

IPMA Board Minutes July 14, 2016

The IPMA-HR Greater KC Chapter held its monthly board meeting on July 14, 2016 at the KCI Aviation Department.

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

Sunshine called the meeting to order. Becky moved that the June 2016 minutes be approved, seconded by Amy. The minutes were unanimously approved.

President Report – Sunshine Petrone

Sunshine reported that she received her IPMA-SCP and will forward the list of others that achieved their certification to Becky. Sunshine also confirmed we will have a Board retreat on December 8th from noon – 5:00 pm.

Sunshine advised the audit committee will be made up of Mathew Chapman, Kathy McDonald, and Shala Bloomberg.

Sunshine stated that the Greater KC IPMA-HR chapter received the Biff Elliot Vitality Award at the Central Region conference. She stated we will also be submitting an application to receive the Agency Award for Excellence to be announced at the International IPMA-HR conference in September.

Lastly, Sunshine created a brochure to be used as a marketing/informational tool to inform potential members of the benefits of joining the Greater KC IPMA-HR group. The brochure will also highlight membership at the regional and international levels. Becky advised she would also talk to National about creating a similar marketing/informational tool for distribution.

President Elect Report – Becky Salter

Becky updated the Board on her efforts to include Federal employees in the Greater KC IPMA-HR membership. She stated she was in contact with Kelly Meisner at the Federal Building in Kansas City.

Becky advised that she will send out a congratulations email to those that had received their IPMA-HR certification and encourage them to participate in the local IPMA-HR activities, as they can receive recertification points for participation. Becky also advised she would reach out to the school districts again to encourage their involvement in Greater KC IPMA-HR membership.

Becky passed out an updated Board Rosters, however, there were additional changes and Becky will bring a newly updated Board Roster to the next meeting.

Becky stated the ID Badges for Board members would cost approximately \$4.25 each. Becky will place the order after everyone has confirmed their information.

Past President's Report –Lori Briggs

Lori was not able to attend the meeting, but provided Sunshine an update as follows:

Early bird registrations for the International IPMA-HR conference to be held in September in Kansas City is not open and goes through July 31, 2016. Anyone that attended the Central Regional conference can get \$100 discount on the National conference. This is even an additional \$100 off the Early Bird Special rate. Also, the first 300 registrations get a free book about Work Life Balance. The current agenda is on the website and there are just a couple breakout sessions that are being updated, but all sessions have been assigned.

IPMA Board Minutes

Page 2 of 3

Lori gave Shana and Lois the names of the individuals that volunteered to help at the National conference. She also let them know about the Chapter coordinating a table. They will take care of all other details. Lori advised the Board will need to discuss what 'giveaways' will be distributed on behalf of Greater KC IPMA-HR, and to let her know our final decision. She advised there will be approximately 600 attendees. Lastly, Lori advised she is still closing out the CR conference expenses, however, it appears we lost quite a bit of money. Next year in Minneapolis it will be much better.

The Board then discussed what gifts would be given out to the attendees at the National conference and agreed upon packets of Sunflower seeds, Sample Gates BBQ Sauce bottles, and KC Water Department pens to be distributed to the first 25 to visit the table. We would also get business cards and raffle off the Basket we received from Brancatos.

Treasurer's Report – Amy Davis

Amy went over the financials for the month of June and the information that would be provided for the Audit. We also discussed revising the Spring Conference Totals and thus 2015/2016 Recap Expenses based upon applying \$50 per member to the receipts and only expensing the portfolios that were given out at the conference. (Sari emailed Amy on 7/25/2016 to advise we had 66 in attendance at the Spring Conference, and 54 of the attendees were members.)

Amy gave an update on the Taxes for 2015 stating that through the process we found out our EIN number is no longer valid. In order to submit our taxes for 2015 we will need to have a new EIN#. Amy is working with the Bank and in the process of completing paperwork to get the issue resolved. Amy will need Lisa and Sunshine to sign the paperwork before it can be processed. Amy advised that Steve York had provided exceptional assistance and we might consider sending him a gift card. The Board felt that Steve deserved a resolution of appreciation for his assistance.

Lastly, Amy advised we would need wifi at meeting locations in order for attendees to utilize the square for payment. Amy stated she would check with Lori and Liz Crawford to make sure both facilities could accommodate.

Secretary's Report – Sari Maple

Sari reported we currently have 80 members including 20 new member for the 2016/2017 membership year. Sari will send Becky a list of the 2015/2016 members that have yet to renew for 2016/2017. (Not discussed at the meeting, but reviewed in a follow up email to all Board members, was the decision to extend the Early Bird registration to July 29th. A majority vote resulted in the extension, updates were sent to the distribution list, and the dates on the website were also updated to reflect the extension.)

The Board discussed the need to get a list from National on who held a membership since we give reduced rates to National members. Sunshine advised she would get a list from National regarding Greater KC IPMA-HR members that are also members of International IPMA-HR.

Sari advised the Board she would not be at the August Meet-n-Greet due to being on vacation. The Board did not feel a Board meeting would be necessary after the meeting as the September meeting was already planned. Sari will have Kesone Bouvilom bring the name badges and

IPMA Board Minutes

Page 3 of 3

table cloth to the meeting. Sari will also not be at the September meeting, and will need someone to take minutes, and set up/sit at the check in table at that meeting

Program Chair: Lisa York

Lisa was not able to be at the meeting, however, provided a report in her absence:

Mary Redmond is confirmed for the Kick-off Meeting. The signed agreement is pending corrections to the name of our organization. If I am not able to attend the meeting one of you will need to introduce her and give her a Thank-you card.

*I do not have the Thank you Cards in my possession and I do not have the debit card to buy gift cards. I have not bought door prizes gifts either. ***Sunshine will get gift cards for August and September meetings, including a \$100 gift card for the Meet-n-Greet program.***

By the time we have the final headcount for the kick-off I should be able to confirm the set up with Royal at Shawnee.

*I have a speaker arranged for September named Greg Knapp. You can find out more about Gregg on his website www.gregorybknapp.com. His program *Do Less and Achieve More* is not about time management, it's about spending time on what's essential and staying focused. Gregg is a former Radio host, Author and Coach. I think he is going to do a great job for us. I made a flyer if you want to promote the September meeting at the kickoff.*

I have several ideas for speakers. I am open to other ideas so if you have any, please shoot me an email. I should be able to respond to email some time while I am out.

Also, I am looking at the Kauffman Center for the Spring Conference. I need the EIN to finish the reservation form. I thought I would try to reserve the place. Amy, please send me the EIS when you get a chance. We may not be granted a reservation, but I thought I would try. If we are, then we can talk about the catering. At first glance, they can provide all-day catering (breaks and lunch) for about the same price we paid Brancato's. We have time to look at that.

I call Dennis Dumovich at Jackson County to see if he could help with a facility location that is more centralized. We have been playing phone tag but I will keep on it.

I have the remaining portfolios in my office if they are needed for the kick off meeting. My co-worker Colleen Bowen is willing to bring all or some of them if you are interested in giving them to the new members. They are fine just sitting in my office, too.

The Board then discussed other ideas for meetings to include Transgender in the Workplace, Workplace Violence, and Weapons in the Workplace. The Board discussed that having Levi Perkins present in October may be too soon after the Spring Conference, unless he has a different topic than what was presented at the Conference – perhaps Dealing with Veterans and PTSD in the workplace? It was also suggested we could move his presentation until November.

IPMA Board Minutes

Page 4 of 3

The Board discussed that Kim Marshall had sent out a survey to find out why members did not attend the Spring Conference. Becky advised she would follow up with Kim to get the results.

Members-at-Large Report: Susan Cox, Lorraine Wesley

Lorraine was not able to make the meeting, however, Susan advised she was working with Brancatos for a quote on the August Kick-Off meeting.

Susan is also looking at the rest of the year and getting quotes from caterers. Susan confirmed we will budget \$12.00 per person for the luncheons. She will get with Lorraine and continue working with caterers. She will let the Board know what caterers we will be using for the year.

Other New Business:

The Board discussed that Primerica is providing lunch to Merriam employees and discussing financial wellness. It was suggested that they could perhaps sponsor a monthly meeting and present information to Greater KC IPMA-HR on what information they make available to employees. It would be a win/win – Primerica could get HR contacts, and the Greater KC IPMA-HR could get a sponsored lunch. Sari advised she would speak to her contact and get back to the Board.

Next Board Meeting Date, Time and Location

Thursday, September 8, 2016
1:30 pm
KCI Aviation Department

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

Respectfully submitted,
Sari Maple, Secretary