



**SHRM Topeka Board
March 1, 2011**

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

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

Members Absent

Paula Merriam Thea Warren

The meeting was called to order at 7:40 a.m.

The February 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.

Ms. Workman sent out a call from the National SHRM Chapter to support National SHRM in their stance on a new proposal from the NLRB. The call for support was sent to all State Council Legislative Directors and requested they seek support from the State Councils as well as the local SHRM Chapter Boards. The NLRB proposed a requirement employers post a notice informing employees of the rights under the National Labor Relations Act. Ms. Holtzman electronically motioned to approve signing in support of National SHRM as a local chapter and Mr. Haverkamp and Ms. Warren simultaneously electronically motioned to second; the motion was electronically voted on and carried.

President Report

Ms. Workman reported Ms. Edana Correll with Westar Energy expressed interest in chairing the Legislative Committee.

Ms. Workman requested all Board members e-mail her their thoughts on how to proceed with the Senior HR Forum. Ms. Workman stated that both Ms. Dina Cox and Ms. Alisa Mezger-Crawford expressed interest in co-chairing the forum. Ms. Workman suggested holding the meetings as a committee prior to our regular chapter meetings and potentially include a mentorship program. Ms. Workman also suggested the board and Senior Forum beef up the strategic HRCI credit offerings.

Ms. Workman reported she has still not received a response regarding how our Chapter did on the 2010 SHAPE; she hopes to hear soon regarding the achievement level.

Mr. Haverkamp reported he is awaiting more responses before compiling the February meeting evaluations. He plans to send another reminder, and then will send the evaluation reports out

to the board. At the time of the meeting Mr. Haverkamp reported he had received approximately 20 evaluations.

Ms. Workman discussed the Washburn Student Chapter meeting that included a meeting with Heartland Visioning and Mr. William Beteta, Executive Director of Heartland Visioning. Ms. Workman reported the meeting was very valuable and Topeka SHRM partnering with Heartland Visioning seems to be a natural fit. One of the ideas discussed was having a "Relocation Team" to assist employers who recruit individuals from different communities. The team would show the potential recruit around the Topeka area in an effort to make them comfortable in the community and get a feel for what Topeka is all about. If potential recruits are concerned about crime they could also meet with the Chief of Police. Mr. Haverkamp reported at the time of the meeting five evaluation respondents expressed interest in volunteering for Heartland Visioning. Ms. Workman reported Ms. Renea Dennison with Century Health Solutions expressed interest in becoming involved.

Ms. Workman reported the board has received one quote for D&O insurance so far.

Ms. Workman reported information from the last Kansas State SHRM Meeting regarding membership reporting. Mr. Scott Ferrin, SPHR National SHRM Field Service Director recommended reporting membership each month as it provides more opportunities to bring more money to your Chapter throughout the year.

Ms. Mezger-Crawford requested that Mr. Haverkamp send her the membership list so Ms. Mezger-Crawford can announce new members in the newsletter.

Ms. Workman requested Mr. Haverkamp add a photo release to the membership application and renewal so we may begin taking photographs at meetings to be included in newsletters and communication. It was suggested board members snap photos during the meeting on their phone and send the photos to Ms. Mezger-Crawford in order to have a photo library.

Ms. Workman reported DVD's are available from National SHRM for our Chapter use. She suggested we might be able to set up the luncheon room prior to our regular meetings and use the DVD's for offering strategic credit training. Ms. Workman stated the more offerings we have, particularly strategic, the more valuable membership will become. Ms. Workman will look in to the DVD's which are available and also webinars. Ms. Gillespie stated the meeting room reservations would have to be changed; currently the room is reserved beginning at 11:00 a.m. if we pursued offering such trainings the reservation would have to be pushed back to 10:00 a.m. or 10:30 a.m.

Ms. Workman suggested we begin thinking about who we might want to nominate for the George Trombold Award which is presented at the State SHRM Conference. We also need to send out the nomination form to all members.

Ms. Workman would like to ensure our by-laws have been updated to include the proper board member terms and other changes and/or additions previously discussed. Ms. Holtzman believed she still had an electronic copy of the by-laws and agreed to forward them to Ms. Workman. Once the by-laws are edited they will need to be submitted to National SHRM if they have not been already.

Ms. Workman provided a matrix of all board members stated goals and requested if any changes needed to be made or if goals needed to be added to please let her know.

Ms. Workman advised Ms. Holtzman needs to keep track of dates we send announcements out for the State and National SHRM Conferences as part of SHAPE is showing we support State and National SHRM initiatives.

It was decided the board had funding for a National Speaker. The May meeting speaker cancelled and it was determined to attempt to get Margaret Morford as a speaker for the May 26th meeting and training. Ms. Holtzman was to check Ms. Morford's availability and report back to the board.

Ms. Holtzman was also to get a pricing quote for a laptop and finance software (Quick Books).

Mr. Haverkamp reported we currently stand at 146 active members.

Finance Report

The rest of the time for the board meeting was spent discussing the budget and looking for items which could be cut so our budget was not operating in the negative. The budget discussion focused on expenses.

It was determined to make the following cuts:

- Training snack budget was reduced from \$100 per quarter or \$400 per year to \$50 per quarter or \$200 per year.
- Advertising expenses were reduced from \$500 to \$250 per year.
- Supplies and copies was reduced from \$300 per year to \$100.
- Based on the number of projects and goals the board has slated to accomplish this year and the depth of the Pinnacle Award project the \$300 Pinnacle Award filing fee was eliminated from the budget but the line item will be kept.
- Post Office Box/Postage was reduced from \$150 to \$100.
- Membership Appreciation and Rescue Mission Donation were adjusted to reflect a \$250 Rescue Mission donation and \$300 allotment for Membership Appreciation gifts.
- Ms. Pierce stated the Holidome could host the Board Transition meeting in the Executive Board Room and provide catering for \$150, therefore the Transition Meeting line was reduced from \$250 to \$150. The transition meeting will be held at the Holidome on Tuesday December 6th, 2011.
- Expense reductions total: \$1050.00 (\$50 was added to the Rescue Mission Donation and Membership Appreciation Gifts).

Programs Report

No Programs report.

Training Report

No Training report.

College Relations

No College Relations report.

President-Elect Report

No President-Elect report.

Communications Report

No Communications report.

Membership Report

No Membership report.

Past President Report

No Past President report.

With no further discussion, meeting adjourned at 9:07 am.

Electronically conducted Board Action on Monday and Tuesday March 14th and 15th, 2011:

Ms. Mezger-Crawford made a motion to approve the March 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	X	
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	X	
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	<i>Not Recorded</i>	<i>Not Recorded</i>