



**SHRM Topeka Board  
January 4, 2011**

**SHRM-Topeka  
Chapter #0428**

**Members Present**

<b>Thea Warren</b>	<b>Lori Blosser</b>	<b>Diana Gillespie</b>	<b>Dan Schultz</b>
<b>Sherri Workman</b>	<b>Alisa Mezger-Crawford</b>	<b>Pam Pierce</b>	
<b>Dustin Haverkamp</b>	<b>Jovonna Funnell</b>	<b>Tasha Holtzman</b>	

**Members Absent**

**Cheryl Dubois**      **Paula Merriam**

The meeting was called to order at 7:37 a.m.

Minutes for the November and December 2010 meetings will be sent out at a later date and must be approved by the 2010 board.

**President Report**

Ms. Workman and Ms. Gillespie discussed the 2011 program schedule and indicated it was set through March 2011, with January's topic having HRCI pre-approval.

Ms. Warren is working on the 2010 Annual Report and should have it ready to present by the February board meeting.

A decision was reached that the Past-President position would serve as the Liaison to all board committees.

Ms. Workman and Ms. Warren will schedule a meeting with Kristen Scott and Bob Young to discuss the efficacy of the Sr. Forum and to ensure the goals of the Sr. Forum align with the Chapter goals.

Ms. Workman requested that all board members develop goals for 2011. The 2011 Chapter Planning handout has a spreadsheet towards the back which will assist in goal setting. Ms. Workman requested when setting goals to make sure all board members look at what we are required to do and align what level we would like to achieve, i.e. silver, gold, with the goals we set for the Chapter.

Ms. Workman reported no update from State SHRM Council, but indicated there would be a call in the next couple of weeks she would be a part of. Ms. Workman stated that Ms. Holtzman will receive the e-mails regarding the calls and could/should listen in whenever possible and in order to reach certain Chapter levels either Ms. Workman or Ms. Holtzman must be present for the meetings/calls.

It was decided the board meetings would continue to be held the first Tuesday of each month at 7:30 a.m.

Ms. Workman passed out the contact sheet for all board members. If any changes are needed please send the changes to Ms. Workman.

A copy of the expense voucher was given to all board members present in the event any reimbursements were needed during the year.

Ms. Workman indicated she received an e-mail from Sally May resigning her position as the Legislative Committee Chair. A replacement will need to be found. Corrections to the 2011 Committee and Chairperson(s) were noted as removing James Hale from the Technology Committee and listing Sarah Ybarra as the Diversity Committee Chairperson.

Ms. Workman requested that moving forward we are all comfortable to express our opinions although we may not all agree we should still be allowed to state our opinions without the opinion being taken personally. We should go forward with the policy of mutual respect.

### **Finance Report**

Ms. Funnell is going to finalize the 2011 budget for review at the February board meeting.

Ms. Funnell is going to proceed with setting up PayPal this week.

Ms. Workman will call Affiniscape to set up a demo appointment to evaluate the available features and to ensure it is adequate to meet the needs of the membership and the board.

Ms. Funnell reported \$590 was raised for the SHRM foundation in 2010.

Ms. Funnell indicated it was a strong suggestion the board pursue Director's and Officer's (D&O) Professional Liability Insurance to protect our chapter and officers. Ms. Workman agreed to send out an e-blast to membership requesting interest ASAP and to require actual quotes by March of 2011. Ms. Workman will also remind membership at the January chapter meeting.

Ms. Funnell indicated her 2011 goals include setting up the PayPal account and beginning credit card payments. Ms. Funnell is going to send w9's to any individual or vendor the chapter paid \$500 or more to. Ms. Funnell would like to pursue direct deposit for the payments received from National SHRM. Another indicated goal is having a protected back-up of the chapter's financial records. Her final stated goal was to pursue the D&O Professional Liability Insurance.

Ms. Funnell also asked if the board had the following policies in place:

- Records Retention
- Conflict of Interest
- Investment
- Whistleblower
- Safe Storage, i.e. Moxy

Ms. Workman requested Ms. Funnell send a comprehensive list of all recommended policies and procedures to her via e-mail.

Ms. Workman suggested Ms. Funnel put the purchase of a laptop and financial software into the 2011 budget.

### **Programs Report**

Meeting location for chapter meetings has been secured through May 2011. The Holidome may need to be an option for the June 2011 meeting. Ms. Gillespie reported speakers have been confirmed through March 2011 and HRCI pre-approval has been received for the January 2011 meeting.

Ms. Gillespie stated that she, Ms. Pierce and Ms. Holtzman planned to meet to discuss the transition of Ms. Holtzman's duties to Ms. Pierce.

Ms. Gillespie requested ideas for helping to welcome members at each meeting; she stated she only received a limited response to her survey questions. Ms. Workman suggested she re-send the survey and asked all board members to complete the questionnaire.

Ms. Workman suggested using both the SHRM chapters Twitter and LinkedIn accounts to notify members of the upcoming meetings. Mr. Haverkamp suggested the members are reminded at the next meeting to review the Topeka SHRM chapters LinkedIn and Twitter accounts. Mr. Haverkamp also agreed to send Ms. Mezger-Crawford the chapters Twitter and LinkedIn information so she can research changing the newsletter format.

### **Training Report**

Ms. Blosser requested training topic suggestions. Ms. Workman suggested the following trainings:

- Technology: Using Twitter and LinkedIn
- Legal Update
- Diversity

Ms. Gillespie advised she had approached Topeka City Manager Norton Bonaparte to conduct diversity training in the past and he requires a co-speaker; Ms. Gillespie advised she was never able to find a co-speaker. Ms. Holtzman suggested we see how Gail Hermes' training is in January and potentially approach her about being Mr. Bonaparte's co-speaker. Ms. Workman suggested Ms. Blosser check the National SHRM website and stated the chapter could potentially pay travel expenses for a national speaker.

Ms. Blosser also discussed scholarship application approval and the upcoming scholarship window.

### **College Relations**

Mr. Schultz reported that Doug Sterbenz COO of Westar Energy has committed to coming to a student chapter meeting. Mr. Sterbenz will discuss what Westar looks for in an employee and their vision. Mr. Shultz reported that future speakers include Mike Valdivia of Blue Cross and Blue Shield and William Beteta with Heartland Visioning.

Ms. Warren suggested that Mr. Shultz arrange to have the student chapter calendar placed on the Topeka SHRM website. Mr. Shultz advised he would send the calendar to Ms. Workman so it could be placed on the website.

Mr. Shultz discussed the Washburn career fair and stated he could coordinate attendance at the next fair. Ms. Blosser will sign the chapter up for the career fair.

Mr. Shultz stated his goals as having the student calendar set and providing strong leadership to the student chapter.

### **President-Elect Report**

Ms. Workman will bring the 2011 Chapter Achievement Plan to the next meeting.

February is the only meeting which has a sponsor at this time. Mr. Shultz asked what the details of being a sponsor include to which Ms. Workman informed him the cost is \$300, which provides for lunch for them and a guest; they can bring display material and are allotted 3-5 minutes to speak in front of the group.

Ms. Workman and Ms. Holtzman will arrange a time to meet in order to discuss and transition the duties of President-Elect.

Ms. Holtzman stated a goal as having the meeting evaluation forms paperless. Ms. Holtzman will send the Central Kansas questions out to the board to see if there are additional questions which need added before the process is implemented. Ms. Holtzman will bring additional 2011 goals to the next meeting. One suggested goal for 2011 was having the meeting minutes saved to the Topeka SHRM website.

### **Communication Report**

Ms. Mezger-Crawford will announce the new board in the paper. The chamber mailing was discussed and it was decided to continue with the planned February date. A discussion was held regarding the PowerPoint presentation and ensuring the new logo was added to the presentation.

Ms. Mezger-Crawford will bring her goals to the next meeting.

### **Membership Report**

Mr. Haverkamp stated the 2010 membership would be saved by the next meeting.

Mr. Haverkamp reported he has been unable to meet with Ms. Dennison to learn and transition the duties of the VP of Membership. He hopes to meet with her within the next two weeks.

Mr. Haverkamp stated his goals as working towards having one enrollment date for membership and pro-rating rates throughout the year. He hopes to offer different payment plans for membership, i.e. include meals in the annual rate. Mr. Haverkamp plans to audit all membership records to ensure they are up to date.

### **Past President Report**

Ms. Warren reported she will bring ideas for the SHRM Foundation fundraising and her goals to the next meeting.

With no further discussion, meeting adjourned at 8:50 am.

Electronically conducted Board Action on Friday January 28, 2011:

Ms. Warren made a motion to approve the January 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	X	
VP, Programs: Diana Gillespie	<i>not recorded</i>	<i>not recorded</i>
VP, Membership: Dustin Haverkamp	X	
VP, Finance: Jovonna Funnell	X	
VP, Communications: Alisa Mezger-Crawford, PHR	X	
VP, Training/Development: Lori Blosser, PHR	<i>not recorded</i>	<i>not recorded</i>
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	<i>not recorded</i>	<i>not recorded</i>
VP, College Relations: Dan Schultz	X	