

Central Wisconsin SHRM  
 Board of Directors  
 MEETING AGENDA



<b>Date:</b>	February 23, 2017		<b>Location:</b>	Aqua Finance
<b>Time:</b>	7:30am – 9:00 am		<b>Call In:</b>	(515)739-1440
<b>Attendees:</b>	Darlyne Keller	Sara Ackermann	<b>Meeting ID:</b>	817322
	Kelsie Haase	Tanya Gruetzmacher		
	Julia Barnes	Kim Hall Weng Liew		
	Bob Heyman	Jessica VanderPloeg		
	DeAnn Kmosena			
	Krissy Rodewald			
<b>Absent:</b>	<a href="#">Linda Hackbarth</a> <a href="#">Melissa Colombo</a> <a href="#">Nicole Williams</a>			
<b>Meeting Minutes:</b>	Julia Barnes			
<b>Meeting Purpose and Desired Outcome:</b>				
To align the Board and Leadership Committee on 2017 SHAPE Objectives and update on area topics.				
<b>Preparation for Meeting:</b>				
	<b>Action Items from Previous Meeting</b>	<b>Responsible</b>	<b>Due Date</b>	
1	Approve January 2017 Meeting Minutes <i>See attachment</i> Motion by: <a href="#">DeAnn Kmosena</a> 2 <sup>nd</sup> by: <a href="#">Kelsie Haase</a>	Darlyne Keller		
<b>Meeting Sponsors</b>		<b>DeAnn Kmosena</b>		
January	U.S. Workstories	1 <sup>st</sup> Quarter		
February	Ruder Ware L.L.S.C.	2 <sup>nd</sup> Quarter		
March	Remedy Intelligent Staffing	3 <sup>rd</sup> Quarter		
May	Schofield Insurance Agency	4 <sup>th</sup> Quarter		
June	Spectrum Insurance Group			
August	Open			
September	QPS Employment Group			
<b>Meetings</b>	<b>Monthly Membership Meetings</b>		<b>Responsible</b>	
	March meeting guest fee – Event Brite remained at \$35 <ul style="list-style-type: none"> <li>• <a href="#">54 individuals registered for March</a></li> <li>• <a href="#">Further notes on guest fee under Hospitality Director section</a></li> </ul>		Darlyne Keller	
<b>Agenda Topic</b>	<b>Description</b>		<b>Responsible</b>	
Financials	Review and Approve January Financials <ul style="list-style-type: none"> <li>• <a href="#">5 meeting sponsorships already invoiced and paid</a></li> <li>• <a href="#">5 study group participants invoiced; 6 study materials purchased (1 late join billed in February)</a></li> <li>• <a href="#">1 job bank income from WISHRM</a></li> <li>• <a href="#">2016 WISHRM conference pro-rata income</a></li> </ul> Motion by: <a href="#">DeAnn Kmosena</a> 2 <sup>nd</sup> by: <a href="#">Sara Ackermann</a>		Bob Heyman	

	<p>Updates</p> <ul style="list-style-type: none"> <li>Quarterly sponsor invoice sent to Aon Consulting Group</li> <li>Still working on raffle license. The application was submitted, but returned.</li> </ul>	
President	<p>Bylaws revisions (Board and Leadership structure) discussion</p> <ul style="list-style-type: none"> <li>Article 6 <ul style="list-style-type: none"> <li>Discussed the term of the President and President-Elect. Should this be a 2-year term?</li> <li>Discussed the term of all Board members and reducing from 8 years to 3-4 years. However, wording for exception for Board to allow longer terms would need to be added.</li> <li>Discussed whether it should be added to the bylaws a rolling expiration of term for current board members.</li> <li>Decided to have a 3<sup>rd</sup> party review of financial records every three years.</li> <li>Reduce quorum to 4 Board members.</li> </ul> </li> <li>Article 7 <ul style="list-style-type: none"> <li>Deleting 7.7 and 7.8</li> </ul> </li> <li>Article 8 <ul style="list-style-type: none"> <li>Previously read that the President would appoint chairpersons. Wording changed to read that the President will present a slate of committee chairs for Board's annual approval.</li> </ul> </li> </ul> <p>Board and Leadership reimbursement/attendance discussion (see attached)</p> <ul style="list-style-type: none"> <li>With the proposed structure changes, individuals in leadership roles will be grandfathered in for 2018 with the intent not to replace these positions in 2018.</li> <li>It was discussed whether or not the President should be required to attend all Board meetings in order to receive reimbursement as illness and emergencies do occur.</li> </ul> <p>Vouchers for March meeting – process documented</p> <p>Application process for additional vouchers when President-Elect does not go to National SHRM conference</p> <ul style="list-style-type: none"> <li>Kelsie Haase and Krissy Rodewald will work on this process.</li> </ul> <p>Darlyne will send out revisions of the bylaws for email vote taking into consideration the feedback received.</p>	Darlyne Keller
President Elect	<p>Updates</p> <ul style="list-style-type: none"> <li>Working on blog post.</li> <li>Assembling program outline for committee review.</li> </ul>	Kelsie Haase
Past President	<p>Updates</p> <ul style="list-style-type: none"> <li>Working on Excel award</li> </ul>	DeAnn Kmosena
Marketing/ Communications	<p>Updates</p> <ul style="list-style-type: none"> <li>Working on Business Expo volunteers schedule; new logo now on the tablecloth; coordinating give aways for event.</li> </ul>	Linda Hackbarth

	<ul style="list-style-type: none"> <li>• Social media posts.</li> </ul>	
Membership	<p>Update on Membership Numbers</p> <ul style="list-style-type: none"> <li>• Active Members: 166 (47 not renewed from last year, but Krissy needs to review the aging list from financials; Bob Heyman will send an updated one to Krissy.)</li> <li>• Pending: 6</li> </ul> <p>Updates</p> <ul style="list-style-type: none"> <li>• Reviewing those members not renewed from last year and plans on making personal contact with them.</li> <li>• It was discussed how to reach out to new members. A possible idea included inviting new members to an informal get together (i.e. meet up for coffee) with 2 scheduled event times.</li> <li>• Putting together procedures for unemployed members.</li> </ul>	Krissy Rodewald
Secretary	<p>Newsletter Items</p> <ul style="list-style-type: none"> <li>• Salary survey</li> <li>• Spring conference information</li> <li>• Mentorship program (Use information from February newsletter.)</li> <li>• Forum reminder (Sarah will send information.)</li> <li>• Submission deadlines: End of day Monday, February 27</li> </ul> <p>Updates</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	Julia Barnes
Hospitality	<p>Prior meeting survey results – see attached</p> <p>March meeting attendees and room</p> <ul style="list-style-type: none"> <li>• 54 individuals registered</li> <li>• Based on last meeting’s attendance, Tanya is working with Jefferson Street Inn on the room arrangement to make sure it is more comfortable for attendees.</li> <li>• Jefferson does not allow us to put signage up. A few ideas were discussed on how to help individuals avoid confusion about meeting room: <ul style="list-style-type: none"> <li>○ Send a reminder email to those registered about which room the meeting will be in.</li> <li>○ Have greeter at the top of the stairs to direct individuals to the correct room.</li> </ul> </li> <li>• Working on Eventbrite registration for April conference.</li> </ul> <p>Updates</p> <ul style="list-style-type: none"> <li>• Guest registration for the March meeting will go up to \$50 as of February 28. Julia Barnes will send an email blast to members today.</li> </ul>	Tanya Gruetzmacher
Spring Conference April 6, 2017	<p>Updates</p> <ul style="list-style-type: none"> <li>• Holiday Inn</li> <li>• Keynote Speaker <ul style="list-style-type: none"> <li>○ Andy Masters</li> </ul> </li> <li>• Invite is ready to be sent out to members as of March 1.</li> </ul>	Melissa Colombo

	<ul style="list-style-type: none"> <li>Items to raffle off were discussed. DeAnn Kmosena suggested the left over umbrellas.</li> <li>Weng Liew will give a conference update at the membership meeting on March 9.</li> </ul>		
Professional Development	<p>Certification Study Group Updates</p> <ul style="list-style-type: none"> <li>2016 Fall Study Group: 5 joined, 4 tested, 1 passed. <ul style="list-style-type: none"> <li>A lot of global information on the tests and other things not applicable to jobs in our regional area. <ul style="list-style-type: none"> <li>Pass rate for SHRM-CP is in the high 60%</li> <li>Pass rate for SHRM-SCP is in the high 50%</li> </ul> </li> <li>Participants may not be putting in the time needed based on the information. <ul style="list-style-type: none"> <li>It was discussed whether or not study group participants should be required to sign something prior to joining to ensure they understand the time commitment and difficulty of test materials.</li> </ul> </li> </ul> </li> <li>How do we continue to support certification program as this is required by SHAPE?</li> </ul> <p>Updates</p> <ul style="list-style-type: none"> <li>None</li> </ul>	Kim Hall	
Senior Liaison	<p>Updates</p> <ul style="list-style-type: none"> <li>Has received contact from a member who is interested in having a mentor.</li> <li>August meeting <ul style="list-style-type: none"> <li>Dated moved to 17<sup>th</sup>.</li> <li>Meeting will be in a different room in Wausau; all other locations will remain in the same rooms.</li> <li>Working with Mid-State Technical College as a venue for Marshfield.</li> <li>Board will discuss at March meeting having Board representatives at each location.</li> <li>It was discussed that a flyer should be put together to advertise this meeting to members and possible guest attendees.</li> </ul> </li> </ul>	Weng Liew	
College Relations/Workforce Readiness	<p>Updates</p> <ul style="list-style-type: none"> <li>None</li> </ul>	Nicole Williams	
Diversity Director	<p>Updates</p> <ul style="list-style-type: none"> <li>None</li> </ul>	Jessica Vander Ploeg	
Legal Counsel	<p>Updates</p> <ul style="list-style-type: none"> <li>None</li> </ul>	Sara Ackermann	
<b>Follow Up</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
1			
2			
3			
<b>Agenda Topics for Next Meeting</b>		<b>Responsible</b>	

<b>Adjournment</b>		
<b>Adjournment</b>	Next Board Meeting – March 23, 2017 Time: 7:30am – 9:00am Location: Aqua Finance / Wausau, WI Motion to adjourn: <a href="#">Bob Heyman</a> 2 <sup>nd</sup> by: <a href="#">Krissy Rodewald</a>	Darlyne Keller