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| Date: | February 25, 2016 | | Location: | MWB 720 72 nd Ave |
| 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 VanderPloeg | Meeting ID: | 625-336-554 |
| Absent: | Sara Ackermann, Tanya Gruetzmacher, Carol Howard | | | |
| Meeting Minutes: | Kelsie Haase | | | |
| Meeting Purpose and Desired Outcome: | | | | |
| To align the Board and Leadership Committee on 2016 SHAPE Objectives and update on area topics. | | | | |
| Preparation for Meeting: | | | | |
| Jan. meeting minutes Budget / Financials | | | | |
| | Action Items from Previous Meeting | Responsible | Due Date | |
| 1sur | Approve Jan. 28, 2016 Meeting Minutes <i>See attachment</i> Motion by: Bob 2 nd by: Linda | DeAnn Kmosena | | |
| 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 Completed | |
| 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 The Board will split up the remaining 30-40 umbrellas and deliver them. DeAnn will send out the list. | Linda Huss | 2/18/16 | |
| 5 | 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 will be closing it today at 8:30am | Bob Heyman | 2/25/16 Completed | |
| 6 | 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 this weekend. Hopefully we will know a little more before the February board meeting and go from there. The Board discussed the potential to have MRA do our survey this year. This will likely be more valuable to members, but it will cost | Bob Heyman | 2/25/16 | |

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| | about \$250 per survey. We will not be bringing in profits as in previous years, but we would also have a much larger field of data to pull from. | | |
| 8 | Board and Leadership Magnetic Name Tags These will be available at the February meeting for the board members to pick up. These are done and DeAnn will have them at every meeting. | DeAnn Kmosena | 2/18/16 Complete |
| 9 | Policy and Procedure Manual updates DeAnn to review and send out by March board meeting Krissy sent this to DeAnn. | DeAnn Kmosena | 3/24/16 |
| 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 | <i>Remedy Intelligent Staffing</i> | 3 rd Quarter | |
| May | | 4 th Quarter | |
| June | | | |
| August | | This is the most updated list as of 2/25/16 | |
| September | | | |
| December | | | |
| Meetings | Monthly Membership Meetings | Responsible | |
| March | Credits Submitted: 2 Credits approved Jefferson All set: We are all set. DeAnn to confirm if we need a podium? Advertising/Social Media: LinkedIn and Facebook? Hackbarth will be doing this in the next week or so | Melissa Colombo Tanya Gruetzmacher Linda Hackbarth | |
| January | Survey Results: • Review results – see attached | Tanya Gruetzmacher | |
| February | Survey Results: • Review results – see attached | Tanya Gruetzmacher | |
| Parking Issues | Ideas on how we could do a better job communicating the parking options for our meetings? I am not even aware of all of the options (I always park in the mall parking lot). Maybe we could include parking information in the Eventbrite posting? Parking has been a difficult topic for a while, and we need to revisit how we can make this easier for our membership. We will reach out to Jefferson and the City again – DeAnn will follow up with Tanya on this. | Tanya Gruetzmacher | |
| Agenda Topic | Description | Responsible | |
| Financials | Review and Approve January Financials Motion by: Krissy Rodewald 2 nd by: Weng Liew | Bob Heyman | |
| | Updates | | |
| President | Review Calendar of Events • New Member Luncheon – We not going to do this and instead do something else. • Blog Postings: Sara Ackerman – complete? DeAnn will follow up with Sara on this and get this submitted. Linda Hackbarth will be taking over October. | DeAnn Kmosena | |
| | Membership Meetings • Looking for ideas on how to make them more engaging • Networking? | | |

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| | <ul style="list-style-type: none"> • Introductions? <p>Melissa suggested we color code each person with tables during registration. Kim and Linda Huss suggested having a couple members stand up and give a bio on themselves. Bob suggested putting member bios up on the projector. Kim suggested having members stand up based on years of membership.</p> <p>Krissy will have the new member list prepared for the next meeting. DeAnn and Darlyne will work on this together.</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>2016 SHAPE (see attached)</p> <ul style="list-style-type: none"> • Krissy suggested increasing our retention rate to 80%. • Krissy wants to revamp the whole new member orientation process. FAQ documents/etc • Have we ever had a goal to get new members? We had a goal back in the day to achieve 200 members and achieved it. Right now we are at 163members (18 new and 12 pending). 46 members have not renewed yet for this year. | |
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| President Elect | <p>Roundtable Discussions</p> <ul style="list-style-type: none"> • Survey only received 12 responses • Thoughts? • The majority of the responses were legal-based, so we will start a quarterly roundtable discussion for a legal update. | Darlyne Keller |
| | <p>2017 Planning Working on speakers for 2017: We would like to have someone come in and talk about compensation again. If anyone has any thoughts on planning this, let Darlyne know: MRA or Deb Marshall at Wipfli or Deb Pagel at Schenk</p> | |
| | <p>Updates</p> | |
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| 2015 SHAPE | <p>SHAPE submission - Due Feb. 1, 2016</p> <ul style="list-style-type: none"> • Any updates, what are next steps? • It has been submitted; We will get an email in the beginning of April or somewhere around that timeframe | Linda Huss |
| Past President | <p>Updates</p> | |
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| Marketing/ Communications | <p>Training Complete Done.</p> | Linda Hackbarth |
| | <p>Marathon Cty Chamber of Commerce advertising and business expo</p> <ul style="list-style-type: none"> • Chamber has advertising opportunities in Weekly Email and Monthly newsletters. Brian Otten said that we can also put out some updates in • Chamber now wants to partner with events | |

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| | <ul style="list-style-type: none"> The Board discussed doing a booth at the Chamber Expo. Linda is checking with Sara to see if we have banners and things we could use for the expo. Let's go for it – we will likely ask for volunteers from the membership in the April newsletter. | |
| | Updates | |
| Membership | Update on Membership Numbers: 163 (18 new) Active Members: National SHRM Members: SHRM Certified Members: Pending: 12 | Krissy Rodewald |
| | Meeting Guest Fees <ul style="list-style-type: none"> \$35 for remainder of year | |
| | New Guest Policy – credit towards membership dues Within two weeks, if a guest registers for membership, their guest fee will be deducted from their membership dues. | |
| | New Member Program ideas: Coffee with new members Board Buddy New Member phone call New Member packet | |
| | Thoughts for raising membership numbers | |
| | Updates | |
| Secretary | Shared Documents Update: Google Drive <ul style="list-style-type: none"> How is this working? | Kelsie Haase |
| | Newsletter Items: Volunteer, Vouchers, SHAPE Dashboard, Initiative Overview; New Members; Write-up for the Conference Submission deadlines Newsletter deadline is 29th | |
| | Updates | |
| | New Member FAQ Document | Kelsie Haase/Tanya Gruetzmacher |
| Hospitality | Eventbrite for April? | Tanya Gruetzmacher |
| | Updates | |
| Spring Conference | Are brochures out and ready? 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. 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 Cost: \$150 for CWSHRM members and \$175 for non-members Students still at \$60 –6 student scholarships | Carol Howard /Melissa Colombo |

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| | There is no early bird cost difference for registration | | |
| | We were working on inviting Paylocity to the Spring Conference. Bob will reach out to his contact. | | |
| Professional Development | 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. The last round 3 people took it, 3 passed. This round we have 6 people in the study group. Krissy will update the language in the policy handbook | | Kim Hall |
| | Certification Reimbursement Policy Updates <ul style="list-style-type: none"> • Certification frames clarification <ul style="list-style-type: none"> ○ One per member not per certification ○ Frames are delivered | | |
| | Updates | | |
| Senior Liaison | December Panel Recap We will be checking with Tanya to see if we did a survey for December. Board members should keep people in mind for this year's panel in December. HR Spotlight – Weng will be starting this up again. He will do a write-up for each newsletter. Mentor program: We have one pair that may be actively meeting now; We will work on getting this up and running again. | | Weng Liew |
| | Updates | | |
| College Relations/Workforce Readiness | <ul style="list-style-type: none"> • Meet the Professionals Panel at NTC is still on and we have all the volunteers needed to make the event successful • Mock Interviews at DC Everest we only have 1 volunteer so far <ul style="list-style-type: none"> ○ Details in March newsletter • I am ready to send out the scholarships for the Spring Conference. Is there a flyer with the information for the Spring Conference that we want to include with that? | | Nicole Williams |
| Diversity Director | Updates No Updates at this time | | Jessica Vander Ploeg |
| Legal Counsel | Updates | | Sara Ackermann |
| Follow Up | Action Items | Responsible | Due Date |
| 1 | Split up the umbrella list and deliver to remaining certified members | DeAnn to split the list and send it to the board members / Board members to deliver umbrellas | |
| 2 | Set up our registration for the Chamber Expo | Linda Hackbarth | |
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| Agenda Topics for Next Meeting | | Responsible | |
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| Adjournment | | | |
| Adjournment | Next Board Meeting – 3/24/16 Time: 7:30am – 8:30am Location: Conference Call Motion to adjourn: Bob 2 nd by: Linda | DeAnn Kmosena | |