

IPMA Board Minutes February 9, 2017

The IPMA-HR Greater KC Chapter held its monthly board meeting on February 9, 2017 at the Shawnee Town Hall location.

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

Becky called the meeting to order. Sari moved that the January 2017 minutes be approved, seconded by Susan. The minutes were unanimously approved.

President's Report – Sunshine Petrone provided an email in advance

Sunshine provided the updated Certificate of Appreciation including updates made from comments received at the last Board meeting.

The Drop Box account has been created and Board members should add relevant documents to the folders. Sari advised she had made new folders that separated meeting minutes by membership year. Becky and Lisa indicated they had received notification that changes had been made to the Drop Box.

The Record Retention policy was discussed with the following changes:

- Membership Forms – 2 Year retention (Current year and one previous year)
- Delete "General Ledgers, balance sheets and income statements"
- Revise title of "Account payable vouchers, invoices and other supporting disbursement documents" to "Expenditure Reports/Check Registers". Change retention to 3 years.
- Delete "Purchasing requests for proposals, bids and other supporting documents"
- Delete "Contracts for goods or services"

It was discussed that we can give the Audit Committee read only access to the Drop Box account while doing the audit. It was decided to discuss further at the next meeting after Lori sends Amy a spreadsheet of the check register template she keeps for Central Region.

Sunshine is requesting volunteers to serve on the Nominating Committee and will follow up with the Board once the individuals have been selected. The positions available on the Board include the Treasurer, Member-at-Large, and President Elect.

President Elect's Report – Becky Salter

We now have 108 members and have surpassed the largest chapter in the Central Region. We will also request volunteers to serve on a Membership Committee at the Spring Conference.

Sari will update the Membership Drive email blast, and send to Board for revisions, etc. Becky suggested we offer a special incentive for people to pay for their memberships early. She suggested we could put information in the conference announcement that memberships purchased at the Spring conference would be placed in a drawing for an iPad mini.

Past President's Report – Lori Briggs

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Lori stated everyone needs to play around in the Member's only page and give her feedback.

The Central Region conference is coming along. There are not as many people signing up for the Competency Classes.

Treasurer's Report – Amy Davis

Amy went over account balances for January. She also stated the square had an update, and has not worked properly afterwards. It is now outdated due to the chip. We can buy a new Square for \$49.00.

Secretary's Report – Sari Maple

Sari reported the online meeting registrations are still not sending a notification to Amy or her. Sari has mentioned to Roman a few times, and he is still working on it.

Program Chair's Report – Lisa York

Lisa reported the March program would be presented by Rachel Keck about Listening Skills.

Lisa stated she had not worked on the criteria for the year round sponsorship and would defer that topic until March's meeting.

The group brainstormed locations in Missouri for the Spring Conference. Becky stated the Cerner location was on hold. Lisa advised neither Unity Village or MCC are available. However, Lisa stated the Lenexa Fire Station is available and she went ahead and booked it in case we are unable to find something in Missouri. Lori advised she would check on Shoal Creek. Lorraine is still following up on UMKC.

Becky advised that Hannes has confirmed to be the closing keynote. She will also follow up with Lucinda from Oklahoma to present the HR2020. She will offer to assist with costs up to \$500. Lisa will send a request to Central Region to request help to pay for Lucinda's expenses.

Sari will send out the list of potential sponsors so everyone can add to the list. Once Sari receives any additions to the list, she will send out the sponsor request letter.

We still need to find a morning Keynote speaker. Ideas presented included Loretta Summers with the Summers Group, Mike Fowler with Validity, Shelley Freeman for a legal update, and the wine guy that no one could remember his name (but Lori will get from Kim Marshall).

Suggestions for giveaways at the Spring Conference included a bag, like the one SHRM gave away, and a Yeti mug.

Members at Large – Susan Cox and Lorraine Wesley

At today's meeting, we ran out of salad, which is not the first time. In the future, when ordering special options (such as vegetarian) we will make sure there is a separate salad prepared.

Next Board Meeting Date, Time and Location

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Thursday, March 9, 2017

1:00 pm

Aviation Department

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

Respectfully submitted,
Sari Maple, Secretary