



**SHRM Topeka Board
February 8, 2011**

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

Cheryl Dubois	Diana Gillespie	Dan Schultz	Dustin Haverkamp
Sherri Workman	Alisa Mezger-Crawford	Pam Pierce	Tasha Holtzman

Members Absent

Paula Merriam	Thea Warren	Lori Blosser	Jovonna Funnell
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The meeting was called to order at 7:45 a.m.

The January 2011 minutes were approved electronically and sent to Ms. Williams for posting on the website. Minutes for the November and December 2010 meetings still need to be sent out and approved by the 2010 board.

President Report

Ms. Workman began the meeting and encouraged the focus to be on 2011 Board goals.

Ms. Workman encouraged the board to regularly check the website to ensure the meeting dates and times are posted.

It was discussed that one meeting registrant to date has used the credit card option for signing up for the February meeting and another has renewed their annual membership with a credit card.

Mr. Haverkamp passed out the January meeting evaluations; it was noted there was a good response and the analytics were more in depth and helpful.

Ms. Workman reported that she and Ms. Warren met with Sr. Forum members Bob Young and Kristen Scott. They learned invitations to the Sr. Forum are based on being the senior most HR professional of the organization. The determination of who will be invited to the Sr. Forum is based on position titles. Group members sponsor meetings and provide breakfast or lunch and the meeting location. A speaker is invited whose topic is more targeted to executive management. The Sr. Forum group feels this group serves their needs better as they face different problems based on their position, the size of their company and it allows them to send their employees to attend the regular monthly meeting and not give the perception they are checking up on them. The following suggestions were made by the board regarding the Sr. Forum:

- Maintain the Sr. Forum but request more involvement/integration with the regular chapter meetings.

- Send Topeka SHRM members questionnaires to see if they qualify for an invitation to the Sr. Forum or allow members to make application to the group.
- Request the Sr. Forum report back to the board regarding meeting topics, attendance and any projects they are working on.
- Request the Sr. Forum contributes meeting dues to the Chapter.
- Allow for more integration as you might not have the title, but your experience or credentialing may benefit the group.
- Ensure any HRCI needs are requested at least four weeks prior to the meeting date.
- Request the Sr. Forum groups serve as a panel for a regular meeting or an after hours event.
- Potentially change the name of the group to the Executive Forum to help avoid confusion and affirm the purpose of the group.

Ms. Workman's goals are to update job descriptions and procedure manuals for all board positions, work to make the committees more productive and active, grow membership and achieve Gold status with SHAPE. One committee she would like to particularly focus on as it relates to SHAPE is the Workforce Readiness Committee; she would like to try to bring back assisting with mock interviews and volunteerism at Let's Help or other similar charitable organizations to prepare job seekers. Ms. Workman would also like to build excitement about being a Topeka SHRM member.

Finance Report

Ms. Workman requested all board members look at the budget and send any changes to Ms. Funnell by Monday February 14th, 2011 as the 2011 budget needs to be approved as soon as possible.

Ms. Pierce reported the year end financials were audited last Thursday and everything was fine.

Programs Report

Ms. Gillespie reported that all speakers and topics have been set-up for the remainder of the year. Ms. Gillespie reported the June 2011 meeting will need to be scheduled at Stormont-Vail and the July 2011 meeting will need to be scheduled at the Holidome as the library is unavailable.

Ms. Gillespie reported she is looking to set up more speakers and topics which will qualify for strategic credit. Ms. Gillespie questioned what topics the Sr. Forum was using for strategic credit and stated using them as a panel discussion would more than likely qualify for strategic credit. She would like to set up the Sr. Forum group as a panel potentially for the January 2012 meeting.

Ms. Gillespie reported she has games to use for ice breakers and will also alternate with the table host concept. Most games you can eat while you play so no additional time will be need to be set aside on the meeting agenda. Ms. Gillespie would like money added to the budget for prizes; ideally she would like to give away a free lunch each month.

Ms. Gillespie reported the HRCI credit pre-approval has been obtained for both February 2011 and March 2011 meetings. The pre-approval has also been received for February's training.

Ms. Gillespie suggested an idea of if a member brings three guests one meal or the fourth is free. Ms. Workman said she would like to work on various pricing strategies for the monthly meetings and membership.

2011 goals for Programs: Get everything scheduled for this year by the end of February and get the first three months of 2012 scheduled by the end of June. Implement table host and ice breakers during the monthly meetings and have at least two strategic credit training offerings.

Training Report

No training report.

College Relations

Mr. Schultz reported that Doug Sterbenz, COO of Westar Energy had to be rescheduled due to the weather but would be speaking on Wednesday February 9th, 2011 on career strategies for success, which is actually an internal program Westar does to help its employees gain the skills to get promoted. Ms. Gillespie asked if he might be willing to speak to the chapter, perhaps on "Coaching for Leadership." Mr. Shultz reported on February 23rd the student group is hosting a town hall style meeting with William Beteta of Heartland Visioning the meeting will be geared towards discussions on how to keep young people in Topeka.

Mr. Shultz reported he is involved with Fast Forward a group in Topeka for young professionals and through this group he is trying to pinpoint HR professionals to educate them about the Topeka SHRM chapter.

Mr. Shultz stated his goals as driving membership by bringing more people in through the other groups he is involved in.

President-Elect Report

Ms. Holtzman reported the February 2011 meeting sponsor will be Century Health Solutions, March 2011 will be Foulston Siefkin, LLP and December 2011 will be Peoples Benefit Group.

Ms. Holtzman stated goals as having the meeting evaluation forms paperless, minutes saved to the Topeka SHRM website and succession planning.

Communication Report

Ms. Mezger-Crawford reported she sent a press release regarding the new board to The Topeka Capital Journal and would follow-up on its status. She has also sent meeting information to The Topeka Capital Journal Community Calendar and the Chamber of Commerce Community Calendar. She would like to put more information out on Linked In and potentially Twitter but has not yet completely made up her mind about Twitter.

Ms. Mezger-Crawford reported the Chamber of Commerce mailings are happening monthly this year and the cost is \$50 per mailing. Although the cost is higher, it does give more opportunities to communicate. Ms. Workman requested the Topeka SHRM chapter have at least two mailings go out; she requested one of the mailings go out right before the Kansas State SHRM Conference in September to help with SHAPE goals.

Ms. Mezger-Crawford’s goals are to change the newsletter format so it is easier to use and will more easily integrate with Linked In and she would like to have the newsletter done in the new format this month. She would also like to increase media coverage.

Membership Report

Mr. Haverkamp reported 2010 membership has been saved for comparison. He also reported three new members joined last month.

Ms. Workman suggested adding ribbons to nametags at the meetings similar to what you get at HR conferences to recognize members for longevity, credentials, committees, volunteerism, etc. Mr. Shultz suggested the ribbons could be used for ice breaker games.

Mr. Shultz suggested an ambassador program similar to what the Chamber of Commerce uses where you bring information regarding the Topeka SHRM Chapter when you visit contacts and invite them to the next event.

Mr. Haverkamp suggested creating a postcard mailer and giving some type of incentive if the recipient brings it to the next event.

Ms. Holtzman questioned whether the Topeka SHRM Chapter could collect National SHRM dues and assist with managing membership in order to grow our ratio of National SHRM members. Ms. Workman and Mr. Haverkamp stated in order for the National SHRM website to manage our membership we first had to be a 100% National member chapter. There may be potential for the Topeka SHRM Chapter to manage the process on the website.

Mr. Haverkamp stated a goal of increasing membership by 10% and would like to implement a referral program similar to the Chamber of Commerce where members would earn points for referring new members which could be redeemed for prizes. Mr. Haverkamp would also like to move everyone to one renewal date, but stated some of the changes in renewal dates would depend on if the board decides to pursue a new computer program for the website. Mr. Haverkamp would also like to begin calling members and guests of members personally to ask what they liked and didn’t like about the meeting and encouraging guests to join or if they do not want to join, why?

Past President Report

No past president report.

With no further discussion, meeting adjourned at 8:55 am.

Electronically conducted Board Action on Tuesday February 15, 2011:

Ms. Pierce made a motion to approve the February 2011 Board Minutes as presented. Mr. Haverkamp seconded the motion; it was voted on and carried.

Board Member	Aye	Nay
President: Sherri Workman, PHR	X	
President - Elect: Tasha Holtzman, SPHR	X	
Past-President: Thea Warren, PHR	<i>not recorded</i>	<i>not recorded</i>
VP, Programs: Diana Gillespie	<i>not recorded</i>	<i>not recorded</i>

VP, Membership: Dustin Haverkamp	X	
VP, Finance: Jovonna Funnell	<i>not recorded</i>	<i>not recorded</i>
VP, Communications: Alisa Mezger-Crawford, PHR	X	
VP, Training/Development: Lori Blosser, PHR	X	
VP – Elect, Programs: Pam Pierce	X	
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>