



**CMSHRM Board Meeting**

November 10<sup>th</sup>, 2015

2:30pm – 4:30pm

**We ARE the HR Voice of Central MN!**

**Members Present:**

Valerie Larkin, Jen Gertken, Julie Schulte, Kristin Rademacher, Heidi Korver, Carissa Schwinghammer, Betsy Lund Ross, Nathan Brown, Linda Wilson, Jenni Morine, Tanja Goering

**Chair Persons Present:**

Tammy Anhalt-Warner, Sara Netter

**Absent:**

Brie Curfman, Julie Schomer, Jaci Olson

**Approval of prior month minutes**

<b>Last Month's To Do List Review (Done / Not Done)</b>	<b>WHO</b>	<b>D</b>	<b>ND</b>
Work with Tammy to find out if SCSU funds can be utilized to bring in higher level speaker.	Julie Schulte	X	
Connect with Brie and Sarah to do demo in November on National SHRM and Membership advantages. Demo should indicate reason why National Membership is important.	Jen	X	
Introduce students at the Chapter Meeting.	Jen		X
Work with Professor Tan to ok students to attend the CMSHRM Meeting	Heidi	X	
Work with student presidents to get contact information to email members for mentor opportunities	Carissa		X
Check with SHRM to see if they have standard bylaws the student chapter could use to become an affiliate versus creating their own bylaws.	Carissa	X	
Consider Perfect Attendance Awards; check with Julie Schomer if this can easily be done with the data we currently have	Jen		X
Consider setting up process where name goes in a hat each time meeting is attended for drawing to win free state conference registration fee	Jen		X
CMSHRM audit completed	Val	X	

Not done working with other chapter to affiliate

<b>New Business</b>	
Financial Report	Checkbook balance of \$40,317.99
Membership Update	Total Members: 149 - New Members for 2015: 31 - Non-renewals: 44

	<p>National Membership % of current CMSHRM members verified:  81 are SHRM members &amp; 68 aren't SHRM members = 54% SHRM  Requirement to be at 51% to maintain affiliation  Suggestion to obtain more and set out on the tables at Chapter meetings</p>
New Board Members	<p>Intro of new board members and farewell to those leaving with existing board members providing brief description of responsibilities. Jen provided \$30 movie certificate.  -current members gave brief description of responsibilities</p>
Audit	<p>Val reported the audit has been completed</p> <ul style="list-style-type: none"> <li>- Auditors asked where the spiffs go and indicated we should have a running total month to month.</li> <li>- Work with the treasurer to have a running monthly total and provide to the auditor in the future. Review if Quick books has the capability to print a monthly report.</li> <li>- Need to have G/L notes with logic.</li> <li>- Approval should come from the President, yet this may restrain reimbursement. Review procedures first to see what should be done and whether or not this is happening. Suggestion made to consider utilizing an expense report.</li> <li>- The self-audit is to protect everybody.</li> <li>- Will receive a report from the audit committee to review in January.</li> </ul>
Foundation Funds	<p>Tammy reported there is approximately \$1600 left of what was given by CMSHRM for the certification training offered by SCSU for the Fall of 2015 and Spring of 2016 with the foundation money we provided. \$2000 for 5 years was what was to be given for scholarships. The goal is to not take away from scholarships and instead utilize the additional \$20,000 in the Foundation funds toward a higher level speaker. Notification needs to be given to the community foundation on what we want to do. Funds are to advance the HR profession yet not specifically CMSHRM.</p>
Student Attendance	<p>Outreach to Dr. Tan for approval for students to attend the CMSHRM monthly meeting was completed. He indicated students can attend.</p>
Chapter Affiliation	<p>Discussion on bringing in a chapter affiliate no longer to meet requirements led to two key points: 1. the travel distance between the two chapters does not allow for easy attendance and 2. the negative effect it would have on keeping the CMSHRM chapter in good standings. A vote was taken and all agreed not proceed.</p>
Website	<p>Discussion on the poor functionality of the website led to notation to review at future meetings to determine how to best move forward.</p>
Chamber Lunchtime Learning & SHRM PDC	<p>Chamber presentations have the potential to qualify for SHRM PDC (professional development credits). Discussion on how this would apply to other organizations wanting the accreditation and how this would benefit our members led to the determination to first find out if the chamber is even interested. If yes, then we can pursue setting up parameters and framework for the future.</p>
Meeting Invites	<p>Website currently set up for national members to input their national ID numbers – do we need to keep this on every month? Suggestion to change it just to Y/N.</p>
Programming	<p>Programming committee consists of: Kristin, Julie, Tammy, Heidi, and Vicki.  Would like to set up programming through March including Performance management, FLSA, and compensation. Topics have been suggested, yet presenters need to be obtained. The goal for each presentation will be to have members be able to take home something tangible to utilize. Consideration to be given to utilizing our own experts and perhaps having breakout sessions to discuss. The suggestion was put forth of having a Senior Circle to share best practices as a separate meeting.</p>
Strategic Plan	<p>Assigned members reported on goals from the Strategic Plan with key notes listed below:</p>

### Engage and Maintain Membership

Goal #1: Improve programming: Katrina/Julie Schulte

- a. COMPLETE: Sponsorship program to contribute funds toward programming  
4/16/15 Board approved \$3200
- b. CANCELLED: C-suite Seminar  
-may not work for this year due to timing and scheduling. Are tabling until next year.
- c. COMPLETE: ½ Day Seminar expanded to outreach to more local community members
- d. COMPLETE: 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 from SCSU  
-Julie Schulte is reviewing

Goal #2: Increase national membership from existing 54%: Brie, Sara

- a. Educational Presentation on Benefits of the Membership at the Chapter Meeting  
-Starting in May, will do this every other meeting. Next presentation in November.  
Discussion on whether or not additional efforts should be made to increase membership with the decision made to just continue with the presentations at Chapter meetings. Logic is to be provided to members as to why the national membership is important to sustaining the chapter.  
-Will do in November
- 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.

### College Relations

Goal #3: Create and engage student chapter at St. Ben's(CSB) and St. John's: Carissa, Sara, and Julie

- 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 affiliation  
Carissa met with Deb at CSB/SJU and chapter formation seems to be going in the right direction. Students are forming a group and meeting regularly. The student president Allison is working on the affiliation paperwork (currently on step 4).  
-Carissa to check back in with Allison to see – currently on step 4.  
-SCSU is doing better with several staff attending the State SHRM Conference. Kelly, the student president, is setting up to meet independently from SUMO.

### Workforce Readiness

Goal #4: Promote HR Certification: Tammy

- 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

Goal #5: Developing community outreach in a variety of areas: Nathan, Val

	<ul style="list-style-type: none"> <li>a. COMPLETE Workforce center job fair – provide refreshments</li> <li>b. COMPLETE Partner with school district -Putting information on the website and being discussed at chapter meeting</li> <li>c. COMPLETE Partner with Chamber of Commerce -Will do a lunchtime learning in December -Val and Brie members of Chamber of Commerce</li> <li>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</li> </ul>
GSDC	<p>Talent Summary coming up in January. Do we want to donate? For \$500 we would get a logo on the marketing material. Consider using the community foundation funds for the next year. January meeting is on the same date as the Talent Summary. January Chapter meeting attendance may be low for this event. Nathan will find out what sponsorship opportunities there are remaining. Tammy to see if foundation funds will work. Vote was taken and passed to use foundation money.</p>

**Conclude**

<b>New To Do List</b>	<b>WHO</b>
Review the Treasurer procedure and report back to the board	Heidi
Consideration of Higher Level Speaker utilizing Foundation Funds	Kristin
Find out specifics on how CMSHRM can use Foundation Funds	Tammy
Follow up with Nancy that we are not interested in affiliating with another chapter	Julie Schulte
Review if website enhancements could include FAQ and how members heard about CMSHRM	Kristin
Review requesting Y/N response versus ID for National SHRM membership	Jenni