center from 8:00 – 11:30 a.m. The topic is "UnManagement – The Inconvenient Truth About Innovation" and will be presented by Jason Lauritsen from Quantum Workplace. The program has been pre-approved for HRCI credit.

- State Conference – Door Prize:
 - We've been asked to provide a donation of door prizes for the state conference. There will be an activity on Thursday night and all chapters are being asked to donate.
 - This is separate from the SHRM Foundation basket that we donate every year.
 - Board recommendation was to make the Foundation basket the priority and take some small items from that basket to use for door prizes.
 - Julie will be taking the lead on getting donations for the Foundation basket.
 - Consider volunteering for the state conference
 - Reminder that JCHRMA will provide a \$200 stipend for board members attending the state conference. No strings in getting the stipend, just need to attend the conference. Board members should email Melissa if they would like to receive the stipend.

- National Leadership Conference Attendance:
 - Julie and Melissa attended last year. Great opportunity to meet members of other boards from all size chapters from every state. Also got to visit Capitol Hill.
 - Board members should email Melissa if they are interested in attending this year. JCHRMA will pay for the President and one other person to attend. The conference is November 20-22 in Washington D.C.

Roles & Responsibilities:

- Name Tags:
 - Board discussed the process of getting name tags printed for chapter meetings. This duty falls under the Secretary position but Tammy and Tiffany have worked out a process. Mack will send the list of registered attendees to both Tammy and Tiffany once he has closed out the registration survey. Tiffany will create the name tags and send them to Tammy for printing.
 - After further discussion, we will also be leaving the registration survey open until Monday at noon (the day before the chapter meeting) to allow for last-minute registration.
 - Mack will also add a line to the survey asking people to contact him if they want to register after the survey has been closed.

- Post Office Process:
 - Process is time consuming and not very smooth. An example of the summer program was given. There were checks in the PO box but it was hard to know if Tammy knew about the payment since it arrived after the summer program.
 - Best practice to not have the Treasurer make the deposits (segregation of duties).
 - Decision was to leave the process as-is and revisit if necessary. Melissa will check the PO box, make copies of any checks, fill out the receipt voucher form, make the deposit and give Amy all documents.
- Board Update Deadline:
 - Board updates are now due the Wednesday prior to the board meeting.
- Materials for Suitcase:
 - There were some outdated items in the suitcase.
 - Tiffany will send a list of items in the suitcase to Melissa so we can get new materials from SHRM.
 - We will also have to get letterhead, business cards and board name tags re-printed because the SHRM logo was incorrect (had ®, should have been ™).
- JCHRMA Wearables:
 - At the Leadership Conference, several chapters had wearables with their chapter name and logo. Board discussed creating JCHRMA wearables/products (polo shirts, t-shirts, fleeces, coffee mugs, etc.) and if someone would be willing to take the lead in doing some research.
 - Board decision was to include a question on a feedback survey to see if members are interested in wearables.
- By-Law Review:
 - Board conducted the annual by-law review. There were no changes made to the by-laws.
- At-Large Member Mailing/Membership Drive:
 - Tammy has the at-large mailing all ready to go – there are over 230 envelopes being sent.
 - Tara will be sending the email message to current members regarding membership renewal.
- Chapter Chat Newsletter:
 - Mike has some information to use in the newsletter but if we want to keep it at 4 pages, he would like more input from board members.
 - Mike is currently working on a tri-fold template for another organization and is currently working on a template for our newsletter. He will continue to create the newsletter in Word and PDF formats, not Publisher since some people can't open Publisher files.
 - Suggestion was made to send this out mid-year to at-large members.
 - Mike will contact each board member regarding items for the newsletter.

Programs Review:

- Feedback surveys – paper vs electronic:
 - Discussion on paper forms vs electronic links vs both. Decision was to make some changes to the electronic form to see if we get increased participation:
 - Changes include: not requiring a name to be entered and putting the HRCI program number at the end

- “Hot Topics” from Year End Survey:
 - One of the suggestions on the year end survey was to have a Hot Topic presented at the beginning of each chapter meeting. Board discussion on how to implement this. We could have a few minutes at the beginning, have people stay after the presentation, push it through social media.
 - Decision was made to add a section on the registration survey for Hot Topic ideas, then make a short announcement at the beginning of the chapter meeting regarding the hot topic of the month. We will then follow up on social media sites.

- September Program:
 - Will be held on Tuesday, September 9 at Madison College in Fort. Topic is Prescription Drugs in the Workplace.
 - Mack will send program information to Louise for HRCI approval.
 - We have a sponsor (Trion?)

- October Program:
 - On track – program will be held on Tuesday, October 14, the day before the state conference starts at Madison College in Watertown. Topic is Flexible and Effective Work/Life Strategies.

- Joint Program:
 - Discussion on joint program in November. Andrew Manthey, President of UW-W student chapter, suggested an alternate location off-campus at the Innovation Center. There would be plenty of room there.
 - Mack will find out if we have to use Chartwell catering from UW-W. We could possibly have Toppers provide pizza since they’ve expressed interest in the past.
 - Mack will reach out to Dodge County, UWW, Blackhawk, Walworth County and WCTC to see if anyone is interested in planning.

- Other:
 - We have a sponsor for September but then nothing concrete until January. The Payroll Company will be sponsoring the January meeting at WCTC.
 - Ixonia Bank as an office that could hold up to 60 people if needed.

- SHAPE Planning – Brainstorm Membership Initiative:
 - Board discussion on new SHAPE membership initiatives for this year. Ideas generated:
 - Refer a friend
 - Pay for SHRM membership if attend a certain % of chapter meetings
 - Offer something for students transitioning to a professional position/young professionals.
 - Could get UWW, Maranatha, WCTC involved
 - Free membership for first year?
 - Provide mentors?
 - Provide additional perks to at-large members
 - Recruit non-member/former member companies – offer a discount to rejoin

Next Meetings:

Chapter Meeting: September 9

Board Meeting: September 16

Adjourn:

Tammy made a motion to adjourn, Louise seconded, all in favor, none opposed, motion carried