

IPMA Board Minutes August 20, 2009

The IPMA-HR Greater Kansas City Chapter met on August 20, 2009 at Town Hall located in the City of Shawnee, Kansas. The Board meeting immediately followed the Chapter Program.

Board Members Present included:

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

Amy C. Brusven called the meeting to order at 1:47 p.m. Amy asked for a motion to approve the minutes of the July 28, 2009 IPMA-HR Board meeting. Lois Gartman made a motion which was seconded by Jose. Liz Crawford agreed to email a final document of the approved minutes to Amy C. Brusven to be posted on the Chapter's web site.

PROGRAM RECAP:

Prior to the discussion of old business, the Board congratulated Program Chair Jan Gall on the well-received and informational program. KUDOS were given to Jan on the organization of the event as well as for ordering the table cover for registration. Karen Reed and Trina Duncan were also complimented on selecting a good caterer and menu for the event.

Jan Gall stated that she strongly believes all future programs need to start on time. Jan suggested that 10 minutes prior to the start of the program Chapter President Brusven announce any "housekeeping" issues and inform those in attendance that the program will start in approximately 10 minutes. Jan then stated she would like to introduce the speaker promptly at the start time. Jan noted that members could be encouraged to continue eating, but starting on time is important for those who have to leave on-time.

Amy C. Brusven confirmed with the Board that non-Board members were invited to attend a Board meeting if they wanted.

Karen Reed suggested that at future programs Board members should try and sit at different tables. Board members agreed.

Liz Crawford suggested that when a guest attends, he/she should be introduced and recognized by the chapter member who has invited the guest. Board members agreed.

Liz Crawford suggested that thank you cards be sent to non-Board members who may have assisted in some way with the monthly program as a show of appreciation. Board members agreed. Jan Gall agreed to research the cost of cards with the IPMA logo imprinted to be used for this purpose. Jan also agreed

to send a thank you note to Marsha Toler for her assistance with the set up earlier today.

OLD BUSINESS:

On-line Survey:

The Board discussed who would be responsible for the survey project. At the June 25, 2009 Board Meeting Nancy Weitzel-Berry had presented her ideas and suggestions related to an on-line survey. It was the consensus of the Board that Nancy's intention was to pass-on the responsibility of the on-line survey to the 2009/10 Board for completion. Karen Reed stated that she has used Survey Monkey in the past and that the City of Lenexa has a contract with Survey Monkey. Karen agreed to take responsibility of this project. The Board discussed potential questions.

The Board agreed that the survey should be short (i.e. 10 questions or less) so Chapter members would take the time to complete the survey and not feel overwhelmed.

Shana Marsh posed the question as to what we (the Board) are actually trying to accomplish with the survey. Shana noted that all programs were confirmed and that perhaps two surveys should be conducted: one to get a pulse on the satisfaction of the programs, web site, etc. to date, and another survey in the Spring to elicit feedback on the 2009/10 year. Board members agreed that two surveys seemed practical.

Karen Reed agreed to tweak the list of draft questions to be included in the first survey and send the draft questions to the Board for approval and then get the survey out to members. Liz Crawford suggested that a text-rich field be included to allow members to include names and contact information of potential new members. Jose suggested that a link to the survey also be included on the Chapter web site. Amy reminded the Board that she did announce to the members in attendance at the program that an on-line survey would be forthcoming.

NEW BUSINESS:

President's Report:

Web Site Update: Amy C. Brusven reported that all web updates since the July meeting have been posted. Karen Reed inquired about obtaining data from the web-master (i.e. "hits") so that the Board can have an idea of how much traffic the site is getting and what area on the site is being utilized the most.

Jan Gall agreed to contact Pam to obtain the PowerPoint presentation from the program today to be posted on the Chapter web site.

Women's Employment Network (WEN): Amy C. Brusven reported that she had received an email inquiring if the Chapter was planning to coordinate a philanthropic project to benefit WEN. Per the email, Amy reported that the sender indicated that the Chapter has supported WEN in the past. After discussion, Board members unanimously agreed that that one charitable organization is enough of a challenge for the Chapter and *Toys for Tots* has been selected for the 2009/10 year. Amy noted that she would like to have the entire Chapter have the opportunity for input in 2010/11. Liz Crawford suggested that a question could be included in the Spring on-line survey for Chapter input on an organization.

President-Elect's Report:

Shana Marsh reported that she has gotten all new member packets mailed. She stated that she is currently working on preparing an email to send out to all new members.

Shana Marsh suggested that she believed advantage should be taken whenever we put any informational/marketing piece out and include the tag line that members can bring a guest for free. Board members agreed.

Past - President Report:

Lois Gartman reported that she had shared information related to the Chapter's 2009/10 programs with Mike Foley (a member of the local SHRM chapter). Lois reported that she is continuing to work with revising the Chapter by-laws.

Program Chair Report:

Jan Gall stated that she had received several positive comments on the presentations made by . Pam Kannady, former IPMA-HR President, and Neil Reichenberg, Executive Director for IPMA-HR.

Jan reported that she had ordered umbrellas to be given away to speakers at future programs. Jan noted that today she had given both Pam and Neil a gift card because the umbrellas were still on order.

Jan informed the Board that she had purchased a coffee pot and rolling cooler for the Chapter. Board members agreed that the purchase of these items were necessary.

The Board discussed and agreed that tablecloths at future events would be navy blue. The Board agreed that the table cover added a level of professionalism to the program. Jan agreed to see if she could find a podium sign as well as materials to display table-tents on the tables.

The Board agreed that the pre-show slide show was an excellent idea and commended Jan Gall for her creativity. Liz Crawford suggested that photos be

included in future slide shows. Amy C. Brusven suggested “*Did you know...*” slides to include information about IPMA.

The Board discussed the possibility of obtaining a post office to assist with receiving payments and so that Chapter stationary could be purchased. After discussion it was determined that since the Treasurer typically changes each year this idea was not feasible. Karen Reed suggested that a rubber stamp be purchased with the Chapter logo and address. Shana agreed to check in to the cost of a stamp.

Treasurers Report:

José Portuguese reported that the current balance of the IPMA-HR Greater KC Chapter bank account is \$18,552.05. José reported that he has some money (approximately \$500) to deposit in to the account and that he had written a check for approximately \$400 to Classic Catering for the luncheon held earlier. Jose noted that it is good to maintain a healthy balance.

Members-At-Large Report:

Karen Reed reported that she has sent out an initial email to students studying human resources at local colleges and universities and has received a few responses about becoming active in the Chapter. She stated that she intends to follow up with phone calls. Trina Duncan reported that she intends to create a flyer to be sent to students encouraging them to attend one of the Chapter programs. The cost to attend has been set at \$5.00 for students.

Trina also reported that she had talked with numerous caterers and none were willing to offer a discount for the Chapter’s exclusive business. Trina noted that she does have many menus and intends to have good and cost-effective refreshments at future meetings.

MISCELLANEOUS:

The next Chapter Board meeting will be held immediately following the program on September 17, 2009 at MARC. Jan Gall reminded the Board that the speaker will be Officer Robert Russell with the North Kansas City Police Department. Officer Russell will be speaking about workplace safety.

With no other business to discuss the meeting adjourned.

Respectfully submitted,

Liz Crawford, Chapter Secretary