



**CMSHRM Board Meeting**  
 February 18, 2016  
 1:00 pm – 3:00 PM  
**We ARE the HR Voice of Central MN!**

**Members Present** - Julie Schulte, Jen Densmore, Kristin Rademacher, Linda Wilson, Betsey Lund Ross, Brie Curfman, Val Larkin, Tammy Anhalt-Warner, Sara Netter,

**Absent:** Jenni Morine, Tanja Goering, Heidi Korver, Jaci Olson

**Approval of Prior Months Minutes**

**Old Business**

Date			Date Completed
20160201	Julie	Resend Bylaws and 2016 Chapter Planning Document	2/1/16
20160201	Julie	Request 'At Large' list from SHRM and send to Board	
20160201	Heidi	Determine cost of Sport Ngoin and send to Julie	2/1/16
20160301	All	Review Job Descriptions and send any updates if needed	2/18/16
20160301	Julie	Add training of new board member clause to member responsibilities	2/15/16
20160301	Julie	Update 'Board Contact List'	2/18/16
20160301	Julie	Send Wage Survey Proposal to the Board	2/18/16
20160301	Tammy	Review possible technology to allow meeting attendees to pay on the spot for their meals versus pre-paying	2/18/16
20160401	Julie	Contact other Board Presidents to see what payment/registration systems they are utilizing	2/18/16

**New Business**

Financial Report	Checkbook Balance is \$42,357.19
Membership Update	81 members enrolled for 2016. Jenni is working on following up with non-renewals. Heidi and Jenni are working closely together on the unpaid accounts. I do know there are instances where one person from a company paid for multiples, but not everyone has completed the enrollment form. This means our count will increase once those are completed.
New Hire Orientation	Schedule for March?
Programming	Icebreakers/ May ½ day event –Nancy Conway in AM/ Discuss Options for Afternoon / August networking event/SHRM Email Blast (2x per year)
By-Laws	Review by-laws and submit any recommendations to Julie by March 4 <sup>th</sup>
Website – Updates	SHRM Website/other options
Succession Planning	Positions available at end of 2016? President Elect -?
2016 Budget Discussion	Student Games in Omaha (April) /Holiday Party - Change of venue/format? Networking Events/Board members SHRM National Due/Marketing
Strategic Plan	Assignment of members to work on goals from Strategic Planning session
	<u>Membership</u>

Goal #1: Increase membership – **Jenni Morine and Jen Densmore**

- a. Reach out to “At-Large” Members and market benefits of CMSHRM
- b. Contact local, small businesses without HR Departments and market
- c. Present at a Chamber meeting to network with potential members
- d. Contact large companies in the area who are not represented at CMSHRM and market
- e. Create Membership Committee to meet monthly, informally, to brainstorm ways to increase membership

Goal #2: Increase retention of current members – **Jenni Morine, Val Larkin and Tammy Anhalt-Warner**

- a. Personally reach out to non-renewals
- b. Track reasons for non-renewals and adjust based on feedback
- c. Start advertising renewal earlier in the year
- d. Ensure New Member Orientation is helpful, providing different days and times for the orientation to ensure it can fit in their schedule

Improve Programming – **Betsy Lund-Ross, Linda Wilson and Kristin Rademacher**

Goal #3: Improve the quality of programming and in turn increase membership and renewals

- a. Implement “icebreakers” at the tables during Chapter meetings to promote conversation and personal connection
- b. Present on topics that are useful and relevant to Young HR professionals

Improve Technology - **Brie Curfman and Kristin Rademacher**

Goal #4: Utilize new technology for registration, payment and within the Board

- a. Discontinue use of Sport Ngin and move forward with an alternative
- b. Research what websites and payment methods other chapters are using
- c. Review if DropBox is the best option for Board Document Retention
- d. Review possible technology to allow meeting attendees to pay on the spot for their meals versus pre-paying

College Relations – **Tanja Goering and Sara Netter**

Goal #5: Increase engagement from the CSB/SJU and SCSU student chapters

- a. Continue working with contacts at CSB/SJU to see how we can be of help to them
- b. Provide opportunities for students to volunteer at meetings
- c. Create open communication with leadership of SCSU chapter in terms of funds provided by CMSHRM, speakers for their meetings and mentorship opportunities

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**New To-Do List**

Date			Date Completed
20160304	All	Review bylaws and submit any changes to Julie	
20160317	Tammy	Connect with Square and clarify functionality	
20160317	Brie	Remove Val's Contact Information from SportNgin and determine end date of contract	
20160317	Kristin	Research local options for building a website	
20160317	Kristin/Jenni	Coordinate 2 separate New Member Orientations for 2016	
20160317	Julie	Determine if we have different options for ACA presenters for ½ day meeting	
20160317	Julie	Review adding electronic voting clause to bylaws	
20160317	Julie	Connect with reporter from SCTimes to potentially join a meeting	
20160317	Kristin	Ensure gift cards are given to all unpaid presenters	
20160317	Julie	Review giving away State SHRM Conference in July Chapter Meeting	
20160317	Kristin	Clarify "Student" in terms of membership and follow up with Jenni and Julie	
20160317	Julie	Review options for identifying board members at chapter meetings (shirts, name tags etc.)	
20160401	All	Begin thinking of successor for role, connect with potential members	