

**IPMA-HR Greater Kansas City Chapter
June 25, 2009 Meeting Minutes**

The IPMA-HR Greater Kansas City Chapter met on June 25, 2009 at the Mid America Regional Council (MARC) located in Kansas City, Missouri.

Members Present included:

Lois Gartman, Amy Brusven, Shana Marsh, Kalia McKinley, Jan Gall, Nancy Weitzel-Burry, José Portuguez, Debra Craig, Karen Reed and Liz Crawford.

Absent:

Trina Duncan

Lois Gartman called the meeting to order at 2:07 p.m. Lois asked for a motion to approve the minutes of the April 17, 2009 IPMA Board Meeting. Amy Brusven made a motion which was seconded by Nancy Weitzel-Burry.

OLD BUSINESS:

Members-at-Large Project:

In an effort to increase the number of active members in the greater Kansas City IPMA Chapter, Amy Brusven reminded members of the Board of the work to date that has been accomplished with regard to student-rate memberships. Amy presented a list of the individuals who were enrolled in courses related to human resources, and a list of individuals who are members of the American Society of Public Administration (ASPA) organization.

Amy Brusven stated that the past year some progress was made with regard to partnering with schools in the area that offered human resources programs and that she would like to see student memberships/partnerships incorporated into the Chapter in the upcoming year. Amy stated that she believed that the Chapter needed to continue to grow membership numbers and that offering a "student membership rate" would be a step in the right direction. Board members agreed. Amy noted that she had checked with other local IPMA chapters and those who offered student memberships did so at a flat rate. Amy recommended that packets of information be sent to students in the HR field with information about the IPMA organization. Shana Marsh suggested that information be sent to faculty members at colleges and universities who instruct human resources related classes. Karen Reed noted that the University of Kansas has been working on implementing a Human Resources program for students for the past few years; Karen was not sure of the status of that program. The Board agreed that a student membership should be incorporated into the chapter. There was some discussion about the definition of a "student". The Board agreed that to qualify for a "student" membership rate an individual must be unemployed, working on a degree with emphasis in human resource management carrying a minimum of six college credit hours.

Lois Gartman moved that the Chapter offer student membership rates. The motion was seconded by Jose Portuguez and approved by the Board.

Liz Crawford suggested that information be sent to a representative of PRIMA as they may have some members interested in joining the Chapter. Board members will obtain a PRIMA membership roster and forward information related to the Kansas City IPMA-HR Chapter to Mike Huett who is active in the local SHRM chapter.

NEW BUSINESS:

2009/10 Meeting Dates and Programs:

Jan Gall reported that she is nearly finished with coordinating and finalizing the 2009/10 programs. The Board discussed possible speakers for the unscheduled months. Jan noted that she would send a list of the finalized programs to all Board members.

Jan stated that in response to member feedback she intends to try and schedule the programs in a centrally located area to encourage members to attend. The Board discussed the issue of cost associated with renting a facility to hold a meeting and agreed that location of the meeting for attendance is important.

The Board discussed the possibility of having a holiday social hour after the December meeting to have the opportunity to network with peers. Liz Crawford agreed to check on the availability of Shawnee Town for the December meeting.

Jan Gall noted that she liked the idea of networking and visiting one-on-one with peers. She suggested that members be allowed/encouraged to stay a few minutes at the conclusion of the meetings to network and discuss issues others may have ideas/opinions on. Debra Craig stated that she felt that a discussion forum such as this would need some pre-planning and should have a designated facilitator in order to be efficient and successful.

The Board discussed sharing information related to programs and other relevant chapter events with the Kansas City area Society for Human Resource Management (SHRM) chapter. Lois Gartman stated that she had a contact that is involved in SHRM and agreed to forward him information related to the IPMA upcoming events. Board members agreed that sharing information related to the Chapter with other similar professional organizations should be the responsibility of the Past President.

The Board discussed an incentive for members that would encourage attendance to the programs. Jan Gall suggested that members put their name in a drawing after each program for the chance to win a free chapter membership for 2010/11. Board members will be excluded from the drawing. Jan agreed to revise the program evaluation form and the feedback form will be used to track member names for the drawing.

Liz Crawford suggested that members have the opportunity to bring a guest (non-chapter member) to one meeting. Liz stated that she thought the first scheduled program would be ideal as Pam Kannady will be talking about the IPMA-HR organization. Board member agreed and there was some discussion about the cost to fund a guest as there would be a fee associated with the meals. Nancy suggested that

a coupon be given to members to be used at any meeting during the year. Jose agreed that he would track and all members would be allowed one guest.

National Memberships:

Amy Brusven noted that information related to membership must be sent in to IPMA-HR National by Monday. Shana agreed to send reminders about national memberships to members via email.

Nomination Process for Board Members:

Jan Gall stated that she believes the by-laws need to be reviewed and revised so there is a clear understanding of what the process is with regard to election of officers. Nancy noted that there was some confusion last April as the by-laws related to this process were vague and could be interpreted differently. Amy Brusven agreed that the by-laws needed to be reviewed and would appoint a committee to accomplish this.

Philanthropic Project for the Holidays:

The Board agreed that the Chapter should embrace an organization as a philanthropic project for the holidays. Nancy noted that it would be important to determine an organization early. Several organizations were suggested such as Toys for Tots, Harvesters, Fox 4 Love Fund for Children, Hope House, etc. Amy agreed to prepare an email to chapter members to vote on an organization to support. Amy will report on this at the July meeting.

IPMA-HR Certification:

Shana Marsh stated that she had been in touch with a representative of the Kansas IPMA Chapter based out of Wichita. The Wichita chapter is looking at hosting a certification preparation class and would like to partner with IPMA members/chapters to defray costs. Shana reported that August was the target date and the cost for materials was approximately \$275. Amy noted that with the challenging economic times it may be difficult to get enough participants. Amy suggested the KC Chapter revisit bringing a facilitator to the KC area when the economy turns around.

Web Site Update:

All Board members were encouraged to review the local IPMA-HR web site prior to the July board meeting and be prepared to offer suggestions. There was some discussion about having designated representatives with the authority to contact the web master to initiate changes on the site. Limiting the number of people with authority to authorize changes on the site is more cost-effective. The Board agreed that the President will be the person who interacts with the web master.

President- Elect's Report:

Amy Brusven stated that this year she would like for members to have the opportunity to participate in a survey to offer input and feedback on the organization. Nancy Weitzel-Burry distributed list of sample survey questions and noted that *Survey Monkey* was an easy and cost-effective tool to use when conducting a survey. Amy stated that she would like the survey to be quick and easy to respond to with multiple choice questions.

Treasurers Report:

Shana Marsh reported that the current balance of the IPMA-HR bank account is \$17,452.15. It was noted that it may be good practice to close out the books and go to a new bank location every few years. After much discussion it was determined that administratively it would be challenging to close and then re-open the Chapter's bank account.

The Board agreed that rather than the Treasurer, the Program Chair should have the ability to sign on the account. There was discussion about meeting at a Community America branch to get the individuals who will have to authority to sign on the account in place for the upcoming year. The group decided to work out the logistics after the meeting.

Shana also reported that Cindy Pitts and Susan Gray completed the audit. All financial documents and funds were in order; however, both Cindy and Susan recommended that there be more consistency with regard to records storage. (They suggested loading the financial "history" on a flash drive.) The Board agreed that a historical record should be in place (i.e. data related to minutes, member rosters, etc.) The Board agreed that the President should maintain these records and "pass it on" annually to the new Chapter President.

Secretary Report:

None

Member-At-Large Report:

Jan Gall inquired about speaker gifts for the upcoming year. Lois Gartman stated that she thought there were flash drives left from the Spring Conference. Jan noted that she wanted to give something useful and of value to the speakers. A decision on the speaker gifts will be made at the July Board meeting.

Liz Crawford agreed to make nametags for the attendees of each program.

Lois Gartman suggested that the Chapter purchase a large coffee pot to be used at chapter programs and the Spring conference. Board members agreed this was a good idea and approved the purchase.

By-Laws Update Committee:

Lois Gartman informed the Board that this project is on hold at this time pending the updates of the IPMA-HR National By-laws.

Miscellaneous:

Amy Brusven stated that the deadline for the Early Bird Registration for the IPMA-HR National Conference is July 10, 2009. A reminder will be sent out to Chapter members. The next Board meeting was scheduled for Tuesday, July 28th at 2:00 p.m. at Chapels.

There being no further business the meeting was adjourned at 4:02 p.m.

Respectfully submitted,

Liz Crawford
Secretary