

IPMA Board Minutes July 18, 2014

The IPMA-HR Greater KC Chapter Board met on Friday, July 18, 2014 at MARC.

Board members present: Lori Briggs, Sunshine Petrone, José Portugez, Marquita Hundley, Becky Salter, Kim Marshall, Nick Nichols, and Sari Maple.

Board members absent: None.

Lori called the meeting to order. The June 6, 2014 minutes were unanimously approved.

Old Business:

Lori requested an update related to position descriptions. Sunshine advised that she could not locate checklists for Program Chair, President or Past President, but that she would complete her review and edit of the descriptions. She will email to Board prior to the August Board meeting.

President's Report – Lori Briggs

Lori brought up for discussion the August 14, 2014 membership meeting, which will be held from 2:00 to 4:00. Kim confirmed that Neil Reichenberg, Executive Director IPMA-HR, agreed to attend as a guest speaker and that the room reservation was confirmed. Sari shared menu choices from several vendors, with Sunflower Café being the best option within the budget. Sari and Kim agreed to coordinate table decorations, with a football theme. Lori committed to purchasing a Kindle Fire as the main door prize, as well as providing KC Chiefs coolers filled with goodies. Kim will provide a variety of gift cards. Lori will conduct the icebreaker activity, with a general agenda as follows:

2:00 – 2:05	Opening Remarks
2:05 – 2:30	Food
2:30 – 3:00	Icebreaker (Gift Card giveaway for most matches)
3:00 – 3:45	Speaker
3:45 – 4:00	Closing/Drawings

President Elect's Report – Sunshine Petrone

Sunshine distributed an updated Board contact list and shared "save the date" cards that are ready for distribution. Sunshine advised that she was having difficulty with cold-calling potential members and recommended sending letters. Regarding new members, Lori advised that she would check on new member giveaways (mug w/candy) that could be distributed during the kick-off in August.

Past President's Report – Jose Portugez

Jose advised that he invited seven members to participate in the audit, and six expressed interest. He has selected Marsha Toler, Nate Brown, and Matthew Chapman to serve as the audit committee. Because the committee needs to be comprised of Chapter members, Jose will contact each to confirm they have submitted their applications for 2014/2015. The audit needs to be completed by August 30, 2014.

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Treasurer's Report – Marquita Hundley

Marquita reported total cash available at the end of June was \$9,426.77. She advised that Chapter/Regional Treasurer Training was scheduled for the following Tuesday from 1:00 to 2:00 p.m. Marquita also presented a proposed budget for 2014/2015, using 2013/2014 as a guide. The Board discussed the budget allocated for meals, and determined that the Members-at-Large should target a per person cost of \$10. Discussion was also held concerning a request from Shana Marsh related to her membership fees. Shana requested that if she joins and pays for her membership from her personal funds, she would like the \$50 credit for attending the Central Region Conference paid to her rather than as a credit to her employer. The Board agreed this was a reasonable request.

Secretary's Report – Becky Salter

Becky distributed a summary of memberships received to date, and also shared with the Board individuals who were members in 2013/2014 but had not yet joined for the new membership year. Becky shared that one of the members, Cassie Morffi, had passed away and inquired as to whether the Chapter would like to recognize her passing. The Board determined that the tenor of the meeting in August probably would not work well, but that her passing could be acknowledged somehow in September. Becky advised that Liz Crawford was willing to say a few words and share about a memorial fund that was being created in Cassie's honor.

Program Chair's Report – Kim Marshall

Kim indicated that she has confirmed all locations for 2014/2015. Additionally, she shared that several of the sponsors from the Spring Conference have expressed an interest in sponsoring the Central Region Conference. Regarding prizes for drawings, Kim advised that she planned to purchase in bulk to capture cost-savings.

Members-at-Large Report: None

Other New Business:

Jose advised that he had been selected to serve on the audit committee for the Central Region. Lori advised that the contract had been signed for the Central Region Conference, which will be held May 31 – June 3 at the Embassy Suites on the Plaza.

Next Meeting Date, Time and Location

August 14, 2014, 1:00 p.m.
Shawnee Town Hall
11501 W. 57th Street
Shawnee, KS

With no other business to discuss, Kim moved to adjourn; seconded by Jose.

Respectfully submitted,

Becky Salter, Secretary