

## **IPMA Board Minutes June 28, 2013**

The IPMA-HR Greater KC Chapter met on June 28, 2013, at MARC, 600 Broadway, Kansas City, Missouri at 2:00 p.m.

**Board members present:** José Portuguese, Lori Briggs, Marsha Toler, Sunshine Petrone

**Board members-elect present:** Marquita Hundley, Nick Nichols, Kim Marshall

**Board members absent:** Becky Bryan, Cynthia Haynes, Jan Gall (Past-President), Vickie Lewis (Member-At-Large)

**Board members-elect absent:** Becky Salter

José called the meeting to order. The May 3, 2013, minutes were approved as prepared.

Motion to approve: Sunshine Petrone, 2<sup>nd</sup>: Lori Briggs

### **Old Business:**

Membership Drive and Meet-N-Greet: Sunshine finished the flyer for the Meet-N-Greet. Lori asked if Sunshine put in the flyer how the attendees could win the Kindle Fire. For each member who brings a guest, their name is added for each member. The guests will be eligible for separate prizes. They will do a drawing for a free annual membership. Lori discussed the fact she feels more people will come if we have content to present. We can send the Meet-N-Greet with the membership form. There was discussion about calling the Meet-N-Greet by another name. They discussed the theme Marquita created, "Come Sail with IPMA-HR." There was discussion about what topic would be best to have at the Meet-N-Greet. Kim Marshall handed out the Draft List for 2013-2014 IPMA Speakers. José asked for Lori to talk with the person she was thinking of for a speaker. There was discussion about an icebreaker for the Meet-N-Greet. Discussion ensued advising the schedule could be 2:00 p.m. -3:00 p.m. will be the presentation and 3:00 p.m. – 4:00 p.m. could be the icebreaker. The giveaway will be at the end. Kim Marshall is going to contact Ellen Hanson and will ask her about speaking on Team Building. We are looking at a 45 minute social session with the following schedule for that afternoon. After discussion, the following schedule was offered.

2:00 p.m. – 2:45 p.m.	Open/Appetizers/Icebreaker
2:45 p.m. – 3:30 p.m.	Presentation
3:30 p.m. – 4:00 p.m.	Social Time and Drawing

Giveaways: Lori said she has the Kindle Fire for the main giveaway. Lori is going to get gift cards in denominations of \$5 and \$10. Lori advised the presenter also receives a gift card. Sunshine advised she had purchased small gift cards for giveaways.

Membership Drive: Lori discussed the membership drive and advised Marsha Toler will start researching the municipalities and organizations for new members or members who have not renewed their memberships. Marsha will make sure the contact list is updated.

### **President's Report – José Portuguese**

José discussed going to the conference in New Orleans. He advised it was very good. Lori discussed training she took for the IPMA-HR Certified Professional. She took the test at the end of the training and passed. She does not know if it will be offered next year or not.

National Conference Call: José discussed the National Conference Call. He advised they have entered into a four year agreement for the National Conference. There is a mentoring program if you want to be a mentor. There was discussion about the bylaws. José discussed the voting proposal which will change the bylaws, so it will be a process.

Leadership Conference: Lori and Sunshine are attending the Leadership Conference coming up.

IPMA-HR National: National membership has increased from last year even after losing three agencies. The International membership has been a draw for members from China. China is number one for certification also. Wednesday, July 10<sup>th</sup> is a webinar HR Critical Issues: Social Media for a cost of \$29.00. There was discussion about getting members together for training at a central location to listen to the webinar.

Auditors: José advised Debbie Duncan and Lisa York are the auditors for this year.

FAQ On Web Site: José discussed having the FAQ section on the web site. Lori would like to hold off until Roman gets the web site running more smoothly.

Memberships: José advised last month it was decided there will be no membership transfers.

### **President-Elect Report – Lori Briggs**

Lori discussed the per diem. She created a form, a worksheet. Lori discussed the worksheet. She handed out a sample for Board members to review and explained the form. There is a link to the federal web site that shows you what the per diem is for that area. On the sample, breakfast was provided. Lori advised these guidelines should be followed. Lori created a Travel Authorization Statement and explained this sheet. The Travel Authorization Statement has a section to mark for Travel Advance Request or an advance or the Travel Expense Statement that will still be filled in after they get back even though they may have already gotten an advance. The Travel Expense Statement will have all the receipts attached. Lori said part of what you turn in is your mileage from home to the airport. Kim inquired about how you figure mileage. Lori said it is actual miles that are accounted for. There is a limit on how many bags when traveling by air. Lori is going to put the forms on a flash drive and will give to the Board members. Lori put messages in the cells like the one for baggage fee and

she advised the Chapter will pay for one bag. There was no vote because this document was on the administrative side of our Chapter.

**Past President's Report: None – Not present.**

**Treasurer's Report – Marsha Toler**

Marsha Toler reported the account balances are as follows:

- Account Balances

**Share Account Balance**                      **\$1,037.37**

**Checking Register Balance**              **\$3,180.84**

**Checking Balance**                              **\$3,190.83**

**Minus Outstanding Checks**              **10.00**

**Total Checking**                                **\$3,180.83**

**Plus Share Balance**                            **\$1,037.37**

<b>\$4,218.20</b>
-------------------

**Total Cash Available**

There is only one outstanding check at this time. It is check #1174, \$10.00, Payee: City of Mission, for overpayment on Paypal membership renewal, dated 06/24/2013.

There is one outstanding invoice #1008, dated 04/26/2013, for \$50.00 for a Job Ad from the City of Ottawa. Ottawa was contacted and the new HR Assistant advised she would follow up with finance for payment.

Marsha Toler handed out the Treasurer's Report for June

- Per Diem expense form

The Per Diem expense form and the travel worksheet Lori Briggs created were discussed and explained as to the use for Travel Advance and Travel Reimbursement.

- CACU account transfers

The Community America account has been transferred to Marquita Hundley, Treasurer for 2013-2014 from Marsha Toler, Treasurer 2012-2013. Lori Briggs, 2013-2014 President, Kim Marshall, Program Chair 2013-2014, Marquita Hundley, Treasurer 2013-2014, and Marsha Toler, Treasurer 2012-2013 met at the Community America location at 5400 NE Antioch, Kansas City, Missouri to take care of the account transfer.

**Secretary's Report: None**

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

2013-14 Program topics/speakers: Kim inquired if the Board would like for her to go ahead and book some of the speakers on the list. Kim discussed Greg Wolf from Compdata and Sandy Brown of New Directions EAP. Jeff Pinkerton from MARC is

happy to discuss about demographics. Lori advised for Kim to book what she can. Lori said she really likes employment law. It was discussed for Kim to get Shelley Freeman and Tim Speir. Kim advised the idea for speakers came from the surveys from the meetings throughout last year. There was discussion about topics and speakers. José advised Kim could go ahead and schedule the first three months. Lori advised if Kim could book as far as possible, we could get the information out.

**Members-at-Large Report:** None

### **Other New Business**

Luncheons: There was discussion about the luncheons. The cost of the lunch should be around \$10 per person.

The meeting concluded at 4:35 p.m. There was discussion about a Board only meeting before the Meet-N-Greet. It was decided to meet on July 17 at 2:00 - 4:00 p.m.

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

August 8, 2013, 1:00 p.m.  
Shawnee Town Hall  
11600 Johnson Dr., Shawnee, KS

With no other business to discuss the meeting adjourned.

Respectfully submitted,

Marsha Toler, Treasurer