

## **IPMA Board Minutes February 11, 2016**

The IPMA-HR Greater KC Chapter held its monthly board meeting on Thursday, February 11, 2016 at Shawnee Town Hall.

**Board members present:** Sunshine Petrone, Becky Salter, Lori Briggs, Kim Marshall, Amy Davis, Sari Maple and Lisa York. **Absent:** Susan Cox.

Sunshine called the meeting to order. Sari moved that the January 29, 2016 minutes be approved, seconded by Sunshine. The minutes were unanimously approved.

### **President's Report – Sunshine Petrone**

Becky reported that she made up an impromptu ice breaker with the business card idea and it went well. Sari volunteered to do the ice breaker at the March meeting.

Sunshine advised that she would contact people to serve on the nominating committee for 2016/2017 slate of officers. The committee would need to be selected at least 60 days prior to the spring conference.

Sunshine expressed that there was concern at the last meeting about all three conferences being promoted simultaneously and it might get confusing for members. We need to create the Spring Conference brochure as soon as possible so we can give members details. Kim advised that she would be confirming speakers and breakout sessions within the next two weeks. In the meantime, Kim would create a save-the-date flier for distribution. Becky advised she would help put together the conference program.

### **President Elect Report –Becky Salter**

Becky advised she had not received any submittals for the Thomas Lewinsohn Award. May 1 is the deadline for nominations. Another reminder will be sent out later.

### **Past President's Report - Lori Briggs**

Lori gave an update on the Central Region conference stating invitations had been sent out and the Early Bird registration would run through April 20. The keynote speakers are locked in and they are working on the program. The International Conference is also being planned and helpers are needed for social events. Volunteers are needed to host a booth that highlights restaurants and things to do in the KC area, help with the dine around, or assist with the WWI museum event. Lori will present the volunteer opportunities at the next chapter meeting and provide a sign-up sheet.

### **Treasurer's Report – Amy Davis**

Please find attached Treasurer's report spreadsheet and see tabs for January 2016.

Amy stated she and Lori have not had a chance to work on the tax exempt process, but will get together. Amy also asked if we needed to file taxes. Discussion concluded we had never filed taxes in the past but perhaps we should pay someone to file for us. Sari indicated her sister is a CPA and does taxes, and she would ask what parameters require a not-for-profit to file taxes. Sari will also ask her sister if she will file taxes for the group on a pro-bono basis. Lori indicated that Neil was also trying to help local boards with these types of issues, and asked that Sari send her what she finds out. (Sari is waiting on an answer from her sister.)

Becky indicated she would email Amy the receipt for the vivofit she had purchased.

### **Secretary's Report –Sari Maple**

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Sari expressed that in reading the current Charter Bylaws for the Greater KC Chapter, there are some job responsibilities that are out of kilter in our current job description/task sheets. Becky stated she would look at the job descriptions and compare to the Bylaws to make sure they match. Becky also stated she would make the changes to the Bylaws discussed in the previous meeting. Once completed, and the Board has reviewed, per chapter bylaws, Sari will submit to the Neil at IPMA-HR. Once approval is received from Neil, Sari will email changes to the members at least 30 days in advance of the Spring Conference, where the membership will vote on approval.

### **Program Chair's Report – Kim Marshall**

Kim stated the March meeting will be at the Airport and Laura Bowling will be discussing ACA.

Kim updated the board on Spring Conference details and advised she is still waiting on confirmation from several speakers. Other ideas for speakers were discussed such as Kaleidoscope, an Active Shooter presentation and something on the pending FLSA regulations. Other speaker ideas included Sue Wilman from Spencer Fane and Steve Iverson from EPN. Lisa stated she had spoken to Ray Reuter and he is still a possibility for a keynote speaker. Lisa will also get some quotes for food as Brancato's quote for a taco/fajita bar was \$14.00 per person and that seemed a bit high. Becky indicated the program would cost approximately \$150 for 100 programs. Becky also provided information on portfolio cost and will try to get a sample for the next meeting. Kim will talk to Jennifer at JCCC regarding swag bags.

### **Members-at-Large Report: Lisa York**

Lisa stated she has scheduled a site visit at the Greater KC Foundation at 1055 Broadway on Thursday, February 25<sup>th</sup> at 9:30 am. Everyone is welcome to meet her there and review the site, parking, etc. This location offers no charge for the room and will hold up to 70 people. Lisa will ask if they have round tables and make sure the parking is adequate.

### **Other New Business – Sharing Member Contact List**

Sari received a request from a member for the Greater KC IPMA-HR contact list. However, Sari also noticed that the original request was from a non-member. The question was raised regarding the continued requests for membership lists and how to address. This is especially in question as we have had two members recently use the list to send out job opportunities. The Board discussed that the list should not be used for sales, promotions, recruitment or solicitations. However, once the list is given out to members, we are not in control of the use. The solution presented was to create a list serve on the Greater KC IPMA-HR website where members could post questions. Lori advised she would talk to Roman about creating this service. In the meantime, Sari will advise the member that we are working on a solution where member data is available, and hope to have it available by the Spring Conference

### **Next Board Meeting Date, Time and Location**

Thursday, March 10, 2016

KCI Aviation Department

With no other business to discuss, the meeting was adjourned.

Respectfully submitted,  
Sari Maple, Secretary