

IPMA Board Minutes September 8, 2016

The IPMA-HR Greater KC Chapter held its monthly board meeting on September 8, 2016 at the KCI Aviation Department location.

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

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

President's Report – Sunshine Petrone

Sunshine stated that the Greater KC Chapter did not receive the Award of Excellence and went on to advise the board that the Colorado Chapter won the award for 2016.

A location was discussed for the Board Retreat to be held on December 8, from 12:00 pm – 4:00 pm. Sunshine confirmed the meeting room at MARC has been reserved for the board retreat.

For website information/updates, Sunshine mentioned that she would communicate with Roman Madrigal regarding historical information for the website. Becky suggested that Lisa York should develop a flyer for each program and have Sari send the flyer out to the distribution list and to Roman. Sari is to provide the template for the flyer to Lisa. Becky offered to train Lisa on the Publisher software. Becky asked if the “members only” section of the website was set up yet – Lori said she would follow up with Roman on this.

It was discussed that the Members-at-Large should send photos taken at the monthly meetings and other events directly to Roman to be posted on the website. Lisa York gave camera and manual to Susan.

Board Photos – Sunshine suggested we do KC Chapter board photos and they should be posted to the website. The photo would be taken at the 10/13/2016 meeting. She asked that all Board Members arrive at the meeting by 11:00 a.m. for the group photo.

President Elect's Report – Becky Salter

List of Chapter members and International memberships - Becky will reach out to International members to solicit for local chapter membership. Becky also mentioned she sends out congratulation letters to all chapter members who have earned their certification(s). She would extend an invitation to the federal employee she knows, inviting them to an upcoming IPMA-HR meeting in an effort to recruit federal employees to the organization.

Past President's Report – Lori Briggs

Lori spoke about the Central Region Conference - it will be held at the Radisson @ The Great Mall in Minneapolis, MN. She will be visiting the location the last week in October to look at the event space, restaurants nearby and planning of evening events. Lori also mentioned they have over \$3,000 in sponsorships.

Lori discussed the upcoming International Conference in Kansas City on 9/18/2016. The group discussed that we would make up goodie bags to give away at the local chapter table. The Bags would be affordable and would have an IPMA-HR Greater KC stickers on the outside of the bags. The goodie bags would contain Sunflower seeds, Gates BBQ sauce, and KC Water Dept. Pens. The group also decided that the table should be staffed on Sunday from 11:00 am-6:00 pm and on Monday @ 7:30 am until the conference started, then only during breaks and after sessions ended. No need for staffing on Tuesday. Lorraine mentioned that it would be helpful to have IPMA membership forms available at the chapter table.

It was also discussed that Lisa York has the IPMA portfolios to be given to the 1st 25 members who visit the table at the conference.

Sunshine will craft a paragraph on a half sheet of paper, with colors, welcoming all to the conference.

Lori mentioned that the President of IPMA mentioned on his bi-monthly conference call to all central region board members, to focus on starting new chapters in different states that have no chapters. The focus would be first on the chapters that have few members and the task would be how to develop and grow those chapters. It was discussed that many Kansas public employees belong to CCMFOA.

She mentioned we should share what our funding structure is and how we run our meetings.

Treasurer's Report – Amy Davis

Amy went over the results of the internal audit and each item was discussed. The audit committee suggested we have a process in place to be sure receipts are provided. Amy

suggested they look @ the spreadsheet on the computer/this way they could see the embedded notes or figure out a way to print the spreadsheet along with the notes section.

Becky liked the 4th comment “refunds should be issued by check, rather than through the “Square” where we get charged for those transactions. Amy said she likes using the “Square” as compared to Paypal because it shows the members names and who paid and it is user friendly and transfers money quickly. Amy stated that refunds will be made by check from now on per the Audit suggestions.

Amy presented Spring Conference expenses & income and pointed out the \$529.76 profit made. She mentioned also that the months of June and July had lots of expenses for travel. The board went over the yearly budget and discussed expenses, etc. It was decided that there should be an authorization form with all receipts turned in.

The board gave Becky direction to order no fee Amex Gift Cards with the IPMA logo on them and “Thank you” for speakers presenting at the meetings in 2016/2017. She would order (5) \$25., (4) \$50., and (1) \$100. Gift cards.

Amy mentioned that the Chapters EID# to file our taxes was corrected by Mr. York. He helped us with this issue for no charge. It was suggested that we give Mr. York a gift card for his efforts.

Secretary’s Report – Sari Maple

It was discussed that Sari would reach out to the CCMFOA members and invite them to join IPMA of Greater KC.

Program Chair’s Report – Lisa York

Lisa mentioned the Kauffman Center as a possible location for the IPMA spring conference. She will be completing an application which is required. She also mentioned that she would reach out to Dennis Dumovich (Jackson County) to discuss possible IPMA meeting locations for 2017/2018.

Lisa spoke about the October meeting. Levi Perkins with the veteran employment and compliance would be the speaker. The board asked Lisa to have him be prepared to discuss veteran’s preference points in Missouri and Kansas.

Lisa mentioned she would be talking with Kim Marshall and/or Sari Maple regarding the Survey Monkey account so she can start sending out surveys to our members for feedback. It was suggested that Lisa provide our Survey Monkey login and password to Amy Davis. This

information could be stored on the boards IPAD. It was also recommended that all passwords and log in information be given to the board President and kept on the IPAD.

Members at Large – Susan Cox and Lorraine Wesley

Members at Large discussed continuing to use Brancato's catering for monthly meetings in 2016/2017. They will research other caterers who are able to cater meetings at a cost of \$12.00 per person, which would include a buffet style meal, drinks and dessert.

New Business – No new business was discussed and meeting was adjourned.

Next Board Meeting to be Held:

Thursday, October 13, 2016 @ 1:30 pm at Shawnee Towne Hall location

Be sure to arrive early – 11:00 a.m. on 10/13/2016 for IPMA Group Board Member Photograph

Submitted by, Susan Cox, Member-at Large (substituting for Sari Maple, Secretary)