

Date:	January 28, 2016		Location:	Conference Call
Time:	7:30am – 8:30am		Call In:	712/775-7031
Attendees:	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 Vander Ploeg	Meeting ID:	625-336-554
Absent:	Melissa Colombo, Weng Liew, Carol Howard			
Meeting Minutes:	Kelsie Haase			
Meeting Purpose and Desired Outcome:				
To align the Board and Leadership Committee on 2016 Objectives, follow up on 2015 items and determine SHAPE projects for 2016.				
Preparation for Meeting:				
Please Read: Dec. planning meeting minutes Budget / Financials Review Conference Call expectations				
	Action Items from Previous Meeting		Responsible	Due Date
1	Approve Dec. 14, 2015 Planning Meeting Minutes <i>See attachment</i> Motion by: Krissy 2 nd by: Kim		DeAnn Kmosena	Complete
2	Thank you letters to board and committee Linda has a couple left to do, but the rest went out already. They will be done by the end of the week. Linda will also update the letterhead for next year so DeAnn has it.		Linda Huss	End of Jan.
3	SHRM Certified Members – remaining umbrellas There is a full box that has not been opened and there are 8 other umbrellas. We will hand them out at the February meeting and whatever is left, we will divide between the committee to deliver. <ul style="list-style-type: none"> Linda to bring list and umbrellas to Feb. member meeting 		Linda Huss	2/18/16
4	SHRM Enterprising Leadership Grant update We did not receive the Leadership Grant this year.		DeAnn Kmosena	Complete
5	Sponsor brochure <i>This is up on the website</i>		Linda Huss	Complete
6	Did CoVantage account get closed and moved to River Valley Bank? Bob will be closing CoVantage in the next week or so. We will follow up on this again in our February meeting.		Bob Heyman	2/25/16
7	2016 Comp Survey Update – meeting with MRA Bob had a couple conference calls with Pam from MRA. She is one of the lead survey people. Bob has been going back and forth with her on how to make this work. Bob will be following up with Pam again later		Bob Heyman	2/25/16

	this weekend. Hopefully we will know a little more before the February board meeting and go from there.		
8	Board and Leadership Magnetic Name Tags These will be available at the February meeting for the board members to pick up.	DeAnn Kmosena	2/18/16
9	Policy and Procedure Manual updates Krissy has the most updated copy and will get it to DeAnn today.		Complete
Meeting Sponsors		Linda Huss	
January	Greenheck Community Services	1 st Quarter	Dustin Rustick - Badgerstatejobs.com
February	Cornerstone Advisors - A financial advisory practice of Ameriprise Financial Services, Inc	2 nd Quarter	Remedy Staffing
March		3 rd Quarter	
May		4 th Quarter	
June			
August		This is the most updated list as of 1/28/16.	
September			
December			
Meetings	Monthly Membership Meetings	Responsible	
February	Credits Submitted: ? Jefferson All set: We are all set. Tanya will not be there. Kelsie can help with check ins. Krissy will not be at the meeting either, but please send her the attendee list too so we can compare it to our membership list. Advertising/Social Media: The Chamber has been updated with all of our meetings through the end of the year – they also approved them. She will be putting out updates on LinkedIn and Facebook as well. Kim – We have three people that we will recognize for their certifications at the February meeting. Kim will be there to coordinate that.	Melissa Colombo Tanya Gruetzmacher Linda Hackbarth	
March	Credits Submitted: ? Jefferson All set: Jefferson is all set and Eventbrite is ready to go. Advertising/Social Media: Completed.	Melissa Colombo Tanya Gruetzmacher Linda Hackbarth	
Agenda Topic	Description	Responsible	
Financials	Review and Approve November Financials Motion by: Sara Ackermann 2 nd by: Tanya Gruetzmacher	Bob Heyman	
	Review and Approve December Financials Motion by: Darlyne Keller 2 nd by: Linda Huss		
	Review and Approve 2016 Budget Motion by: Linda Huss 2 nd by: Darlyne Keller		
	Updates		
President	Review Calendar of Events <ul style="list-style-type: none"> Spring Conference: We will be putting some vouchers in the February newsletter. New Member Luncheon: We will discuss that in a few minutes. Blog Postings: We usually do one in the spring on the Spring conference and Sara usually does one posting on something Employment Law Related. Krissy and Sara will coordinate who will be writing the spring issue. The first blog post is due March 1st. 	DeAnn Kmosena	

	<p>Email to members after meeting: No shows Members not attending</p> <p>DeAnn sent a friendly reminder to people who registered for the program but did not show up. It actually went over very well and DeAnn gave them reminders on the February meeting as well.</p>	
	<p>Wausau Homesteading Program</p> <ul style="list-style-type: none"> • Christian Schock with Wausau Economic Development to talk for 10 min at March Meeting • Christian is going to come to our talk to our membership at the March meeting. They have grant money they are trying to get out to the community, and distribution is not necessarily income-based. Employers have to sponsor (\$100-\$1000) which would be donated to the fund. 	
	<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.</p>	
	<p>Policy Change Recommendation (see attached)</p> <ul style="list-style-type: none"> • Reimburse fees at end of year based on attendance • In our policy, we talk about the various conferences we sponsor as we go throughout the year. DeAnn would like to recommend that we pay reimbursements out at the end of the year once we know what people actually met for attendance requirements (with the exceptions of our membership fee and the August leadership fee). • <i>Motion to approve: Darlyne Keller</i> • <i>2nd: Linda Huss</i> 	
	<p>2016 SHAPE (see attached)</p> <p>This will be more of a face to face conversation. If you have specific things in mind that you would like to target this year, please email them to DeAnn before the next board meeting.</p>	
President Elect	<p>Roundtable Discussions</p> <p>Is this something we want to revisit this year? We did a few of them last year and did more the year before that. It is meant to be an extra informal discussion session on various HR topics.</p> <p>Tanya: If we did a conference call set up, would we have more people attend? Those who live and work far away may find this to be a more convenient option.</p> <p>Darlyne: What if we put that question on a table at a membership meeting to see if people would be interested in doing something like that?</p> <p>Linda Huss: A weekly blast with a link to Survey Monkey might be a better avenue.</p> <p>Tanya: Are there other questions we could ask in a survey?</p> <p>Darlyne: We could use this as a way to obtain speaker ideas for 2017 as well.</p> <p>Decision: We will send it with the newsletter blast on Monday.</p>	Darlyne Keller
	2017 Planning	

	No questions at this point, but if you have any suggestions for speaker topics, send them to Darlyne.	
	Updates	
2015 SHAPE	<p>SHAPE submission - Due Feb. 1, 2016</p> <p>What's needed:</p> <ul style="list-style-type: none"> • Year End Financials January 1, 2015 to December 31, 2015 • Actual total number of chapter members as of December 31, 2015 • Did we send out a targeted email to people who did not renew last year? It looks like we were going to do it April 3, 2015. • Did we give a \$25/hour reduced fee after the spring conference? We offered it, but we had no takers. • Did we have 2 informational sessions on SHRM certification? Yes, we did numerous things to promote SHRM certifications and we talked about it on every membership meeting. <p>Linda will work on preparing the electronic submission now as that is all the information she needed.</p>	Linda Huss
Past President	Updates	
Marketing/ Communications	Training Complete	Linda Hackbarth – Due to time, we were not able to review this
	Chamber Contact/Calendar	
	Updates	
Membership	<p>Update on Membership Numbers:</p> <p>Active Members: 114</p> <p>National SHRM Members:</p> <p>SHRM Certified Members:</p> <p>Pending: 16</p> <p>Let's talk about our plan of attack in February for raising our membership numbers.</p>	Krissy Rodewald - Due to time, we were not able to review all of this
	<p>Meeting Guest Fees</p> <p>It was \$30 for January. We were going to do \$50 for February due to a higher cost for the program. After February, we would move to a \$35 guest fee.</p> <p>Decision: We are keeping February at \$30 and for the remainder of the year we will move to \$35.</p>	
	New Guest Policy – credit towards membership dues	
	<p>New Member Program ideas:</p> <p>Coffee with new members</p> <p>Board Buddy</p> <p>New Member phone call</p> <p>New Member packet</p>	
	Updates	
Secretary	<p>Shared Documents Update:</p> <p>Google Drive</p> <p>Kelsie will be sending out an email granting everyone access to a Board folder. She will also send out some instructional YouTube videos to set</p>	Kelsie Haase - Due to time, we were not able to review this

	up your own Gmail accounts if you do not already have one. If you need help setting it up, Kelsie can help at the next board meeting.		
	Newsletter Items: Submission deadlines		
	Updates		
	New Member FAQ Document	Kelsie Haase/Tanya Gruetzmacher	
Hospitality	Dec Meeting Survey Results Jan Meeting Survey Results	Tanya Gruetzmacher - Due to time, we were not able to review this	
	Updates		
Spring Conference	Date: April 7 th 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. Vendors: 5 spots at \$350 a spot Cost: \$150 for CWSHRM members and \$175 for non-members Students still at \$60 –6 student scholarships There is no early bird cost difference for registration	Carol Howard /Melissa Colombo - Due to time, we were not able to review this	
Professional Development	Fall Study Group – two have passed, two more need to test yet. We are waiting to order all the frames at once to save on shipping. Complete?	Kim Hall- Due to time, we were not able to review this	
	Spring Study Group is formed, materials received and online access has been given. An instructor kit had to be purchased because SHRM has already revamped the learning system.		
	Previous Certification frames		
	Updates		
Senior Liaison	December Panel Recap	Weng Liew – Absent/No Update	
	Updates		
College Relations/Workforce Readiness	Updates	Nicole Williams - Due to time, we were not able to review this	
Diversity Director	Updates	Jessica Vander Ploeg - Due to time, we were not able to review this	
Legal Counsel	Updates	Sara Ackermann - Due to time, we were not able to review this	
Follow Up	Action Items	Responsible	Due Date
1	March Blog	Sara Ackermann	March 1st

2	Certification Reimbursement Changes – Send to DeAnn	Kim Hall	Next Meeting
3	Fall Blog	Linda Hackbarth	October
4	Close CoVantage Account	Bob	February
5	2016 SHAPE Initiatives	ALL – Send ideas to DeAnn	2/25/16
Agenda Topics for Next Meeting		Responsible	
All items we could not review during this meeting		DeAnn Kmosena	
Plan of attack for raising membership #s		DeAnn and Krissy	
Adjournment			
Adjournment	Next Board Meeting – 2/25/16 Time: 7:30am – 8:30am Location: Mid-Wisconsin Beverage Motion to adjourn: none 2 nd by: none	DeAnn Kmosena	