

## **IPMA Board Minutes February 13, 2014**

The IPMA-HR Greater KC Chapter held its monthly meeting on February 13, 2014, at the Shawnee Mission Towne Hall. The IPMA-HR Greater KC Chapter Board meeting followed the gathering.

**Board members present:** Lori Briggs, José Portuquez, Marquita Hundley, Kim Marshall, Nick Nichols, and Cynthia Haynes.

**Board members absent:** Sunshine Petrone, Becky Salter

Lori called the meeting to order. Approval of the January minutes was deferred to the March meeting.

### **Discussion with IPMA-HR Central Region:**

Representatives from IPMA-HR Central Region met with the Board to ask the Board members whether they would be interested in hosting the 2015 Regional Conference in KCMO. An answer was requested as soon as possible so that a save-the-date could be presented at the North Carolina conference coming up in 2014. The Board discussed the pros and cons of hosting the Regional conference in KCMO.

### **Pros:**

- The Board decided that as an incentive for taking on such a huge responsibility we would ask for 20% share of profits up to \$10,000 and a 25% share of profits above \$10,000. This would be a counter-offer to the existing Regional Formula of 15% for \$10,000 and 20% for any amount above \$10,000.
- Profit sharing paid for hosting the Regional Conference could infuse funds into the local Chapter.
- KC Chapter members wouldn't have the added expense of hotel and airfare to attend the Regional Conference if hosted in KCMO.
- The KC Chapter could negotiate that pre-paid members receive one day free at the Regional conference and/or pay a reduced rate for the entire conference.

### **Cons:**

- Extensive work involved in hosting a Regional Conference.
- The financial hardship of chapter members paying for the Chapter annual conference fee and the regional registration fee.
- The possibility of not having a Spring Conference in 2015.
- The possibility of having a spring conference but offering the Pre-paid members some type of discount.

All members were in favor of hosting the Regional Conference pending Sunshine and Becky's input on the subject, and Lori committed to reaching out to them.

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### Old Business:

Regarding the proposed By-Law changes, Lori read the changes to the Board and advised that she would send the by-law changes to IMPA-HR/National for review. She also reminded the Board that membership needs to be notified 30 days prior to voting/changing the by-laws at the Spring Conference. Ten members of the chapter will need to sign the new by-laws. Since all By-Laws changes will be effective on July 1, 2014, it will impact the election.

Regarding candidates for Board positions, Kim advised that she does not wish to serve another term. The Board will need to seek nominations for Program Chair and a Member-at-Large, and the Board agreed this would be a good way to create movement on the Board. It was suggested that remaining Board members need to commit to an additional two-year term to ensure stability. Additional discussion regarding Board positions:

- Nominating Committee – Three chapter members will be nominated to serve as the Nominating Committee. Lori committed to achieving this at least 60 days prior to election (March 5, 2014.)
- Treasurer or Secretary can't roll off at the same time. One of the positions can come off this year effective June 30<sup>th</sup> or both may commit to another 2 year term, making it 3 years total.
- A three-year term was suggested as opposed to a two (2) year term.
- The incentive to serving on the Board is annual fees and spring conference paid by chapter.
- The Board needs to consider an internship program for the first 6 months for two future positions transitioning into the treasurer and secretary roles for 2015.
- It was suggested that Nick serve as program chair for the upcoming new year (July 2014) Nick was not present. Cynthia would roll off.
- If Cynthia or Nick agrees to the Program Chair position then we can bring in 2 new members at large onboard. Member at Large needs to be staggered (every other year) when coming off board.
- Thomas Lewinsohn Awards - This is a President Elect's duty (Sunshine).
- Lori stated she would send Becky's information on the Lewinsohn Awards so that Becky could notify members for nominating someone for the award.

### President's Report – (None)

### President Elect's Report – None

### Past President's Report – None

### Treasurer's Report – Marquita Hundley

Marquita Hundley reported total cash available was \$3,850.98. Discussion ensued related to the Chapter budget and membership fees. Lori suggested an increase in fees for advertising on our website effective July 2014, and recommended \$50.00 for members and \$70.00 for non-members. Discussion was also held and the Board agreed to identify one caterer for each luncheon rather than going with different caterers each month. The Board decided to meet on Thursday, April 10 at 1:00 p.m. to finalize the budget for the Spring Conference and to address remaining issues related to the Conference. The meeting will be at the MARC building, and Jose agreed to confirm the reservation.

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### Secretary's Report – Lori Briggs Presented on Behalf of Becky Salter

Discussion was held related to membership types and fees. The Board determined that the Early Bird deadline for membership fees would be June 30, 2014. Additionally, discussion was held related to the pay-as-you-go membership option. The Board reasoned that no other organizations offer this and there is no advantage to the Chapter for offering this type of membership. The IPMA-HR Regional representative, Richard Dukalis, recommended increasing our annual membership fees and eliminating the pay-as-you-go option. The Board decided to eliminate the pay-as-you-go feature and only offer two memberships: Member and Student Member. The Student Membership would not have voting rights and would not be able to hold office.

Regarding membership fees, the Board determined the following changes required to the current membership form:

- Remove the pay-as-you-go section
- Regular membership fees will increase from \$160.00 to \$170.00, which will continue to include the Spring Conference.
- Early Bird Rate will remain at \$150.00
- Increase Student membership fees from \$10.00 to \$20.00, and increase the Spring Conference fee from \$10.00 to \$25.00. It was clarified that students are not voting members.
- Non-National membership fees will increase from \$185.00 to \$195.00, which will continue to include the Spring Conference.
- Registration fee for the Spring Conference will remain at \$75.00 for non-members and \$25.00 for student members.
- Update section related to non-member fees to reflect the existing \$25.00 monthly fee and \$75.00 fee for the Spring Conference, and also include a note related to total costs for non-membership ( $\$25.00 \times 8 \text{ meetings} = \$200.00 + 75.00 = \$275.00$ ) in the hopes of encouraging non-members to become members.

Kim suggested that the Board study the non-member fees for one year to determine whether any adjustments need to be made moving forward.

### Program Chair's Report – Kim Marshall

Kim Marshall advised that work continues on the Spring Conference and that speakers and topics are being finalized. The theme for the Conference is "Safe & Secure; R U Sure?" and will focus on workplace violence and related topics. Details thus far are:

- New Directions – Can speak on various topics (different presenters)
- Tina Chiapetta – Not Available
- Federal and State legislative update ( could be a break out topic)
- Kirk Young – Profiling (Job Match Assessment)
- Tedrick Couch – Employment Law (possibility)
- KS, MO and Federal Legal Updates (possibility)
- Kerry Benson with University of Kansas (Dealing with Difficult People/ Conflict Resolution) (Marsha Toler recommendation)
- Sgt. Shires on Active Shooters (60 to 90 minute presentation) (Becky Salter recommendation)
- Eric - KCMO Corporate Safety & Risk Division - Any topic/will be free (referred by Lori)
- Gary Majors –Possible break-out session (referred by Cynthia Haynes)

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- Jeff Lanza (\$2,500.00 fee) Not an option
- Workers compensation could be a break out topic
- May use Health Care Reform as a fall back topic
- “Mental health”, “bullying” and “wellness” topics were eliminated

The Board needs to determine who will be Keynote Speakers, with possibilities including:

- Dan Roberson or Sgt. Shires (Both w/JOCO)
- Bowen White (Clown Dr Guy) Fun, Personal Development (per Kim)
- I-9 Compliance – Break Out Session (Mira Mdivani) Back up plan (per Lori)

Lori advised that the Board needs to obtain from speakers their commitment so that the Kansas Chapter can be notified. Kim anticipated confirmations within two weeks so that Spring Conference hand-outs could be ready for the March meeting and Kim will begin work on a draft.

Board members were reminded to continue to solicit donations. The Board needs to determine who our sponsors are and how much money will be received, as well as items for goodie bags. Jose indicated he has note pad/pens for goodie bags and is hoping to find someone to donate printing costs for the Spring Conference brochure (100 copies). Kim reminded the Board members to reach out to any type of vendor for items for goodie bags and items for prizes. The donation letter was reviewed and the Board agreed to add the blue ribbon level. Kim suggested that language related to direct payment be eliminated so that sponsors will not be contacting vendors or paying them. Instead, the Chapter Treasurer will need to pay the vendors to keep track of expenses. Jose recommended changing the first line in the letter to reflect “Greater KC Chapter”. The Board discussed removing some of the wordiness of the letter and Lori committed to updating the letter and scanning it to Board members for distribution.

There were many action items outstanding and the Board began clarification related to who was responsible:

- Spring Conference Flyers: Kim and Becky.
- Caterers: Kim called and asked about regarding caterers. Lori advised that we could hold off on caterers but at least be thinking about a caterer to use.
- Need to determine who will handle registration.
- Regional Conference: All members can assist where needed.
- Need to update duties of Secretary and Treasurer
- Speaker introductions: Kim suggested each board member introduce a speaker.
- Keynote speaker introduction: President (Lori).
- Putting registration bags together: All Board members will get together the day before the Conference and work together as a team.
- Finalize budget: Board members will finalize on March 13, 2014 at board meeting.

**Members-at-Large Report: None**

**Other New Business: None**

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**Next Meeting Date, Time and Location**

March 13, 1:00 p.m.  
North Kansas City Community Center  
1999 Iron, North Kansas City, MO

With no other business to discuss, Kim moved to adjourn the meeting, seconded by Jose. Meeting was adjourned.

Respectfully submitted,

Rebecca Salter, Secretary