

IPMA Board Minutes September 11, 2014

The IPMA-HR Greater KC Chapter held its monthly meeting on September 11, 2014, at the North Kansas City Community Center. The IPMA-HR Greater KC Chapter Board meeting followed the gathering.

Board members present: Lori Briggs, Sunshine Petrone, José Portuguez, Marquita Hundley, Becky Salter, Kim Marshall, Nick Nichols, and Sari Maple.

Board members absent: None

Lori called the meeting to order. Nick moved that the August 2014 minutes be approved, seconded by Sari. The minutes were unanimously approved. Lori asked whether there was a need to print the Minutes each month since they are provided to the Board in advance, and all agreed that there was no need to print for the Board meeting.

Old Business:

Sunshine shared revised position descriptions and checklists with the Board. She indicated that some positions did not have checklists, and asked that each Board member ensure that a checklist is created. She also requested that Board members review their position descriptions to ensure they have been edited correctly. Board members agreed to provide feedback to Sunshine no later than September 19.

President's Report – Lori Briggs

Lori shared with the Board the 2013-2014 Audit Report and the Board discussed for further understanding. It was determined that the Report provided good suggestions and that this could improve record-keeping in the future (many of the recommendations had already been put into place; others appeared to lack a full understanding of current practices.) Lori advised that she thanked each of the Audit Committee members for their work on the Audit.

Shana Marsh provided information from the Region related to the Region Conference and reminded the Board that they are seeking volunteers. Lori has agreed to Chair the Host Committee and Becky will likely be her Co-Chair. The Host Committee is comprised of the Co-Chairs and the Chairpersons of the other committees needed for the Region Conference. Additionally, Shana shared the following:

- The Conference is scheduled for May 31 to June 3, 2015.
- The Executive Committee will do two site visits and while they are in Kansas City, the Committee Chairs will likely meet for one to two days. One of the roles of the KC Chapter Board would be to entertain the Executive Committee while they are in town.
- There appears to be a tight budget and the Region is anticipating 100 participants. After discussion, the Board felt that while 100 could be the number used for budgeting purposes, the target we would set would be 200 participants.
- Regarding communication about the Region Conference, Central Region would utilize 1-2-3 Sign-Out, an online tool for registrations. Becky and Kim recommended that the Region also communicate to public sector HR professionals who are non-members. The current database includes both Southern and Central Region members and several on the Board suggested it would be appropriate to continue to include Southern Region in invitations.
- The Region is hopeful of having a competencies course available during the Conference.

IPMA Board Minutes

Page 2 of 3

- A logo and theme is needed so flyers can be shared at the Annual Conference. Becky and Sunshine worked on ideas and the Board expressed interest around “HR in the Heartland”. Becky and Sunshine will work on logos according to the feedback provided and share with the Board and with Shana, who will share with the Region.
- Sponsorships are actively being sought and Committee members are encouraged to identify interactive opportunities for participants and vendors.

Lori requested input regarding a charity event to be accomplished in November. The Board discussed several charities, including Harvesters, Big Brothers/Big Sisters and KidsTLC. Jose committed to contacting the charities, learning how the Chapter could best support the charities, and then making the decision as to which charity the Board would announce to the Chapter.

President Elect’s Report – Sunshine Petrone

Sunshine provided an update from the Leadership Conference, and shared several areas of interest. Becky also contributed:

- Region Websites contain sponsorship ideas for local chapters
- Some Chapters and Regions have had success setting sponsorships at “stretch” levels
- Many Chapters have members from State, Federal and School Districts (Becky noted two military bases in the area: Leavenworth and Whiteman)
- Some Chapters invite sponsorships for monthly events
- National may have funding assistance available for local Chapters
- Ideas for meetings included inviting a City/County Manager to speak about “what I need from HR”; Panel Discussion on “LEAN” government
- Chapters should send information regarding our speakers and topics to the Region so they can include on their website
- Several Chapters use “Constant Contact”, which provides formatted email notifications and eliminates the need for attachments (following discussion, Becky indicated she would look into a different look for the monthly announcements.)

Past President’s Report – Jose Portuguez

Jose advised that he has been asked to perform the Audit for the Central Region.

Treasurer’s Report – Marquita Hundley

Marquita reported total cash available was \$10,704.01.

Secretary’s Report – Becky Salter

Becky distributed a summary of the feedback provided at the August meeting and the Board reviewed the feedback. In the future, the Program Chair will assume responsibility for gathering, compiling and sharing this feedback.

Program Chair’s Report – Kim Marshall

Kim confirmed that the speakers and topics for the remainder of the year have been provided to the Board and that no changes are anticipated.

Members-at-Large Report: Nick Nichols

Nick advised that in order to remain within our budget for food, it appears that Hy-Vee will be the best option for meetings held at North Kansas City.

IPMA Board Minutes
Page 3 of 3

Other New Business:

None.

Next Meeting Date, Time and Location

October 9, 2014, 1:00 p.m.
Shawnee Towne Hall
11600 Johnson Drive
Shawnee, KS

With no other business to discuss, Kim moved to adjourn; seconded by Jose.

Respectfully submitted,

Becky Salter, Secretary