

IPMA Board Minutes May 12, 2016

The IPMA-HR Greater KC Chapter held its monthly board meeting on May 12, 2016 at the offices of Mid America Regional Council.

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

Sunshine called the meeting to order. Lisa moved that the April 2016 minutes be approved, seconded by Susan. The minutes were unanimously approved.

President Report – Sunshine Petrone

Sunshine stated that she had not received an update from the Nominating committee but would follow up with Nick Nichols.

Sunshine reported that our next board meeting will be June 2, 2016 at 1:00 pm at the KC Aviation Department. We will wait until after that meeting to schedule the July board meeting.

Sunshine passed out a 2016/2017 task list that will make it easier to keep track of deadlines. If anyone has changes, let Sunshine know.

President Elect Report – Becky Salter

Sunshine reported that we received one nomination for the Thomas Lewinsohn award – Becky Salter. Sunshine will forward a copy of the nomination to the board.

Past President's Report –Lori Briggs

No update.

Treasurer's Report – Amy Davis

Amy went over the financials for the month of April. (See attached.) There is still the check from March for Brancato's that has not been cashed. Both Lisa and Susan have discussed with Brancato's and they are aware.

Amy said there was no update on the tax-exemption status for the chapter. Becky advised she had sent Amy information from National to review. Amy will review and report at the next meeting.

Amy reported that we are experiencing some issues with Pay Pal. There was an identity theft issue with one of the members resulting in our Pay Pal account currently being locked out. Amy is attempting to resolve the issue, however, they did not have current information for our account, which further complicates the resolution. Amy indicated we could create a new Pay Pal account or use another vendor. She will check with Community Bank and see if they have an option. Additionally, we can use the "Square" which we already have. It was motioned by Sari that the board purchase an iPad mini, seconded by Sunshine. The motion was unanimously approved. The tablet would be used by the board and passed on to each new treasurer. Amy will also talk to Roman about the usability of the "square". Kim will check with Shawnee and see if they have wifi available at the Town Hall.

Amy stated that per our charter, we are to keep only \$1,000 in our checking. As a result, she transferred money out of the account. She said that if there are any major purchases, to make sure we have enough in the checking account to cover costs.

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Amy discussed that we have until the end of June to file our 2015 taxes (based on our fiscal year). Sunshine motioned that we request Steve York to file the 2015 taxes, Kim 2nd the motion. All were in favor. Lisa will send Amy the contact information for Steve.

Secretary's Report – Sari Maple

Sari advised the bylaw update email was sent to the membership on April 20, 2016.

Sari updated the board that the 2016/2017 membership drive would begin June 1, 2016. She will email the information to the distribution list. Sunshine stated she would revise the President's letter with the updated logo. Sunshine will also send out the logo to the board for use in future communications. Sari will also follow up with Roman to get the 2016/2017 membership information on the website.

Members-at-Large Report: Susan Cox, Lisa York

Lisa advised she was unable to reach the operators of the parking garage next to the Greater Kansas City Foundation to discuss parking arrangements. It is independently operated and not part of the Foundation. The voicemail was full and she was unable to leave a message. After much discussion it was decided to continue having the Missouri meetings at the KCI Aviation department. Sunshine will talk to Dennis Dumovich regarding possible Missouri locations for the following year. Kim will call Shawnee to reserve the 2016/2017 Kansas meetings, and Lori has already reserved KCI Aviation for the Missouri meetings.

Program Chair: Kim Marshall

Update on the Spring Conference:

- We can show up at 1:00 pm the day before the conference to begin setting up. Sari will get there as soon as possible, but will not be able to leave until after 1:00 pm due to a Wellness Presentation at Merriam
- Vendors can set up the day before the conference, but it will not be a secure room. If they have items of worth, they can be locked up in an office
- Vendors can arrive at 7:30 am the day of the conference to set up
- Kim will send Sari contact information for the 4 vendors that would like to have tables in the vendor area
- Sari will send an email to all of the vendors letting them know details on when they can set up
- Board members should arrive (if possible) at 7:30 the day of the conference
- Session moderators will be as follows:
 - Sunshine – keynote
 - Becky – last keynote, and Resiliency speaker
 - Lisa – Veterans speaker
 - Kim will assign all others – but let her know if you have a preference
- Kim will have introductions for each speaker and will pass out the day of the conference to moderators
- Sunshine will get gift cards for speakers (three \$100 gift cards for general sessions; six \$50 gift cards for other speakers)
- Kim has the thank-you cards
- Becky will help at registration desk until Amy arrives
- Lisa will print the HRCI paperwork to receive credit for the conference

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- We will distribute the ballots and ask for nominations from the floor for board officers in the morning, have members complete and return by lunch. We will count after lunch, and announce winner at the last session.
- The When Work Works mini presentation will be over lunch from 12:00 – 12:15
- Sunshine will create signs for the sessions – Room A, Room B, Room C
- Sunshine will bring a roll of tickets for prize drawings
- We have the following give-aways
 - Two vivo-fits
 - One Ipad mini
 - Brancato's gift basket
- Lisa will finalize with Brancato on Monday and provide final number of attendees
- Sari will let Lisa know on Friday at 5:00 pm what the final number of attendees will be
- Becky will get water bottles, candy/nuts from Costco
- Sunshine will pay for the Brancato's catering so we can get tax exempt status and save some money. Amy will write Sunshine a check payable to the City of Lansing the day of the conference for reimbursement
- Everyone should bring baggies for leftovers
- Kim will bring the coolers for ice
- Becky will take the FINAL conference brochure to the printer on Monday
- Sari will follow up with the two sponsors that have not turned in their advertisements
- Sari will look at the brochure and confirm ad size based on sponsor levels
- Sunshine will make business card size announcement for 2016/2017 monthly meetings

Other New Business:

There were several other items discussed throughout the meeting:

- Becky will reach out in mid-July to the 'feds' to try and get involvement in the Greater KC IPMA-HR chapter
- Lisa will check with Mary Redmond to see if she is available to speak at the August open house on August 11, 2016 from 2pm – 4 pm at Shawnee Town Hall
- Once confirmed, Sunshine will create a "Save the Date" flier to advertise the August meeting with Mary Redmond. Possible theme: "Men & Women Show it Differently."
- We will consider using Survey Monkey next year when voting for new officers. We could request nominations from the floor at the Spring Conference, then send out a survey afterwards to get vote
- Sunshine suggested we change the Board meeting times this next year to give members time to network after the program. Calendars are difficult to change so it was decided to make sure our board meetings only last 1 hour.

Next Board Meeting Date, Time and Location

Thursday, June 2, 2016
1:00 pm
KCI Aviation Department

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

Respectfully submitted,
Sari Maple, Secretary

