

IPMA Board Minutes April 14, 2016

The IPMA-HR Greater KC Chapter held its monthly board meeting on April 14, 2016 at the Shawnee Town Hall.

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

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

Shana Marsh spoke to the Board and advised that on May 12, 2016 the International IPMA-HR conference planning team will be here for a site visit and would like to take the Greater KC IPMA-HR Board out for dinner. The planning team will be staying at the Marriott and thought that perhaps the Majestic would be a good place to dine. Shana will let the Board know closer to the event where the outing will be held. The Greater KC IPMA-HR Board was also asked to host a table at the International Conference in September 2016 to represent the Greater KC chapter. There will also be volunteer opportunities for moderators, dine around, and concierge services during the conference. The Greater KC Board was asked to announce the volunteer opportunities at their Spring Conference to be held in May 2016, and have sign-up sheets available.

Old Business

Lori will submit the recommended Charter changes (Board terms) to Neil Reichenberg at International IPMA-HR for approval.

President Report – Sunshine Petrone

Sunshine asked the group about the monthly ice breakers and it was a consensus to include at meetings, but not every month. It was also suggested that one of the meetings during 2016/2017 be round table discussions, as this was well received at the last meeting when it ended early. Sunshine advised she would add to the July Board agenda.

Sunshine reported that the Nominating Committee met after the April monthly meeting and will be following up with members interested in running for a Board position. It was suggested that the nominating committee also communicate the various technical skills necessary for the various positions. For example, the Secretary will need to use Access. The Program Chair will need to utilize Publisher, etc.

Sunshine asked the Board about the need for Summer Board meetings and it was decided the first Board meeting following the election results and new officers would be June 1, 2016 at the Airport. This Board meeting will focus on helping the new Board members understand their roles and responsibilities.

President Elect Report –Becky Salter

Becky shared that thus far there have been no nominations for the Thomas Lewinsohn Award and that she planned to send the final reminder out the week of April 25. Becky also stated she would purchase the award (should we need one.)

Past President's Report –Lori Briggs

Lori advised that thus far there are only seven or eight people registered for the IPMA-HR Competencies Training being offered at the Regional Conference. Plans are to still hold the class, but with only one instructor. Additionally, Lori advised that the International Conference Committee has asked that the Greater KC Chapter have a table set up at the conference to assist attendees, direct them to area attractions, and serve sort of as concierge agents. Lori will

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have a sign-up sheet available at the Spring Conference. Additionally, Lori advised that the Tuesday event for the International Conference will be held at the WWI Museum.

Secretary's Report – Sari Maple

Sari advised she would send the proposed changes to the Bylaws to the membership by April 30, 2016 which will be more than the required 30 days notice prior to the Spring Conference.

Sari asked if the Board would like to consider increasing membership costs to offset food prices, potential parking costs, etc. The Board decided to leave costs the same. Sari outlined several updates to the 2016/2017 membership form. Once the updates are made to the form, Sari will send to Roman to post on the website, and send to the membership the first week of June.

Sari stated the 2016/2017 Board application form will be emailed to members today with the application deadline of Friday, May 13th. The nominating committee members are Marquita Hundley, Rosetta Smith and Nick Nichols.

Sari and Becky recommended the group consider Name Badges for members that each would be responsible for bringing to meetings. This was not a popular opinion and we will continue organizing name badges each month before the meetings.

Treasurer's Report – Amy Davis

Amy advised that non-members planning to attend the Spring Conference are not able to pay online. They may register, but they will need to pay by other means. She also reminded the Board that for every member who is not also a member of IPMA-HR International, the Chapter must pay \$25.00. Lori advised that this is why the non-member rate is higher; to off-set this expense. The Board discussed ways to better educate the membership about the benefits of also joining IPMA-HR International and to provide greater clarification regarding the different memberships. Becky suggested that the Board send information about IPMA-HR International when they welcome new Chapter members.

Amy advised that total cash in checking and savings accounts was \$24,655.76 and that there was one outstanding check in the amount of \$480.33 for Brancatos Catering. The Treasurer's report is attached. In her research related to Tax-Exemption Status, Amy advised that nothing had been done on this. On the 2015 tax filing, she advised that Sari's sister had provided information and it appears we are to submit the simple form, 990N, but that she believed that our income was at a level that we may not even be required to file. Sunshine committed that she will research the regulations and report back to the Board. Amy also advised that one of the sponsors for the Spring Conference had requested a W-9 and Amy requested assistance in completing this form. Lori advised she would send to Amy the W-9 the Region utilizes as a sample.

Program Chair's Report – Becky Salter on Behalf of Kim Marshall

Becky reminded the Board that Kim had shared an update via email. The Board confirmed that Kim should move forward with purchasing gift cards for speakers as recommended in Kim's email. Additionally, the Board agreed that it would be beneficial to meet again on May 12 at 3:30. The location will be the same as the location selected for the dinner with the International Conference Planning Committee. The Board agreed to meet at 1:00 on the day prior to the Spring Conference for set-up and preparation. Becky committed to contacting Kim to request that speaker bios be provided no later than April 19.

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

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Lisa stated that K-Macho's was unresponsive related to catering the Spring Conference and she and Susan were identifying another caterer. They advised that Brancatos was very interested in catering and they will also reach out to Grandma's Catering, Classic Catering, and others on their list. Sunshine recommended that the Chapter pay for "full" catering services rather than drop-off service.

Other New Business: None

Next Board Meeting Date, Time and Location

Thursday, May 12, 2016

3:30 p.m.

Location to be Determined

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

(Thank you to Becky for helping with the minutes)

Respectfully submitted,

Sari Maple, Secretary