

IPMA Board Minutes September 10, 2015

The IPMA-HR Greater KC Chapter held its monthly meeting on September 10, 2015, at the KCI Aviation Department. The IPMA-HR Greater KC Chapter Board meeting followed the gathering.

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

Board members absent: Sari Maple

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

Old Business:

Becky reported that new “thank-you” cards are being printed and will be available at the next meeting.

President’s Report – Sunshine Petrone

Sunshine provided the Audit Report to the Board and the Board discussed audit recommendations. After due consideration the following decisions were reached:

Audit Finding #1 – The Board accepts the audit recommendation

Audit Finding #2 – The Board discussed the merits of the recommendation and determined that based upon the number of refunds issued each year, it was not worth the loss of good will to charge back to the member the PayPal processing fee. Rather, the Board voted unanimously to authorize the Treasurer to continue to refund the full payment made.

Audit Finding #3 – The Board discussed the finding and agreed to further research the recommendation. All Board members are to bring their travel policies to the next Board meeting for review and to establish guidelines related to travel. The Board also discussed the process by which travel payments are issued and agreed that requests for travel advances should be submitted to the President for approval. The President will then authorize the Treasurer to issue payment.

Audit Finding #4 – The Board accepts the audit recommendation.

Audit Finding #5 – The Board accepts the audit recommendation. After discussing the feasibility of maintaining two accounts, the Board voted unanimously to instruct the Treasurer to maintain an approximate \$1,000 balance in the checking account, with the remaining funds being maintained in an interest-bearing savings account.

Audit Finding #6 – The Board accepts the audit recommendation and agreed that travelers seeking reimbursement for travel expenses should submit a minimum of two airline quotes with the essentially same travel criteria. Travelers will then be reimbursed at the lower rate. In the event a traveler prefers to drive to the destination, the traveler will be reimbursed for actual mileage based on the federal rate in an amount not to exceed the low cost air fare.

Sunshine advised the Board that the Greater KC Chapter was not selected as the recipient of the National Chapter Award for Excellence. The award will be presented to the Kentucky Chapter. Sunshine advised that the Board retreat has been scheduled and asked that Board members send to her ideas for topics. Kim asked that the Spring Conference be included as a topic.

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Sunshine reminded the Board that during the November meeting the Chapter has historically selected a charity to support. After discussion, Harvesters was selected as the charity and Lori agreed to coordinate with Harvesters.

President Elect Report - Becky Salter

Becky inquired about the Board's interest in creating a list serve of some type to enable members to submit their questions to other members. There was some interest in this idea, and the Board asked Becky to research and provide additional information related to this at a future meeting.

Past President's Report – Lori Briggs

Lori reported on the financial outcome of the IPMA-HR Central Region Conference hosted by the Greater KC Chapter. After all expenses were deducted, the proceeds due the Greater KC Chapter amounted to \$12,413.67. A celebration ensued and accolades given to Sari Maple for her fine work in soliciting sponsorships.

Lori also reported that the Central Region had locked in conference details for 2016. The Central Region Conference will be held June 5-8 in St. Louis. Region President Lawrence Miskel is working to put together Conference committees.

Treasurer's Report – Amy Davis

Amy discussed the August financials and shared that total cash on hand amounted to \$14,508.70. The Board agreed to table discussion related to the Chapter obtaining Tax Exempt status.

Secretary's Report – Sunshine Petrone on behalf of Sari Maple

Sunshine indicated that web site manager Roman Madrigal recommended adding an option for "please invoice" for online registrations. After much discussion, the Board decided not to add this option.

Program Chair's Report – Kim Marshall

Kim shared the results of the kick-off meeting survey and noted that the food was rated very positively. Survey participants indicated that the program, while fun, needed to be more work related. Kim also shared that the overall response rate was very good and that the online tool appeared to be an improvement. Kim confirmed plans for the October meeting and shared that the topic would be "Employee Handbooks". Kim will provide to the Board a list of topics and speakers that have been confirmed for the remainder of the year and she will also send to Roman Madrigal to post on the website.

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

Susan shared that there were issues with Broncato's at the September luncheon. There were not enough serving utensils and there were not enough eating utensils. Lisa indicated she would be following up with them to ensure sufficient utensils for future meetings. Additionally, the Board requested that we ensure that Broncato's sets up the buffet so that members can use both sides of the tables.

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Other New Business:

The Board discussed meeting locations and whether or not to reconsider the two locations for the 2015/2016 membership year. After discussion, the Board agreed to leave the locations as they are. Consideration was given to asking one of the Board member's GIS departments to map out member work locations to determine whether there is a more central location.

The Board discussed the best way to recognize new members. As President-Elect, Becky will assume responsibility for recognizing first-time attendees. The Board discussed possibly setting aside time in the November meeting to do a once-a-year recognition and agreed that this would be the best approach.

Next Board Meeting Date, Time and Location

Thursday, October 8, 2015

KCI Aviation Department

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

Respectfully submitted,
Becky Salter, President-Elect