

Date:	May 26, 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 VanderPloeg	Meeting ID:	625-336-554
Absent:	Carol Howard, Melissa Colombo, Tanya Gruetzmacher			
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:				
April meeting minutes Budget / Financials				
	Action Items from Previous Meeting		Responsible	Due Date
1	Approve April 28, 2016 Meeting Minutes <i>See attachment</i> Motion by: Weng Liew 2 nd by: Bob Heyman		DeAnn Kmosena	
2	SHRM Certified Members – remaining umbrellas • Completed		DeAnn Kmosena	
3	Krissy to finish the At-Large Mailer Complete		Krissy	May Board Meeting
4	Kelsie to review Policy Manual on Google Drive Complete		Kelsie	May Board Meeting
5	Look for companies/members who are comfortable doing US Workstories on CWSHRM On Task List for this week		All Board Members	May Board Meeting
6	Policy and Procedure Manual updates Board: Please look at this and review for our next meeting. Feedback? No feedback at this time.		DeAnn Kmosena	
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	Remedy Intelligent Staffing		3 rd Quarter	
May	Ruder Ware		4 th Quarter	
June				
August	EO Johnson		This is the most updated list as of 4/27/16	
September	ABR			

December		
Meetings	Monthly Membership Meetings	Responsible
June	Credits Submitted? Yes Jefferson All Set? DeAnn will reach out to Tanya Advertising/Social Media: LinkedIn and Facebook? Linda confirmed we are all set for this.	Melissa Colombo Tanya Gruetzmacher Linda Hackbarth
Parking Issues	Added to Eventbrite, discussed at member meeting, newsletter and website. Agenda Items: <ul style="list-style-type: none"> • Send to DeAnn by June 2 • New Members • Table Talk Topics <ul style="list-style-type: none"> ◦ Created by? Darlyne will continue to create these. 	Tanya Gruetzmacher
Agenda Topic	Description	Responsible
Financials	Review and Approve March Financials Motion by: Linda Huss 2 nd by: Darlyne Keller	Bob Heyman
	MRA survey update <ul style="list-style-type: none"> • How many participants? • There are a total of 5 CWSHRM members that participated in the Wage Survey of Industrial Jobs. This survey closed April 1st. • A total of 7 CWSHRM members have participated in the Office, Clerical and Technical Survey thus far. This survey will close this Friday, April 29th. • A total of 8 CWSHRM members have participated in the Managerial, Supervisory and Professional Salary Survey thus far. This survey will also close this Friday, April 29th. • Ability for CWSHRM members that did not participate in the surveys to purchase surveys at discounted rate of \$400/survey. We will communicate once survey participation is closed. 	
	Form 990 due May 15 (tax return) <ul style="list-style-type: none"> • Update – Bob confirmed he sent this in 	
	Updates – Sent out invoices to members who have not renewed once again.	
President	Review Calendar of Events <ul style="list-style-type: none"> ◦ Open board positions Only looking for a President Elect • Recertification presentation after membership meeting? <ul style="list-style-type: none"> ◦ Completed • Form 990 due May 15 (tax return) Complete 	DeAnn Kmosena
	Membership Meetings <ul style="list-style-type: none"> • Board introductions • New members announced • Any volunteers to get member bios? Jessica and Weng <ul style="list-style-type: none"> ◦ Update for June 	
	Member Meeting Expectations 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.	
	Marathon Cty Chamber of Commerce <ul style="list-style-type: none"> • No updates 	

	<p>Succession Planning If you don't plan to return for 2017, let DeAnn know within a week or so.</p> <ul style="list-style-type: none"> All returning: Need to find someone to be President Elect Next Year 	
	<p>U.S. Workstories Update</p> <ul style="list-style-type: none"> Next Steps: Within the next week or so, let's try to get four members on board for the US Workstories Bios 	
President Elect		Darlyne Keller
	2017 Planning Updates – No update	
	<p>CWSHRM Logo Update</p> <ul style="list-style-type: none"> Darlyne will reach out to SHRM to make sure this new logo is in compliance 	
	Updates – No other updates	
Past President	<p>May 31st Legal Update – We are at about 100 registrants so far. We have to move out of the venue of the Dudley Conference Room. There will be an email going out this afternoon with an update with the new location. Personal phone calls will be made to those who do not open this email. It will be at UW Marathon instead of the Dudley Tower.</p> <ul style="list-style-type: none"> 7:30am Registration 7:45am-8:45am Program Dean, Sara and Kevin will both be presenting. Linda Huss will bring the sponsorship brochure along to this meeting as well since attendance will be so high. Parking: Behind new building, but it shouldn't be difficult to get a parking space because school is out <p>Updates No other updates</p>	Linda Huss
Marketing/ Communications	<p>Facebook</p> <ul style="list-style-type: none"> Boosting Posts \$35 per post and we will continue doing this <p>Updates – No other updates</p>	Linda Hackbarth
Membership	<p>Update on Membership Numbers: Active Members: 187 National SHRM Members: Tracked by SHRM SHRM Certified Members: Krissy is putting together an email for Kelsie to send out requesting members update their profiles. Pending: 8</p>	Krissy Rodewald
	<p>New Member Program ideas update: Krissy hopes this membership update will help with tracking purposes. CWSHRM New Members should still be contacted. Linda Huss recommended having a short meeting for new members – perhaps in the Dudley. Krissy recommended taking 5-10 minutes at the next membership meeting as it's a good refresher for past members too. DeAnn recommends that we don't mix the two thoughts. A meeting one on one with new members is still important as well. Krissy will send out a new list and put it on the drive so all board members can sign up to take one or two people. Coffee/Lunch/Meeting/Phone Call all acceptable.</p>	

	<p>All Board Members will contact new members during the month of June. Deadline for initial phone contact: June 9th so we can make contact before our next meeting.</p> <p>Coffee with new members</p> <ul style="list-style-type: none"> • Update on this program <p>New Member phone call</p> <ul style="list-style-type: none"> • Update <p>Expired Members not renewed phone call</p> <ul style="list-style-type: none"> • Update • They were sent a new invoice in an email. Bob also mailed them invoices. • Let's send a survey monkey to this group to see why they're not renewing. • We are going to offer them the same discount as the At Large Members – 50% off starting in June. 	
	<p>Updates</p> <p>No Other Updates</p>	
Secretary	<p>Shared Documents Update: Google Drive</p> <ul style="list-style-type: none"> • Issue with storage limit – No Issue with Storage Limits; Kelsie will try to get this up today 	Kelsie Haase
	<p>Newsletter Items:</p> <ul style="list-style-type: none"> • Volunteer Names from Nicole • Bio for Newsletter <p>Submission deadlines – May 30th at 7pm</p>	
	<p>Updates – No other updates</p>	
Hospitality	<p>Updates</p> <p>Tanya sent out the feedback from the May meeting: Overall, results were good, other than some comments on the topic being a little boring.</p>	Tanya Gruetzmacher
Spring Conference	<p>Updates</p> <p>Carol dropped off a big folder of things for the Spring Conference to DeAnn.</p>	Carol Howard /Melissa Colombo
Professional Development	<p>Certification Study Group Updates – Update at Next Board Meeting</p> <p>Marshfield Clinic Evaluations - DeAnn will give Kim an update for the December meeting time.</p>	Kim Hall
	<p>Updates</p>	
Senior Liaison	<p>Write up for newsletter update – Has not been able to secure a bio at this time</p>	Weng Liew
	<p>Updates – No other updates</p>	
College Relations/Workforce Readiness	<p>Scholarships for Spring Conf Feedback – They got a lot out of it and were happy we were able to offer them scholarships to attend.</p>	Nicole Williams
	<p>Updates – No other updates</p>	

Diversity Director	WI SHRM Diversity Award Update – Keep Promoting It – It’s open until July 22 nd !	Jessica Vander Ploeg	
Legal Counsel	Updates Updates are listed under Past President for new program.	Sara Ackermann	
Follow Up	Action Items	Responsible	Due Date
1	Board members to seek out participants for US Workstories	Board Members	1 Week
2	Board members to volunteer to take 1-2 new members to contact – Phone Call should be completed by June 9 th	Board Members	June 9 th
3	Board members should try to set up their face-to-face meetings with new members during the month of June	Board Members	June
4	Newsletter Submissions	Board Members	May 30 th at 7pm
5			
Agenda Topics for Next Meeting		Responsible	
Adjournment			
Adjournment	Next Board Meeting – 6/23/16 Time: 7:30am – 8:30am Location: Conference Call Motion to adjourn: Darlyne Keller 2 nd by: Linda Huss	DeAnn Kmosena	