



CMSHRM Board Meeting

August 20th, 2015

2:30pm – 4:30pm

We ARE the HR Voice of Central MN!

Members Present:

Jen Gertken, Valerie Larkin, Julie Schulte, Julie Schomer, Heidi Korver, Carissa Schwinghammer, Kristin Rademacher, Nathan Brown, Betsy Lund, Brie Curfman, Tammy Anhalt-Warner

Absent:

Approval of prior month minutes

Last Month's To Do List Review (Done / Not Done)	WHO	D	ND
Upload meeting minutes (as far as back 5 years) to website	Brie	X	
Website update for national members to input their national ID numbers	Brie		X
Holiday Party survey created to give guests at the 2015 party for input on the 2016 party. Review with Anton's to consider buffet style serving at the 2015 party.	Sara/Angie		X
Membership process and fees documented and placed in the drop box, including the template to send to guests to inform of discount if joining CMSHRM within 30 days	Kristin	X	
SHRM kickback for National membership to be reviewed with Bruce Tyler	Kristin	X	

New Business	
Financial Report	Checkbook balance of \$43,639.33
Membership	Membership update – Total Members: 146 – New Members for 2015: 28 – Non-renewals: 44 National Membership % of current CMSHRM members verified. 77 are SHRM members & 69 aren't SHRM members = 53% SHRM
SHRM Kickback for National Membership	Kristin reported for 100% chapters, they receive \$6.25 per person, four times a year (\$25 annual). Non 100% chapters receive \$5.00 per person, 2 times a year (\$10 annual).
Application	Can application be modified at certain times of the year when fees get reduced? Yes, there can be two applications and one can be activated and the other deactivated and switch as needed.
Audit	Val initiated the annual CMSHRM audit so we'll be working with Diane Swenson from Catholic Charities and with Clifton Larson Allen. No additional help needed at this time.

State Conference	<p>CMSHRM consideration of paying for some members to go to the State Conference. Decision was made to give away one registration during the September meeting with the following considerations:</p> <ul style="list-style-type: none"> - must be present to win - non transferable - not pre-registered <p>Drop in business cards at registration table.</p>
Workforce Center Fall Career Fair	Val reported approximately 50 vendors and she and Nate will cover the refreshment disbursements
GSDC	Many partnership opportunities with the most recent being involvement with the East African Job Fair as well as the Talent Summit in January 2016. Nate will be on the planning committee for the Talent Summary. Discussion to put GSDC JobSpot logo on the CMSHRM website resource page with a decision of 'yes' to move forward.
Chamber Lunch	CMSHRM is sponsoring the Chamber Lunch time learning Wednesday, December 1st. Nate is willing to do the 3 minute commercial.
Holiday Social	Holiday party - Angie is going to have them propose a menu for the buffet – they did state that buffets are usually more expensive than a per plate menu, but we will see what they come back with. Consider doing survey through an email blast after the social.
Board Positions	<p>Past President – Jen Gertken President – Julie Schulte President Elect – Kristin Rademacher Secretary – Heidi is retiring, yet will continue if no interest Treasurer – Julie is retiring Membership – open Community & Business Outreach – Nate is retiring; Val is interested Marketing & Communication – Brie College Relations – Carissa is retiring; Tonya Goering is interested Legislative – Betsy Certification Chair – Tammy Hospitality Chair – Sara</p>
Programming	Julie indicated we are good through November and is working on being prepared if we need to have FLSA topic. If higher cost speaker is being considered, work with SCSU to bring in. Discussion on various resources to partner with are available to work with on programming.
Strategic Plan	<p>Assigned members reported on goals from the Strategic Plan with key notes listed below:</p> <p><u>Engage and Maintain Membership</u> Goal #1: Improve programming: Katrina/Julie Schulte</p> <ol style="list-style-type: none"> a. COMPLETE: Sponsorship program to contribute funds toward programming 4/16/15 Board approved \$3200 b. C-suite Seminar -may not work for this year due to timing and scheduling. Will consider tabling until next year. Julie is reviewing. c. COMPLETE: ½ Day Seminar expanded to outreach to more local community members d. Partner with SCSU and/or local business for funding to bring in higher level speaker -this will be researched in 2015 and implemented in 2016 due to programming already in place for current year -consider SCSU hosting the speaker and CMSHRM members attending -Find out qualifications to disburse funds -Julie is reviewing

	<p>Goal #2: Increase national membership from existing 54%: Brie, Sara</p> <ul style="list-style-type: none"> a. Educational Presentation on Benefits of the Membership at the Chapter Meeting -Starting in May, will do this every other meeting. Next presentation in October. b. COMPLETE Supplement or award membership -Table due to budgetary confinement c. COMPLETE: Discount Chapter membership if national membership -Research was complete and there is a kickback of \$5 per person, 2 times a year (\$10 annual). The decision was made to leave the fee structure as is. <p><u>College Relations</u></p> <p>Goal #3: Create and engage student chapter at St. Ben's(CSB) and St. John's: Carissa, Sara, and Julie</p> <ul style="list-style-type: none"> a. COMPLETE Additional resources to assist the College Relations Director -Sara Netter to assist Carissa Schwinghammer b. Review and develop funding options for CSB/SJU students -next step is to work on the accreditation per Deb, CSB Advisor, everything on track to get affiliation approved Still waiting to hear back from school -15 active participants -8/20 Deb wants to wait until September -SCSU is dwindling, yet Carissa is going to SUMO to talk about membership. <p><u>Workforce Readiness</u></p> <p>Goal #4: Promote HR Certification: Tammy</p> <ul style="list-style-type: none"> a. COMPLETE: Educational Presentation to Chapter Members b. COMPLETE Add information to New Team Member Presentation c. COMPLETE Gift upon Certification d. COMPLETE complete 4 discounts provided for educational coursework e. COMPLETE Advertise contact person – let members know who and how to contact Tammy and place on the website <p>Goal #5: Developing community outreach in a variety of areas: Nathan, Val</p> <ul style="list-style-type: none"> a. COMPLETE Workforce center job fair – provide refreshments b. COMPLETE Partner with school district -Putting information on the website and being discussed at chapter meeting c. COMPLETE Partner with Chamber of Commerce -Will do a lunchtime learning in December -Val and Brie members of Chamber of Commerce d. COMPLETE Other local HR groups -GSDC: placed link on CMSHRM website. -BET: past history CHSHRM did not have employer audience to benefit from. No funds budgeted for this year, so pass. Val and Nate will attend to reassess. COMPLETE Partnerships: Mahowald seminar, United Way Mental Health Day
<p>Lake Country SHRM Addition Consideration</p>	<p>Consideration of adding Lake Country SHRM as part of CMSHRM. Key Discussion:</p> <ul style="list-style-type: none"> - Members would become members of CMSHRM which may affect % of national membership - membership could require being a national member. Lake Country currently has 42 members of which 18 are national members. - Additional members could push CMSHRM to the next level of SHRM – 300 is next level, so no concerns - Benefits to CMSHRM seem to be minimal to nothing and a lot of work – benefit is more members, more volunteers, and advancing the HR profession - consider reaching out to Bismarck to see how the member service area is working.

	Discussion led to the decision to initiate a phone call to determine why Lake Country SHRM would like to be a part of CMSHRM.
--	---

Conclude

New To Do List	WHO
Application created and posted	Brie
Application details to create 2 nd app	Kristin
Research potential to get assistance for giving away a registration to the conference	Julie
GSDC JobSpot logo added to the website	Brie
Reach out to members to consider open Board Positions	All
Decision on when to have Board Meetings in 2016	Julie
Prepaid members reviewed for open Board Positions	Kristin
Connect with Lake Country SHRM to determine their viewpoint on being a member of CMSHRM	Julie/Kristin
SHRM Affiliation requirements communicated to CMSHRM members	Jen