



CMSHRM Board Meeting

January 15th, 2015

2:00pm – 4:00pm

We ARE the HR Voice of Central MN!

Members Present:

Valerie Larkin, Jen Gertken, Julie Schomer, Nathan Brown, Brie Curfman

Absent:

Heidi Korver, Katrina Mathews, Kristin Rademacher, Jaci Olson, Tammy Anhalt-Warner, Carissa Schwinghammer, Katherine Fossy, Sara Netter

Approval of prior month minutes

Old Business

Last Months's To Do List Review (Done / Not Done)	WHO	D	ND
Review drop box for procedures on their position and if none exist write procedures/tip sheet and follow up with Val as needed	Heidi, Kristin	X	
Work with Anton's to better line up timing of the food service	Sara	X	
Rework wording from "meal" to "meeting fee" to bring clarity to members. Update website	Brie	X	
Upload meeting minutes (as far as back 5 years) to website	Brie		
Catering options for 2015 meetings (Blue Heron, etc)	Sara	X	
New Member Orientation will be condensed to a 30 minute window and will be once per year. Next orientation will be March 2015 and new members will be invited via website.	Kristin/Brie		
Utilize resources to simplify quickbooks in order to show expenses allocated to authorized budget as recommended by audit committee	Julie	X	
Update the CMSHRM Expense Reimbursement and Payment Policy with recommendations from the Audit Committee	Marcia/Val/ Diane Swenson	X	
Breaking News Blast/LinkedIn posting: Holiday Party: Free Membership Drawing	Jen/Brie	X	
Past President Job Description: email Jen on what to add for Record Retention responsibility	Val	X	
Follow up on Holiday Party matching donation	Val	X	
Set up Record Retention process	Val/Heidi	X	
At Leadership Conference, find out the Record Retention period on Applications to report back to the board	Jen		
Update HR Voice flyer with Tammy and obtain final authorization from President/Jen	Brie/Tamm y/Jen	X	

Follow up on guest sign in sheet and where it is at	Val	X	
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New Business

1. Financial Report
 - December \$35,048.93
 - MNSHRM Conference \$6000
 - Conference Chair \$1000
 - Speaker Chair \$750
 - Volunteer Coordinator \$7750 + \$100
2. Membership Update: table for next meeting
3. Holiday Party Review: table for next meeting
4. Foundation Funds: assigned to SCSU students and scholarships for CP/SCP SCSU training
5. Survey Results from Programming Survey: table to strategic meeting
6. Reimbursement total daily amount at \$39 to go to federal increased amount at \$46: table for next meeting

Conclude

New To Do List	WHO
Holiday Party New Venue	Board
Contact Connie, Julie, and Josh about Julie Schomer helping with the sponsors for MNSHRM conference...no funds provided to chapter for this	Julie Schomer