

IPMA Board Minutes October 30, 2015

The IPMA-HR Greater KC Chapter held its monthly meeting on Friday, October 30th, 2015, at the Mid America Regional Council..

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

Sunshine called the meeting to order. Lisa moved that the September 2015 minutes be approved, seconded by Lori. The minutes were unanimously approved.

President's Report – Sunshine Petrone

Sunshine suggested that the Greater KC Chapter provide goodie bags to participants at the upcoming National conference in June. Everyone agreed this would be a great idea.

Sunshine reported that one of the speakers at the Leadership conference had presented on the “Myths of Volunteer Leadership”. Sunshine described one of the myths being that we would get involvement in our organization by announcements alone. This not being the case, it was discussed that we should consider additional methods to advertise our monthly meetings and organization itself.

The second myth discussed was the “go it alone” philosophy. Rather than go it alone, we should partner with other groups to increase participation. Several groups were suggested, PRIMA, NPELRA, School Districts, and the Federal Government. It was discussed that we should focus on one certain area. The group decided we would focus on HR professionals in the nearby School Districts. Board members agreed to reach out to local school districts to get contact information for the HR professionals. Once information is received, everyone will send the contact information to Becky for follow up. We will target January to invite all of the School District HR contacts we are able to generate.

Next Sunshine suggested we have an ice breaker activity at the beginning of each monthly meeting. Lori suggested we assign people to tables at the monthly meetings and give each a table topic for discussion. We would assign a Board member at each table to encourage conversation. At the November meeting, Sunshine will coordinate an icebreaker immediately following the welcome. Amy suggested that Kim also add a question to the survey to get feedback on the ice breaker and its' effectiveness in providing a networking opportunity.

President Elect Report - Becky Salter

No report

Past President's Report – Lori Briggs

Lori provided an update on Harvesters. Although still playing phone tag, everything is set for the November meeting. Lori stated we will need a box to put presents in and an envelope for monetary donations. She will also make sure there is a table for donations at the November meeting. Lori suggested we sent out a notification to membership that only highlights the Harvester donation opportunity at the November meeting. (Sari will send out.)

Lori will bring the check from the Central Region to the next Greater KC Chapter meeting for the amount of \$12,413.67.

Lori gave an update on the Central Region conference to be held at the Hilton at the Ballpark hotel on June 6 – 8, 2016. Lori has a site visit in two weeks and will have more information after that meeting. The certification classes will be offered at the conference, but National IPMA will no longer be providing the materials for free. The costs will be passed on to the attendees.

IPMA Board Minutes

Page 2 of 3

Treasurer's Report – Amy Davis

Amy discussed the September financials and shared that total cash on hand amounted to \$17,098.55. Amy also provided an update on the Chapter obtaining Tax Exempt status. She received a denial letter from the State of Kansas which revealed that our EIN is not in compliance. A form 1023 is required every 3 years to maintain our EIN number, and apparently we did not file. Amy discussed the need to complete the short form (found online) and the long form (to be mailed in) to try and resolve the compliance issue. The short form, once submitted, would be reviewed in 90 days following submittal. The long form would be reviewed in 180 days. Sunshine stated she would work with Amy on filing the forms.

Amy will also create a spreadsheet of forms/actions required by the chapter and the timelines for each. Website maintenance requirements will be included in the spreadsheet.

Secretary's Report –Sari Maple

Sari asked about the new member recognition at the November meeting. The current membership list indicates we have 26 new members. Becky stated she has items from National IPMA-HR, and along with the left over cups, will be distributed at the November meeting. New Members must be present to receive gifts.

President's Report – Sunshine Petrone part II

Sunshine discussed the current travel reimbursement policy for the chapter and indicated concern, also reflected in the current audit, that there was no second level review of items submitted. She also stated concern for airfare costs in that we were not currently providing several estimates. Her last concern was whether we should allow travel advances or only reimbursements.

Lori indicated that as the treasurer for Central Region, it has worked best to have all the receipts sent to her, she then completes the necessary forms, and then cuts the reimbursement check.

After considerable discussion, Becky moved that when submitting reimbursements for travel, it would be required to provide two airline quotes before approval. Lori seconded the motion. Three votes indicated yes; five votes indicated no. The motion did not carry.

Becky moved that when traveling on business, the tickets should be purchased 30 days in advance. Lori seconded the motion. Seven people voted no. One person abstained. The motion did not carry.

It was decided that Sunshine and Amy would work out a process for travel reimbursements. Additionally, the Past President will review the documents and provide a second set of eyes. All agreed that those utilizing travel reimbursement should be conscientious to the rates, book as early as possible, and compare flights and airlines.

Program Chair's Report – Kim Marshall

Kim stated the November meeting would be presented by Kathy Newton and would be discussing Work/Life Balance. She provided the survey results from the September meeting. It was suggested that Kim send the Board members the results electronically in the future.

IPMA Board Minutes

Page 3 of 3

Kim reported that not many people indicated the reason they missed meetings was due to location. Most reported it was due to work load. Lisa reported she was aware of a meeting location we might consider. The Greater Kansas City Foundation located at 1055 Broadway would provide a free location that would seat up to 70 people and allow outside food to be served. Lisa will follow up with them and ask if the parking is free and easily assessable. Lisa will also check availability for 2016 meetings. Lori mentioned that the Health Department may be an option now that construction has been completed. It is located at 2400 Troost.

Next the board discussed the Spring Conference. It was decided to have the conference on May 5, 2016 at Johnson County Community College. Kim will follow up with Jennifer Winchester regarding details, room space, etc. Kim asked that everyone come back to the November Board meeting with Sponsorship ideas. Perhaps margaritas could be served at the conclusion of the conference since it will be Cinco de Mayo. The theme chosen was Transformative HR: Diversity Matters.

Amy will try to find and provide the group the budget from the conference in April 2013. Sari stated she had the list of sponsors from the last Spring Conference and would forward to the Board.

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

Lisa stated she would like to add photos to the Greater KC Chapter website. She will send the photos to Roman at romanmadrigal859@gmail.com. Additionally, she will see if he can add a separate page for photos and if they can be rotated with new photos as provided.

Susan stated that there were still several issues with Broncato's at the October luncheon. As a result, Brancato's offered a 20% discount on our next invoice and will send someone to observe the set up at the November meeting.

Other New Business:

Sunshine provided two maps of membership work locations in relation to our current meeting locations. The Board reviewed and will discuss further once Lisa has more information on the Greater Kansas City Foundation. It would be nice to find a location that is centrally located for most members.

Next Board Meeting Date, Time and Location

Thursday, November 12, 2015
Shawnee Town Hall

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

Respectfully submitted,
Sari Maple, Secretary