

**NESD SHRM Board Meeting – Tuesday, January 31, 2017 @ 11:30**

**Wheel Inn Café**

**Meeting Minutes**

**Members in Attendance:** Laurie Gates, Tammy Davis, Melanie Schroeder, Kris Melmer, Sheila Mennenga, Stacey Goar, Misti Gilbertson, Leigh Kuecker, Tammy Davis

- Tammy motioned, with a second by Misti, to approve the November minutes. So moved.

**Updates from Board Members:**

**Past President-** Audra Hunt - (absent) no report

**President Elect** – Tammy Davis -no report

**Treasurer-** Melanie Schroeder - Laurie provided a financial summary and balance sheet for December 2016, as well as a proposed 2017 budget. Budget allocation changes were discussed, and the final draft to be presented/approved at the February Board meeting. Laurie will work with Melanie in February on the financial reporting requirements going forward.

**Membership Director** – Krisi Melmer - Kristi is going through the renewals and payments to date, and will provide an updated membership list at the February board meeting.

**Foundation Representative** – Sheila Mennenga - The board approved another \$450 donation to the SHRM Foundation for 2017 as well as up to \$125 for a gift basket for the State SHRM Conference. All board members were encouraged to donate at least \$30 to the SHRM Foundation.

**Diversity Advocate** – Stacey Goar - No report this time, but with a new Administration in the White House, there may be some changes coming this year. We will update the chapter as these develop.

**Government Affairs Representative** – Misti Gilbertson - Misti wanted to remind everyone that the OSHA Annual Summary needs to be posted by February 1<sup>st</sup>. Also, the new I9 is out and the electronic form helps ensure that the document is filled out completely; you can't proceed further into the form until each box is filled in.

**Workforce Readiness Advocate** – Steve Hauck – absent. Steve had asked Laurie to ask the board if there would be interest in a certification study group at LATI. The board was interested, but would like to know more information about what LATI could provide, of if they would purchase the SHRM Learning System for their students, and let the study group utilize. Laurie will also contact the Brookings Chapter to see if SKYPE capabilities are available with their study group already in place.

**VP's Programming/Certification** – Leigh Kuecker and Tammy Davis - The next program will be on February 14 with the topic being Cyber Security. The March program will be on Lean Office. We are also a sponsor for the Spencer Beach program on February 7<sup>th</sup>. More information is on our website.

**Newsletter/Website Representative** – Becky Joseph (absent) no report.

### **Old Business:**

#### **Strategic Planning Objectives**

- **Communications Committee** - The Communications Committee will be increasing communication to the chapter by sending Outlook program reminders, chapter highlights, and featuring new members in the newsletters, having program sponsors at roundtables, and using the blog feature on the website.
- **Membership Committee** - The Membership Committee is looking at doing some membership mailers, hosting a networking social vent, and requested that we work in more networking time at our programs.
- **Community Committee** – The Community Committee will be planning a different community event each quarter. For first quarter, we will be hosting a donation drive to the Boys & Girls club. In quarter two, we will be serving the Watertown Banquet. For quarter three will be a Food Drive for the Salvation Army. And the fourth quarter will feature a donation drive for the Humane Society. More information on each of these events in the weeks ahead.

#### **LATI Scholarship Recipient**

- **Laurie Beaner** was selected as our LATI Scholarship Recipient.

### **New Business:**

- **Meeting Location** – Laurie received a request to consider a more central location for our board meetings. Board members are to consider locations and email their suggestions to Laurie. Until further notice, the meetings will continue at the Wheel Inn.
- **2017 Compensation Survey** – Laurie has contacted Kathleen Murphy to tabulate our 2017 Compensation Survey, which will be sent out this spring. The Watertown Development Company has agree to co-sponsor the survey again.
- **2017 State Conference Registration Incentive** - Laurie mentioned that the board had talked about doing some sort of an incentive for the State conference. Please think of some ideas on how we can promote the State Conference, which will be 5/3- 5/5 in Pierre, SD.

Motion to adjourn by Tammy; seconded by Stacey. So moved.