

IPMA Board Minutes March 9, 2017

The IPMA-HR Greater KC Chapter held its monthly board meeting on March 9, 2017 at the KCI Aviation Department.

Board members present: Sunshine Petrone, Becky Salter, Amy Davis, Sari Maple, Lori Briggs, Susan Cox, Lorraine Wesley and Lisa York.

Sunshine called the meeting to order. Susan moved that the February 2017 minutes be approved, seconded by Lori. The minutes were unanimously approved.

President's Report – Sunshine Petrone

Sunshine reviewed old business to include an update on the following:

- New Member Welcome Packet will be discussed at the April Board meeting;
- Certificates of Appreciation will list one office on each certificate and be presented annually at the Spring Conference; and
- The Record Retention Policy will have no need to include a section on contracts. The Board will also assist in reducing the Treasurer's record storage before the incoming Treasurer takes office. (Amy will bring documents to April 2017 meeting for Board to review and discard unnecessary documents.)

Sunshine reviewed the individuals that will receive a Certificate of Appreciation at the Spring 2017 Conference. Susan Cox, Member-at-Large; Lori Briggs, Past President; Amy Davis, Treasurer; and Becky Salter, President Elect. Sunshine will create certificates to be presented. (Becky will get the plaque to honor Sunshine Petrone for her service as President)

President Elect's Report – Becky Salter

We now have 108 members and have surpassed the largest chapter in the Central Region. The Board discussed that memberships purchased at the Spring conference would be placed in a drawing for an \$100 gift card. Additionally, participants at the Spring conference will be entered into a drawing for a free 2017/2018 membership.

Also discussed was the new Board members to be elected at the Spring conference. These individuals will be asked to attend the June 1 and July 13th Board meetings, as well as the current Board members during the transition process. Sari will email Nancy Wetzel at MARC to reserve a room for the meetings. June 1 will be from 2p – 4:30 pm. July 13th will be at 11:30 am with lunch to be delivered.

Becky stated she would be emailing information regarding the Tom Lewinsohn award to the distribution. Sari advised she will make sure the Access database on the dropbox is current.

Past President's Report – Lori Briggs

Lori presented an update on the website that will have new offerings for members for the 2017/2018 membership year. Lori will see if Roman can provide a demo of the new website offerings at the Spring Conference. The option of having monthly presenters upload a recording of their presentation was discussed. It was concluded that it would be difficult to ensure the quality of the recording due to the quality of the recording source. However, presentation materials and handouts could be provided on the member-only page.

IPMA Board Minutes

Page 2 of 3

Lori announced that an e-blast had gone out the prior Monday regarding the Central Region conference with the early bird registration date ending March 17. There is still room in the competency class along with available hotel rooms.

Treasurer's Report – Amy Davis

Amy went over account balances for February. She stated we have several sponsorships for the Spring conference to include: Lockton \$500; Thomas McGee \$500; Bukaty \$100; and MPR \$500. Amy will send them invoices.

Secretary's Report – Sari Maple

Sari reported the online meeting registrations are still not sending a notification to Amy or her. Sari has mentioned to Roman a few times, and he is still working on it.

Sari discussed the timeline for communications including:

- Spring Conference "Save the Date" email was sent 2/28/2017. (Sari will send out reminders and ask for registrations after the deadline to RSVP for the April 2017 meeting to reduce confusion. *Remember to add that memberships purchased the day of the Spring Conference will be entered to win \$100 gift card.)
- Request for Board Nominations – 4/4/2017
- Nominations Due – 5/4/2017
- Vote on Board Nominations at Spring Conference – 5/11/2017
- Membership Drive email – 6/2/2017
- Membership Early Bird Rate – ends 6/30/2017
- Membership Early Bird Rate extension (if warranted) – 7/1/2017 (through Lori's birthday 7/16/2017)

Future communications will be sent from the greaterkcchapter@ipma-gkc.org email address.

Program Chair's Report – Lisa York

Lisa reported the April program will be presented by Leslie Anderson, Managing Consultant with CBIZ. Her topic will be "How to Improve Communication and Develop a Coaching Culture".

Lisa provided an outline of the IPMA-HR GKC Sponsorship Opportunities that could be a year-long partnership. It was recommended we modify the 2nd sentence to state "*As a not-for-profit organization, we rely on membership dues and sponsorships...*" The only other suggested revision was to change the timeframe for posting the sponsor's logo on the IPMA-HR Website from "for 12 months" to "beginning of next membership year." We will send out the information to potential sponsors just following the Spring Conference.

Lisa reviewed the Spring Conference options for location to include the Embassy Suites on the Plaza, and the Doubletree in Overland Park, KS. Becky motioned we have the 2017 Spring Conference at the Doubletree, Lori seconded the motion. All were in favor. Lisa will confirm with Doubletree that the \$45/person for food will be the charge no matter how many attendees. She will also ask about the room charge and confirm only \$150 per room. Sunshine stated she will create a "Save-the-Date card to be distributed at the April monthly meeting. She will also

IPMA Board Minutes

Page 3 of 3

update the Program-at-a-Glance. Sari will send contact information to Lisa for Jeannie Devenney in case we want to use for a legal update at the Spring Conference.

Other Spring Conference discussion items included:

- Have the nominating committee count the Board votes during the Spring Conference and have ready to announce new Board by the end of the day;
- Lori will order the giveaways for the 2017 Spring Conference;
- The 2016 Spring Conference yielded \$2,700 in sponsorships. Everyone needs to continue sending Sari leads for sponsorships for the 2017 Spring Conference;
- Lisa will contact Ogletree Deakins to see if someone can present on the FMLA/ADA/WC Leave triangle.
- Lori will take pictures at the 2017 Spring Conference;
- Possible location for 2018 Monthly Meetings is Johnson County Administration building.

Lisa advised the Board to begin thinking of Program ideas for the 2017/2018 membership year, along with alternate MO locations. Sari will send an email to Kathy Vestal with KCPD to see if they have any potential locations.

Lisa will research the possibility of providing a webinar in June 2017 to discuss eVerify.

Members at Large – Susan Cox and Lorraine Wesley

No Report.

Next Board Meeting Date, Time and Location

Thursday, April 13, 2017

1:00 pm

Shawnee Town Hall

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

Respectfully submitted,
Sari Maple, Secretary