

## **IPMA Board Minutes August 5, 2015**

The IPMA-HR Greater KC Chapter held its Board meeting on August 5, 2015 at the Mid America Regional Council office in Kansas City, Missouri.

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

**Board members absent:** Lori Briggs

Sunshine called the meeting to order. Sari moved that the July 2015 minutes be approved, seconded by Susan. The minutes were approved.

**Old Business: None**

### **President's Report – Sunshine Petrone**

Sunshine advised that the audit had been completed on August 11, 2015 by Matthew Chapman, Rosetta Smith and Tom Briggs. Sunshine stated she would try to get an electronic version of the audit. Discussion followed regarding what we expect from the annual audit, and if there were any guidelines or a checklist. Amy found information regarding previous audit expectations dated June 24, 2014 and provided a copy to Sunshine. It was also discussed that the President is in charge of the audit, however, could delegate the Past President (as was done last year) to coordinate. It was suggested that we ask Marquita Hundley to help with the 2016 audit, as she would be very knowledgeable about what the audit process entailed.

Sunshine reported the National Chapter Awards will be awarded in September at the National Conference and we are still waiting to hear the results.

Next, the Board went through the 2015/2016 budget by line item and made updates. See attached for updates. During the budget discussion, the Brancato contract was discussed. Meals will be \$12.00 per person and for 8 events (including the Spring conference.) Kim motioned that we sign the Brancato contract. Becky 2<sup>nd</sup> the motion. The motion was passed.

Sunshine then discussed the membership registration process and that Roman had recommended we only allow on-line registrations. The committee agreed that as Public Sector employees, we need to continue offering both online and paper registrations.

Lastly, Sunshine indicated she would poll the Board to find a time when we could hold a Board retreat.

### **President Elect Report - Becky Salter**

Becky reported that she had gone onto the National IPMA-HR website to look for something to give out at the Meet-n-Greet meeting. She looked at cell phone holders, but there was no sample picture provided on the website. After discussion, it was decided that we could research further and maybe do a member appreciation event in November. At that time, we might purchase some sort of give-away. Becky also stated she would check into getting notepads or pens from IPMA National for a give-away. Becky stated the Thank You notes are no longer available through IPMA and she will create one. She stated she would try to find the Greater

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KC IPMA-HR logo. Possibly Lori, Jose' or Shana would have or know where to find the logo. Becky motioned we authorize the purchase of 100 Thank You Cards at .45 per card. Kim 2<sup>nd</sup> the motion. The motion passed.

Becky stated she sent out Welcome letters to all 2015/2016 members. Becky stated she also ordered brochures from National IPMA regarding membership and certification to pass out at the Meet-n-Greet meeting.

Becky also stated for the Board to keep her informed of any HR professionals we meet or hear of that might be interested in joining Greater KC IPMA-HR. Sari advised she would look at the Conference listing and update/add email addresses of attendees if not already in our database.

### **Past President's Report – None**

### **Treasurer's Report – Amy Davis**

Amy went over the July budget, see attached.

Amy also gave an update on applying for Tax Exempt status. She stated her research strongly suggested we get an attorney involved. Sunshine stated she would bring the forms necessary to complete the process. We would also need the EIN approval letter which was located in Amy's IPMA-HR notebook. Sunshine and Amy will work together on completing the IRS form 1023.

### **Secretary's Report – Sari Maple**

Sari indicated that Monday, August 10<sup>th</sup> is the final day to register for the Meet-n-Greet event to be held Thursday, August 13<sup>th</sup>. Sari will let Lisa and Susan know the final count before close of business on Monday. We currently have 31 RSVP's, but have not heard from the KCPD yet. Sari stated she would follow up with Nick Nichols to get their RSVP names/information.

We are up to 79 members for the 2015/2016 year, and still receiving more membership applications. Sari provided a spreadsheet of member names to Amy and requested that Amy confirm payment on each individual.

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

Kim confirmed plans for the Meet-n-Greet. We will have magician Augie Gilbreath perform. Kim will buy magic wands and confetti for table decorations.

Kim passed out prior year evaluations for the Board to review. She also stated that we would utilize survey monkey for future meeting evaluations. Kim will send the link to Sari to email all attendees after each meeting.

Kim stated that she has speakers for most of the 2015/2016 year, however, we still need a few more topics/speakers.

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

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Susan will follow up with Brancato and provide the signed contract. She will also talk to them about payment options and paying in full the day of the event. Lisa will be in charge of decorations at the kick-off event.

**Other New Business: None**

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

Thursday, September 10, 2015

With no other business to discuss, Becky moved to adjourn the meeting. Kim 2<sup>nd</sup>.

Respectfully submitted,  
Sari Maple, Secretary

**\*Reminder – Sari will not be at the September meeting or Board meeting.**