

IPMA-HR Greater KC Chapter
July 28, 2009 Board Meeting Minutes

The IPMA-HR Greater KC met on July 27, 2009 at Chappell's located at 323 Armour Road in North Kansas City, Missouri.

Members Present included:

Lois Gartman, Amy C. Brusven, Shana Marsh, Jan Gall, José Portuguese, Trina Duncan, and Liz Crawford.

Absent:

Karen Reed

Amy C. Brusven called the meeting to order at 2:04 p.m. Amy asked for a motion to approve the minutes of the June 25, 2009 IPMA-HR Board Meeting. Shana Marsh made a motion which was seconded by Jose Portuguese.

OLD BUSINESS:

On-line Survey

Amy C. Brusven stated she was still working on finalizing the on-line member survey. Liz Crawford suggested that the date the survey is sent out be delayed until after the first member meeting. Liz stated that she felt it would be a good idea to inform members of the organization that a survey will be sent out and that the Board would greatly appreciate members taking a few minutes to complete the survey. Board members agreed that if members were aware that a survey is scheduled they would not think it was "junk mail" and accidentally delete it. Amy stated that she would inform the group at the program luncheon scheduled for August 20, 2009.

NEW BUSINESS:

Web Updates:

The Board was asked to review the local chapter's web site prior to the meeting. All Board members had suggestions for improvement and/or clarification in various areas including: Information related to the community outreach program, newsletter archives, photos, minutes, information related to upcoming programs (including speaker bios), a discussion board link, job postings and other miscellaneous updates. Liz Crawford stated that she thought documents should be loaded in a pdf format so people could not make changes to the documents. The Board members agreed. Amy took note of all the suggestions and will meet with the webmaster (Dixie) to implement the changes/updates. Amy informed the Board that once the changes are posted that she will send out an email to all Board members asking them to again review the site again to ensure accuracy.

Logo and Chapter Reference

Shana Marsh stated that she believed the chapter should be consistent with how we identify ourselves with the logo and chapter name on correspondence (including on the web site and when emails are sent out.) The Board discussed and agreed that the “official” reference to our chapter will be *IPMA-HR Greater KC Chapter*.

Community Outreach Project

Amy C. Brusven stated that the top two organizations as voted on by chapter members via email for the 2009 Community Outreach Project were *Toys for Tots* and *Hope House*. Board members agreed that both were good organizations that help people in need. After discussion, the Board agreed to support *Toys for Tots*. Jan Gall agreed to contact the organization for details and direction on how the campaign will run. Collection of toys will be at the October or November member meeting. This will allow enough time for distribution of the toys collected.

CEU for IPMA-CP Credits

Amy reminded the Board that attendance at various meetings awards credits that are required in order to maintain the IPMA-CP certification. The following “credit points” are awarded:

- 1 point is awarded for an event that is less than one day
- 3 points are awarded for an event that is one day (8 hours)
- 5 points are awarded for attendance at a national conference

Jose stated that points to be counted toward the CP certification were also awarded for attendance at the recent HR Director meeting.

President-Elect Report:

Shana Marsh reported that she has been working on coordinating and organizing the 2009 New Member packets. She noted that the packets include a welcome letter, a message from the Chapter President, a list of the Board Members, a Program Summary and a Handbook which includes the by-laws. Shana noted that she plans to follow up with all new members she sends packets to via email.

Past - President Report:

Lois Gartman reported that National IPMA-HR just recently completed the revision to their by-laws. She noted that she is now able to begin reviewing Chapter by-laws and will ensure that all requirements as designated by National IPMA-HR will be incorporated. Lois noted that she will get program and membership information to her SHRM contact to hopefully generate some interest in our chapter from current SHRM members.

Program Chair Report:

Jan Gall stated that she had made some revisions to the program evaluation form for 2009. Board members commended her for a job well done! Jan also stated that she is compiling a “bank” of speakers in case there are cancellations. The Board expressed

their thanks to Jan for organizing the programs and obtaining confirmation of speakers so early in the year.

Jan presented a draft flyer for the Board's approval. Jan stated that she intends to send out the flyer via email to remind members about the luncheon. She stated that she would include information related to CEU credits on the flyer.

Jan asked the Board for their thoughts with regard to gifts for the program speakers. Lois reported that there were only two flash drives left from the 2009 Spring Conference. Liz Crawford stated that she thought the gifts should be nice as the speakers are giving their time to the organization. Shana stated that she liked the idea of giving choices to the speakers. After looking at a merchandise magazine the Board authorized Jan to purchase a few different items at her discretion to include umbrellas, coffee mugs or other items she believes would be good speaker gifts. The Board also authorized Jan to purchase a table cover with the IPMA-HR Greater KC Chapter logo to be used at upcoming events (i.e. monthly meetings, Spring Conference, other conferences where IPMA-HR may have a presence, etc.).

The Board also agreed that \$20 gift cards would be used for the drawing at the end of each member meeting. Jan agreed to purchase the gift cards. Jose stated that if members were aware of the opportunity to win a prize it may increase attendance at monthly meetings. Jan stated that she would put information about the drawing on the meeting reminders that she sends out. Amy stated that she would ask the web master to include the information on the local web site.

Shana Marsh inquired if members would be required to pay an additional fee for the fifth luncheon that has been scheduled for the 2009/10 year. Board members agreed that members who have purchased the package for the year would not be charged an additional amount.

Jan noted that she is working though the emails that have been returned to her to determine why the email address is undeliverable. She will have more to report at the next Board meeting.

Jan reminded the Board that the first member meeting will be held at Shawnee Town Hall on August 20th. Pam Kannady, former IPMA-HR President, and Neil Reichenberg, Executive Director for IPMA-HR will be speaking about the IPMA-HR organization. After discussion, the Board agreed that Mr. Reichenberg from the national office would be the ideal person to facilitate the roundtable discussion after the meeting. Amy suggested that three "hot topics" be determined prior to the meeting so that there is a starting point for discussions.

Member-At-Large Report:

Trina Duncan reported that she has been in communication with Karen Reed and both she and Karen have sent out emails to students in the HR field to inform them about the organization and encourage them to join. Trina also reported that she is working on a master spreadsheet for tracking purposes. Trina noted that either she or Karen will

send follow up emails to students in the HR field on a monthly basis. They plan to have the emails coincide with the upcoming monthly member meeting.

Shana Marsh noted that on the national web site there are several recruiting forms that can be modified and used to encourage new members and student to join the organization.

Trina noted that both she and Karen were exploring using only one caterer for all luncheons and breakfasts. Both feel that establishing a relationship with one organization would be cost-effective. Jan Gall reminded the Board that the caterer for the Spring Conference has already been secured. Trina agreed to work with Karen Reed to get a request for proposal (RFP) sent out to prospective caterers. A list of prospective caterers was discussed. Lois noted that meetings typically have 40 people in attendance.

Misc. Discussion

Amy informed the Board that after attending the recent HR Director meeting it is apparent that our Chapter does a good job with regard to maintaining a solid membership base and consistent attendance at member meetings. She reported that based on informal discussions, other local chapters have experienced poor attendance/involvement and some have gone to quarterly meetings. Liz Crawford stated that she felt the Board could do a better job getting more people to attend the one-day Spring Conference. Liz stated that she believes there are a lot of professionals in small towns surrounding the Kansas City area that would find the conference cost-effective and relevant to their job. Trina agreed to obtain a list to include names and addresses of HR professionals, City Clerks and other governmental administrative staff in small towns within a drivable distance to the North Kansas City Community Center. Liz agreed to work with Jan to create a flyer advertising the Spring Conference to be sent out. A target date for this project will be established at a future Board Meeting.

Treasurers Report:

José Portuguese reported that the current balance of the IPMA-HR bank account is \$18,700.85. José reported that he has spent some money on postage (stamps), fees related to the National Conference and folders for new member packets.

Shana noted that she needed to pick up additional folders. She also requested an updated list of members who have renewed to date. Jose agreed to provide a current member list to all Board members.

Amy reminded the group that the next Board meeting will immediately follow the August monthly member meeting which is scheduled at Shawnee Town Hall. There being no further business the meeting was adjourned.

Respectfully submitted,

Liz Crawford
Secretary