



**SHRM Topeka Board  
July 12, 2011**

**SHRM-Topeka  
Chapter #0428  
Members Present**

**Paula Merriam  
Tasha Holtzman  
Jovonna Funnell**

**Diana Gillespie  
Thea Warren  
Dan Schultz**

**Sherri Workman  
Pam Pierce  
Alisa Mezger-Crawford**

**Dustin Haverkamp  
Cheryl Dubois**

**Members Absent**

**Lori Blosser**

The meeting was called to order at 7:35 a.m.

Minutes for the April and June 2011 were approved electronically and were sent to Ms. Lakeisha Williams for posting on the Topeka SHRM website. November and December 2010 minutes and May 2011 minutes are still pending approval.

**President Report**

Ms. Workman reported she submitted a Trombold nomination so Topeka had representation with at least one nomination.

Ms. Workman indicated our chapter needed to start thinking about putting together two donation gift baskets for the Kansas State SHRM Conference benefitting the SHRM Foundation. It was decided one basket would contain items related to the theme "Everything Topeka." Mr. Schultz thought he might be able to get Washburn University donation items. Ms. Pierce indicated the Topeka Holiday Inn Holidome would donate an overnight stay. Mr. Schultz also suggested Grape Escape tickets. Ms. Gillespie suggested contacting the Topeka Chamber of Commerce for donations. Ms. Workman indicated she would check on Grape Escape tickets. Ms. Workman stated she would donate a bottle of white wine and Ms. Holtzman indicated she would donate a bottle of red wine. Ms. Holtzman agreed to put the baskets together but requested help in gathering the donations.

Ms. Workman is still working on the Board job descriptions and the by-laws. She stated some job descriptions need to be re-worked more than others to really get a scope of the duties involved, i.e. Finance and Programs.

Ms. Workman reported she was approached about posting a job on the Topeka SHRM website by someone who is not a member. Currently members can post positions for free. Ms. Workman stated she would post this position for the person but asked that all Board members think about how we would like to handle job postings in the future, i.e. Do we charge for them?

The open positions on the 2012 Board were discussed. The open positions include: President-Elect, VP Programs, VP Finance, VP Elect Programs, VP Elect Membership and potentially VP, Training/Development. Ms. Workman was going to take another look at the meeting evaluation to see if there was more interest expressed in Board volunteerism.

The open Committee positions were also discussed and include Legislative and Workforce Readiness. A discussion was held regarding drawing more interest to the Committees. Ms. Mezger-Crawford suggested utilizing blogs and discussion boards. Ms. Workman suggested having each Committee Chair be responsible for finding a speaker related to their Committee topic for a Chapter Monthly Meeting. Ms. Gillespie suggested utilizing one meeting to have the Committee Chairs discuss each Committee and its purpose. Ms. Holtzman expressed concern that type of meeting might not qualify for HRCI credit and/or may not draw interest from the membership. Ms. Warren was going to work on the Committee job descriptions and utilize Ms. Workman's idea for having Committee Chairs take on more responsibility with Program topics.

### **Finance Report**

Ms. Funnell stated for the budget next year we need to look at increasing the State Conference line item. Currently slated on the budget for \$279 per board member and the cost increased this year to \$299.

Ms. Funnell reported the recently approved scholarships have not yet been processed but she planned to process them this week and get them sent out.

Ms. Funnell is going to meet with Ms. Renea Dennison to assist with transferring the financial data from the spreadsheets to the new laptop software. Ms. Funnell expressed concern that the software may not meet the board's needs and asked if Ms. Holtzman knew anything about it. Ms. Holtzman advised it was her understanding it would suit the needs of a small business and she thought it would even do invoicing but couldn't be completely sure. Ms. Holtzman asked if Ms. Funnell brought the software box so the Board could look at it and Ms. Funnell stated she meant to, but did not.

Ms. Funnell reported continued issues with PayPal and stated only three members regularly use it to pay for the monthly meeting. Ms. Funnell reported PayPal seems to get more use when paying for membership dues. Ms. Funnell reported the problems are members getting to the payment confirmation page and new members will often pay via PayPal before they are formally approved for membership by the board.

Ms. Gillespie stated having the ability to pay via credit card was more convenient for both her and her company. Ms. Holtzman suggested keeping it and working out the bugs since it does not cost the Chapter anything and is seen as a benefit by some members. Ms. Workman will speak with Ms. Williams and see what can be done on the website to make the PayPal process more clear and distinct.

Ms. Funnell suggested sending out an e-blast regarding PayPal. Ms. Workman stated she would like to begin sending out e-blasts after each monthly meeting to let members know what is going on and also include a rundown of the key points of the monthly Board meetings.

Ms. Funnell asked if a decision had been made on D/O insurance. Ms. Workman stated she had not had the opportunity to review the proposal with her boss but would ASAP.

### **Programs Report**

Ms. Gillespie stated she was unsure if the July HRCI pre-approval had been received. Ms. Pierce was going to check and follow-up. Ms. Gillespie stated the July speaker was going to bring her own laptop and presentation but would send the presentation to Ms. Gillespie prior to the meeting so she could make copies to provide attendees.

Ms. Gillespie stated she was unsure if she had received Kristen Scott's presentation information, she thought she had but would double check and send the information to Ms. Pierce for HRCI credit pre-approval.

Ms. Pierce reminded everyone the July meeting was to be held at the Topeka Holidome and requested suggestions for lunch. Ms. Workman suggested light but filling since it is summer. It was decided the offering be a chicken wrap, fruit and pasta salad.

### **Training Report**

No updates to report.

### **College Relations**

Mr. Schultz announced Fast Forward and Washburn University Students will be involved in a Youth Professional Summit next year at the Ramada Inn. April 4<sup>th</sup> through the 5<sup>th</sup>, 2012. The cost is \$50 and they are expecting approximately 400 professionals ages 20-40. He would like to target the message to HR Managers to ensure they are sending their young professionals for appropriate training.

### **President-Elect Report**

Ms. Holtzman reported making a lot of good connections at the National SHRM Conference for potential sponsors. Still need sponsors for August, October and November. Ms. Holtzman is planning to approach this year's sponsors to offer them sponsorship for next year at an early bird rate of \$250 per sponsorship.

Payment for all sponsors through July 2011 has been confirmed. Confirmation of payment for December 2011 sponsor is pending.

### **Communications Report**

Ms. Mezger-Crawford suggested doing away with the PowerPoint as there are many other more effective communication tools and the PowerPoint doesn't seem to have the best impact. Since the presenter is bringing her own laptop to the July meeting the Board decided to use July as the test month to see if anyone comments on there not being a PowerPoint and missing the information. If there is no compelling reason brought forth as to why it should be kept, the PowerPoint presentation at the monthly meeting will cease.

Ms. Mezger-Crawford is working on keeping community calendars up to date and putting the announcements in the local newspapers. She announced she is beginning work on the August newsletter so if there is anything anyone would like included please send it to her ASAP.

**Membership Report**

Mr. Haverkamp reported gaining several new members over the past month with two new members approved yesterday. Mr. Haverkamp thought the National SHRM member count of Topeka Chapter members has grown to 77 members but he has not yet gotten the official report to confirm that number. Mr. Haverkamp stated he and Ms. Dubois goal was to now develop a way to get guests to join as members or at least get them to attend more meetings. They suggested offering discounts to members who bring guests or if you bring a guest and the guest becomes a member you and the guest get a coupon for \$5.00 off a future training.

Ms. Mezger-Crawford questioned what drives people to attend trainings and suggested the Board is careful with providing incentives that will entice membership or motivate guests to join. Ms. Workman stated our trainings are a valuable benefit of membership and suggested providing more marketing to companies to drive up attendance.

Ms. Dubois suggested implementing a point system which each action as a member earns you points which you can redeem at the end of the year for small gifts. An example is you receive so many points for bringing guests or referring members. The gift would not have to be big and could also include recognition at a year end meeting. Ms. Dubois also stated her and Mr. Haverkamp’s goal was to contact guests within the month of their attendance and thank them for attending and invite them to become a member.

**Past President Report**

Ms. Warren reported she will e-mail the annual report over the weekend along with strategy information and the November and December 2010 minutes.

Ms. Warren requested all 2010 Board Members e-mail her their shirt size.

Without further discussion the meeting was adjourned at 9:00 a.m.

**Electronically conducted Board Action:**

Motion to approve the April and June 2011 minutes was made by Ms. Gillespie and was seconded by Ms. Funnell. The motion was carried.

Board Member	Aye	Nay
President: Sherri Workman, PHR	X	
President - Elect: Tasha Holtzman, SPHR	X	
Past-President: Thea Warren, PHR	X	
VP, Programs: Diana Gillespie	X	
VP, Membership: Dustin Haverkamp	<i>Not Recorded</i>	<i>Not Recorded</i>
VP, Finance: Jovonna Funnell	X	
VP, Communications: Alisa Mezger-Crawford, PHR	X	
VP, Training/Development: Lori Blosser, PHR	X	
VP – Elect, Programs: Pam Pierce	<i>Not Recorded</i>	<i>Not Recorded</i>
VP – Elect, Membership: Cheryl Dubois	<i>Not Recorded</i>	<i>Not Recorded</i>
VP—Elect, Finance: Paula Merriam, PHR	X	
VP, College Relations: Dan Schultz	<i>Not Recorded</i>	<i>Not Recorded</i>