

LHRMA April Board Meeting Minutes

Wednesday, April 4, 2018

Present: Lindsay Selig, Joel Scherling, Jamie Mohrman, Maggie Hayek, Jessica Reay, Amy Dorenbach, Beth Hemphill, Judy Sinner, Amber Dingwell, Michele Spadt, Amy Spellman

Absent: Justin Schreier, Angela Caldwell, Robbie Seybert, Jenessa Keiser

Action Items:

- Get your budget information to Maggie by Friday, April 6th.
- Notify Lindsay by Friday, April 6th if you plan on attending Lincoln's Best Place to Work Luncheon.

Beth Hemphill, Chapter Management Professional (CMP)

- May newsletter submission deadline is April 17th. Get necessary items to Beth Hemphill. Best way to correspond is via e-mail (lhrma0048@yahoo.com).
- Current rules regarding e-mail blasts are on page 7 of the LHRMA Policies and Procedures. The free posts no longer need to be approved by the entire board but they do still have to provide a definite benefit to LHRMA members. Program Chairs and President will now approve the free event ones that go out to ensure that it's not in competition with LHRMA programs and/or not on the same day as any LHRMA events. They will also go out on Friday with the other e-mail blasts. The paid posts will also now be approved by the Program Chairs and the President.
- All of our membership fees as well as advertising fees will be discussed more in-depth at the July Board meeting.
- Beth is going to keep a running list of advertising events in Dropbox.
- For now, LHRMA will only promote our events on social media. In July, we will discuss more in-depth if we want to advertise outside company events on LHRMA's social media.
- Approximately 282 members have renewed. Justin has started to reach out to individuals who have not renewed.
- An announcement will be made at the next LHRMA meeting that we will be doing Friday e-mail blasts once a week and to keep an eye out for the weekly e-mail. The board will continue to evaluate this and re-visit it if needed.

Amy Dorenbach - Secretary

- Amy made a motion to approve the March minutes in Dropbox. Michelle approved the motion, Judy seconded the motion. No board members opposed the motion.
- Last year, we did not break even with the salary survey. However, it was more expensive last year due to the initial set-up costs. Joel stated he thinks we should do it again this year, Michelle mentioned that we can promote it more this year as well. Maggie added the cost to the budget. Last year, it was approximately \$8,000. Judy mentioned that she thought we were in a contract from last year. Lindsay looked up the contract and for the second and third year, it is \$6,500. The board decided we will do the survey again this year and Amy will inform Kellie to go ahead with the process. Amy will act as the liaison between Kellie and the Board and will also get monthly updates from Kellie and relay them to the Board.

Maggie Hayek - Treasurer

March Financials

- Total Income for March: \$2,618.44
 - Transfer from Pay Pal: \$1,978.17

- Total Expenses for March: \$3,301.29
- Please see the full financial reports in DropBox for additional details.
- Maggie passed around a budget worksheet for all members to review for the 2018 budget. Maggie will also e-mail the sheet out to all members who were not in attendance. Members need to report back to Maggie by Friday, April 6th if their budget items look correct. Maggie will have numbers available at May's Board meeting.

Lindsay Selig, President

- 2018 Strategic goal – For all board members.
 - Improve our perceived benefit for members by creating an annual report that tracks various aspects of LHRMA and present the report to membership at the November meeting.
 - Areas to track:
 - Monthly membership numbers
 - Number of new members
 - Legislative bills that LHRMA took action on
 - Monthly meeting attendance
 - Revenue/Expenses
 - Community outreach events
 - Certification credits awarded
 - SHRM Foundation funds raised
 - Number of 1st jobs Lincoln employers and students
 - Participation numbers in the salary survey
 - How many members became certified
 - How many SHRM members versus local LHRMA members
 - LHRMA attrition rate
- Banking Information
 - Accounts are set up. We are just waiting on setting up Jet Pay. Had to track down a copy of our 501(c)6 letter from the IRS. Should arrive to the PO Box any day.
- Meeting announcements – Angela is going to talk about the Civil Rights and EEOC conference that is available to members. Lindsay will announce the Friday e-mail blast. Jessica is going to announce May Day baskets. Justin is going to announce the new members. Judy stated we have ten books to give away. Ruth will be announcing the speaker and can give away the books at the same time.
- Board members lunch at LHRMA meetings – Board members will still register and just mark pay at the door on their registration form. Beth will then mark us off when we enter the meeting. Board members will still need to pay for the workshop option. Lindsay made a motion to approve, Judy approved this motion and Jamie seconded the motion, no board members opposed the motion.
- Best Places to Work Luncheon – April 19th – Lindsay is going to send out an e-mail today so we can get a headcount by Friday to reserve a table.
 - Table – Respond to Lindsay's e-mail by Friday, April 6th so she can get a table reserved.
 - Decorations – Last year we gave a check to Woods Aitken and they decorated the tables. This year, we need to decorate approximately 40 tables. Joel and Judy are going to check with HyVee. Maggie is going to see if we can get a discount from HyVee since she has some connections there. We're going to try and do potted plants and something fun to go along with the theme. Maggie is going to call HyVee today and keep Lindsay, Joel, and Judy in the loop.

Judy Sinner & Michele Spadt - Programs

- April 10th – Firefighters Reception Hall – 54 people are currently registered. Registrations are due today.

- Luncheon Program – Managing to Make a Difference
- Presenters: Larry Sternberg, Talent Plus
- Collaboration with Membership and Media
- Discussion on Reality Based Leadership presentation
- This year, Judy said we’re going to pay some of our speakers from what is included in the yearly budget. One is in November for \$2,000 and Judy and Michele are going to work with Amber and Joel to get some marketing out to include our new members. Michele and Judy are trying to recruit another speaker for the remaining \$3,000 that they budgeted for. Judy is going to discuss options with the November speaker to get more time out of the speaker versus just the lunch program.
- Judy stated they are having some trouble finding venues for the meetings, particularly North. If you have any location ideas, let them know.
- Jessica is going to let Michele and Judy know how many tables she’ll need for gift baskets for the May meeting.

Jamie Mohrman, President-Elect

- Jamie wants to add the legislative updates to the Friday e-mail blast.

Amber Dingwell – Marketing/Social Media

- LHRMA is now on Twitter!
- Amber is working with HRAM to discuss Hootsuite.
- Amber has been working with other board members to develop a marketing plan for upcoming events.

Robbie Seybert – Workforce Readiness

- Robbie was not in attendance but provided an update to Lindsay that a number of students are signed up for internships.

Justin Schreier – Membership

- Attached are the new members for Q1 that I’ve shared with SHRM

1st Quarter LHRMA Membership Stats					
New Members	SHRM Members	Locations	#	Job Type	#
28	7	Lincoln	23	Human Resources	18
		Ashland	1	Consultant/Recruiter	10
		Adams	1		
		Omaha	1		
		Kearney	1		
		Waverly	1		

- We had 9 new members in March!
- Going to start sending emails to non-renewed members this week.
- Jamie, Jenessa, Beth and I met 2 weeks ago. We discussed Zoho, and determined we would be duplicating work if we added the system. We’re currently using three different systems. Beth stated that more can be

done in Wordpress, we just don't have it set up yet. Jamie, Jenessa, Beth, and Joel all now have access to Wordpress now and they're going to meet back up in approximately 2-months to see how things are going.

- We can get what we need straight from lincolnhhr.org. Beth shared access to get relevant member info. While it may not get the numerous metrics we were hoping for, or emailing, it will make Beth and my life easier.
- We are going to meet with the website admin to see if we can make adjustments to the webforms.
- We realized an immediate time savings for me, since I now can download new members straight from the website versus copying to an excel file from emails. Should save me ~1-2 hours a month!

Jenessa Keiser - College Relations

- No report.

Jessica Reay – SHRM Foundation

- Jessica is still working on baskets for the May meeting.
- Meeting attendees can only win one basket. If you have a raffle number that gets pulled after you've already won a basket, attendees can elect which basket they want to keep and give the other one back.
- Jessica is going to check with Felicia on purchasing tickets beforehand to help speed up the line and payment process.

Joel Scherling, Past President

- The board members made some changes in regards to advertising to members, monthly membership meetings, and certification changes of the Policies and Procedures.
- Judy mentioned that if 200 people register for a meeting we have to offer 15-minutes of speaking time to SHRM. Joel is going to add this to the Policies and Procedures.
- Joel is going to revise the Policies and Procedures. Judy motioned that we approve the Policies and Procedures with the revisions that were discussed at the board meeting. Michele seconded the motion, no board members opposed.
- Joel stated that the Excel awards were submitted. Joel mentioned that it would be helpful if we knew what our initiatives are now rather than at the end of the year.

Angela Caldwell – Community Outreach

- Civil Rights and EEOC Conference – We will get a table if Angela finds it helpful for members.

Amy Spellman – Certification

- HRCI Preferred Provider – Amy uses the certification e-mail rather than her own personal e-mail in case she were to ever move on. We will discuss down the road if we want to continue doing the HRCI preferred provider.

Meeting adjourned at 12:50 p.m. The next board meeting is scheduled for Wednesday, May 2nd, 2018 from 11:30 a.m. to 1 p.m. at the Lincoln Medical Education Partnership, 4600 Valley Road, Entrance #1.

ald