

IPMA Board Minutes July 17, 2013

Board members present: José Portugez, Cynthia Haynes, Marquita Hundley, Nick Nichols, Kim Marshall, and Becky Salter.

Board members absent: Lori Briggs and Sunshine Petrone.

The IPMA-HR Greater KC Chapter met on July 17, 2013, at MARC, 600 Broadway, Kansas City, Missouri at 2:00 p.m.

José called the meeting to order. Kim Marshall moved to approve the June 28, 2013 minutes, as amended. Upon second by Becky Salter, the Minutes were unanimously approved as amended.

Old Business:

Membership Drive and Meet-N-Greet: Confirmed schedule as follows:

2:00 p.m. – 2:45 p.m.	Open/Appetizers/Icebreaker
2:45 p.m. – 3:30 p.m.	Presentation
3:30 p.m. – 4:00 p.m.	Social Time and Drawing

Cynthia shared the recommended menu from the caterer, with initial per person costs at \$12 plus delivery, set-up and tax. After discussion, direction was provided to Cynthia to approach the caterer with suggested changes to the menu in order to reduce the per person cost to \$10. Cynthia will email the Board additional options after speaking with the caterer.

Kim advised that Lori had purchased the Kindle Fire and Quick Trip gift cards. Kim asked about whether the Board planned to distribute portfolios, bags, etc. and shared that they still had quite a few. Becky suggested that it may be advantageous to conduct an inventory. Kim advised she would coordinate with Lori, as the two of them were in possession of the giveaway items.

Regarding decorations, Kim indicated she would acquire nautical themed items and Marquita shared that she had ceiling decorations that she could make available. Becky will provide the skirt for the check-in table.

President's Report – None

Past President's Report – José Portugez

José advised that the audit results were wonderful and that an excellent report had been provided. Discussion was held related to how long Chapter records should be retained and Marquita committed to research retention recommendations from IPMA-HR National.

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Treasurer's Report – Marquita Hundley

Marquita presented the financial report and explained that she had changed the format. The account balances are as follows:

Share Account Balance	\$1,037.37	
Checking Register Balance	4,436.14	
Checking Balance	4,436.14	
Minus Outstanding Checks	-15.00	
Total Checking	4,421.14	
Plus Share Balance	1,037.37	
	<u>\$5,458.91</u>	Total Cash Available

Marquita advised that she now has the login information for PayPal and has shared it with Roman so that membership dues could be paid online. Marquita inquired about use of the charge card reader for a cell phone and will research feasibility of using the device at the monthly meeting. It was pointed out that the name of the Treasurer had not yet been updated on the Membership Application, and Becky volunteered to contact Sunshine to update the Application with Marquita's name and contact information. Becky will ensure the new Application is shared when the meeting reminder is emailed.

Secretary's Report – Becky Salter

Becky advised that she had created an email group of the contacts provided and indicated she could share with the group. Additionally, Becky advised the meeting announcement/invitation had been sent to those on the email distribution list and that she planned to send two additional reminders before the deadline. Becky indicated there was some confusion as to who was responsible for the various membership records, and José indicated that the Secretary should maintain the membership roster.

Program Chair's Report – Kim Marshall

Kim shared with the Board the 2013-14 Program topics/speakers. There were two options presented for the November meeting, and the Board indicated a preference for the "Strategic Planning for HR" presentation.

August 8	Danielle Rodenbough, "How to Build a Strong Team"
September 12	Jeff Pinkerton, "Changing Demographics in the KC Metro and Implications for HR"
October 10	Greg Wolf, "What HR Should be Looking at in Total Compensation Today"
November 14	Jeanie Lauer, "Strategic Planning for HR"
December 12	Bob Charlesworth, "Crisis Management"
January 9	Not Confirmed
February 13	Not Confirmed
March 13	Not Confirmed
Spring Conference	Not Confirmed

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Kim advised that ideas were needed for the Spring Conference and that this would need to be discussed at the next Board meeting. To this end, all Board members are to bring their planning calendars to the September 12 Board meeting. Kim advised that "save the date" cards would be available and placed on tables at the August Meet-and-Greet. Discussion was held concerning who was responsible for creating the program flyer each month, and it was clarified that the Program Chair would create the flyer to send to the Secretary for distribution.

Members-at-Large Report: None

Other New Business

Discussion was held concerning a need to clarify responsibilities for each of the Board members, particularly new members. José shared that the duties were set forth in the By-Laws, however several members felt that it would be helpful to provide additional guidance so that future Board members would be adequately prepared for their duties.

Next Meeting Date, Time and Location

August 8, 2013, 1:00 p.m.
Shawnee Town Hall
11600 Johnson Dr., Shawnee, KS

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

Respectfully submitted,

Becky Salter, Secretary