

<b>Date:</b>	March 24, 2016		<b>Location:</b>	Conference Call
<b>Time:</b>	7:30am – 8:30am		<b>Call In:</b>	712/775-7031
<b>Attendees:</b>	Sara Ackermann Melissa Colombo Tanya Gruetzmacher Kelsie Haase Linda Hackbarth Kim Hall Bob Heyman Carol Howard	Linda Huss Darlyne Keller DeAnn Kmosena Weng Liew Krissy Rodewald Nicole Williams Jessica VanderPloeg	<b>Meeting ID:</b>	625-336-554
<b>Absent:</b>	Carol Howard, Melissa Colombo			
<b>Meeting Minutes:</b>	Kelsie Haase			
<b>Meeting Purpose and Desired Outcome:</b>				
To align the Board and Leadership Committee on 2016 SHAPE Objectives and update on area topics.				
<b>Preparation for Meeting:</b>				
Feb. meeting minutes Budget / Financials				
	<b>Action Items from Previous Meeting</b>		<b>Responsible</b>	<b>Due Date</b>
1sur	Approve Feb. 25, 2016 Meeting Minutes <i>See attachment</i> Motion by: <b>Linda Huss</b> 2 <sup>nd</sup> by: <b>Weng Liew</b>		DeAnn Kmosena	
2	Set up our registration for the Chamber Expo – complete		Linda Hackbarth	Completed
3	SHRM Certified Members – remaining umbrellas <i>Do we give umbrellas to current non-members?</i> <i>We will not give umbrellas to our non-members. DeAnn will send the list to Krissy and Bob to cross check with our member list.</i>		DeAnn Kmosena	
4	2016 Comp Survey Update – meeting with MRA <i>Bob worked this out with MRA for a discounted participation with MRA. CWSHRM members are allowed to participate in MRA’s surveys for a discounted rate at \$250 per survey. There are four surveys – members can participate in all or none. Bob had to go through with MRA to give them the names of the member businesses of CWSHRM to make sure they are CWSHRM members when they contact MRA. We sent out the email blast and updated our website.</i>  <i>We have received some feedback – two emails that came into our CWSHRM email. One was not very favorable and DeAnn responded to explain the new process. One person had a question if they had to participate in the survey in order to receive the responses.</i>  <i>Another question was – will this survey be done next year? Question to the group: Do we want to do this every year now since we do not have to do anything on our end any more. It is worth looking at that</i>		Bob Heyman	Completed

	option, but let's send out a survey to our members to get their feedback further into the year.		
5	<p>Policy and Procedure Manual updates DeAnn to review and send out by March board meeting</p> <p>DeAnn did send this out.</p> <p>Board: Please look at this and review for our next meeting.</p>	DeAnn Kmosena	completed
<b>Meeting Sponsors</b>		<b>Linda Huss</b>	
January	Greenheck Community Services	1 <sup>st</sup> Quarter	Dustin Rustick - Badgerstatejobs.com
February	<b>Cornerstone Advisors</b> - A financial advisory practice of Ameriprise Financial Services, Inc	2 <sup>nd</sup> Quarter	Remedy Staffing
March	Remedy Intelligent Staffing	3 <sup>rd</sup> Quarter	
May		4 <sup>th</sup> Quarter	
June			
August		This is the most updated list as of 2/25/16	
September	ABR		
December			
<b>Meetings</b>	<b>Monthly Membership Meetings</b>	<b>Responsible</b>	
May	<p>Credits Submitted? DeAnn will check in with Melissa Jefferson All Set? The meeting is posted on Eventbrite. When we have a May sponsor, we will need their logo for Eventbrite. MaryEllen will need a podium and a projector for the meeting.</p> <p>Also, we will now be separating registration time (11:15-11:30) and the meeting time is 11:30am.</p> <p>Another idea – can we also put the agenda on Eventbrite? DeAnn will get that to Tanya in a few weeks.</p> <p>Advertising/Social Media: LinkedIn and Facebook? Complete</p>	Melissa Colombo Tanya Gruetzmacher Linda Hackbarth	
March	<p>Survey Results:</p> <ul style="list-style-type: none"> <li>Review results?</li> </ul> <p>Results were favorable for the March meeting.</p>	Tanya Gruetzmacher	
Parking Issues	<p>Added to Eventbrite, discussed at member meeting, newsletter and website. Any other action needed?</p> <p>We will now add parking into the Eventbrite event so all first time registrants can see that.</p>	Tanya Gruetzmacher	
<b>Agenda Topic</b>	<b>Description</b>	<b>Responsible</b>	
Financials	<p>Review and Approve February Financials</p> <p>Motion by: Tanya</p> <p>2<sup>nd</sup> by: Darlyne</p>	Bob Heyman	
	MRA survey update		
	Updates		
President	<p>Review Calendar of Events</p> <ul style="list-style-type: none"> <li>New Member Luncheon – What are we going to do? Krissy's ideas: do we send out a survey to the new members to see if they're interested in it? The challenge has been trying to get attendance that isn't 75% board members. We do have quite a few new members.</li> <li>Blog Postings: Sara Ackerman – complete and submitted</li> <li>Vouchers – complete</li> </ul>	DeAnn Kmosena	

	<ul style="list-style-type: none"> <li>Recertification presentation after membership meeting? – will discuss at April and May We will discuss at the April spring conference and then at the May meeting.</li> <li>Promote National SHRM Conf &amp; Expo – in process – newsletter</li> <li>Form 990 due May 15 (tax return) – action? Bob will do that – filing a statement of our revenue – Bob’s having some troubles getting logged into the system, but it is on his list</li> </ul>	
	<p>Membership Meetings</p> <ul style="list-style-type: none"> <li>Board introductions</li> <li>New members announced</li> <li>Table Talk Topics</li> <li>Any volunteers to get member bios? Jessica and Weng volunteered to work on this for the next meeting – May will be the goal.</li> </ul>	
	<p>Member Meeting Expectations</p> <p>Expectations: At our member meetings board members will be expected to help facilitate topics and conversations. Board members should be spreading out across tables and breaking apart from each other. This is also an opportunity to search for panel members for our December meeting.</p>	
	<p>Marathon Cty Chamber of Commerce</p> <ul style="list-style-type: none"> <li>Darlyne and DeAnn met with them</li> <li>They would like to have a partnership</li> <li>Next steps are for the Chamber to come back with a contract as to what does that look like</li> </ul>	
	2016 SHAPE (see attached)	
President Elect	<p>Roundtable Discussions</p> <ul style="list-style-type: none"> <li>Are we doing for 2016?</li> <li>We have talked about 2017 and doing a quarterly roundtable discussion. Darlyne is talking with Payscale, a speaker on “Undercover Employees,”</li> <li>2016 – What do we think: We have a few potential speakers on diversity topics that would be good for round tables.</li> </ul>	Darlyne Keller
	2017 Planning Updates	
	National SHRM conference in June – all set?	
	Updates	
2015 SHAPE	<p>SHAPE submission</p> <ul style="list-style-type: none"> <li>Submitted – Gold Status</li> </ul>	Linda Huss
Past President	Updates	
Marketing/ Communications	<p>Updates</p> <p>Our logo is apparently not in compliance; What do we want to do? Kristy Toner worked on it a couple years ago and it was approved. Krissy will check with Kristy to find out next steps.</p>	Linda Hackbarth
	<p>Marathon Cty Chamber of Commerce advertising and business expo</p> <ul style="list-style-type: none"> <li>Update on Expo</li> <li>Volunteers – Linda will send out an update to see if there are any changes</li> <li>Items</li> </ul>	
Membership	Update on Membership Numbers:	Krissy Rodewald

	<p>Active Members: 173  National SHRM Members:  SHRM Certified Members:  Pending: 9</p> <p>Non Renewals – Krissy is going to go through this in detail.</p>	
	<p>New Member Program ideas update:  Coffee with new members – Linda Hackbarth, Sara, Kelsie Haase, and Nicole would all be willing to do this  Board Buddy  New Member phone call – This is probably the most feasible  New Member packet – This will be sent out in the next day or two;  Moving forward this will be sent</p>	
	Thoughts for raising membership numbers	
	Updates	
Secretary	<p>Shared Documents Update:  Google Drive</p> <ul style="list-style-type: none"> <li>How is this working?</li> </ul>	Kelsie Haase
	<p>Newsletter Items: Deadline – Tuesday end of day  Submission deadlines</p>	
	Updates	
	New Member FAQ Document – is this being sent out?	Kelsie Haase/Tanya Gruetzmacher
Hospitality	Updates	Tanya Gruetzmacher
Spring Conference	<p>Update on RSVP numbers?  Electronic brochure went out 3/18/16</p> <p>Date: April 7<sup>th</sup> 2016  Location: Holiday Inn in Rothschild  Speaker: Nicole Price who is with Cywakemann Co. and Ruder Ware (2 sessions )  Topics : Reality Based Rules in the Workplace – Morning key note:  Hardwiring Accountability in your Workplace – afternoon keynote presentation.  Cost is \$5000 for both plus expenses  Outlines are on the web site for Cywakemann Co. but will be in the brochure which should be out first part for March. Brochure will be all electronic this year and there will be a link to the CWSHRM website and all information will be available there.  Vendors: 5 spots at \$350 a spot – All 5 vendors filled  Cost: \$150 for CWSHRM members and \$175 for non-members  Students still at \$60 –6 student scholarships</p>	Carol Howard /Melissa Colombo
Professional Development	<p>Certification Reimbursement Stipend Policy Updates</p> <p><b>*Reimbursement Stipend for Passing Certification Test</b>  CWSHRM will provide a stipend of \$100 to CWSHRM study group members if the individual passes the certification test.  Each CWSHRM study group member will receive only one stipend per certification.  Non-CWSHRM study group members will not be eligible to receive a stipend.</p>	Kim Hall

	<p>Let's look into this to see if this is something we can incorporate into SHAPE?</p> <p>Motion to approve: Darlyne Keller 2<sup>nd</sup>: Linda Hackbarth</p> <p>DeAnn will update the policy manual.</p> <p>Other updates from Kim: We are halfway through study group and people are starting to register for the test.</p>		
	Updates		
Senior Liaison	<p>December Panel Recap Write up for newsletter?</p> <p>Mentor program: We have one pair that may be actively meeting now; We will work on getting this up and running again. Update?</p> <p>We have a mentor pair set up! Weng set this up last week. We are going to send this program out to the membership again in the newsletter.</p> <p>Weng has the flyers for the Expo. Linda Hackbarth will get them from Weng.</p>	Weng Liew	
	Updates		
College Relations/Workforce Readiness	<p>Junior Achievement meeting update Nicole will be reconnecting with her soon.</p>	Nicole Williams	
	<p>Scholarships for Spring Conf Update</p> <ul style="list-style-type: none"> <li>• 2 students confirmed</li> </ul>		
	Updates		
Diversity Director	<p>Updates Working on getting some diversity speakers in for a conference call or a round table discussion.</p>	Jessica Vander Ploeg	
Legal Counsel	<p>Updates Talking to Julie from Sulzer – she had no idea of what our organization was even though she is a national member! Can we talk with National to ask them to promote our local chapter as well? We promote National, why wouldn't they do it for us? This is always a very hot topic on the leadership calls.</p> <p>Do we need someone to kind of head up that main committee to make sure it stays afloat – we are going to be losing 3 main members of the committee next year. DeAnn is planning to announce it at our next meeting and then we will promote it moving forward.</p>	Sara Ackermann	
<b>Follow Up</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
1			
2			
3			
4			
5			

Agenda Topics for Next Meeting		Responsible
Adjournment		
<b>Adjournment</b>	Next Board Meeting – 4/28/16 Time: 7:30am – 8:30am Location: MWB Facility / 720 72 <sup>nd</sup> Ave, Wausau WI Motion to adjourn: <b>Darlyne</b> 2 <sup>nd</sup> by: <b>Linda Hackbarth</b>	DeAnn Kmosena