

**LHRMA August Board Meeting Minutes
Wednesday, August 8, 2018**

Present: Lindsay Selig, Jessica Reay, Amy Dorenbach, Angela Caldwell, Robbie Seybert, Beth Hemphill, Maggie Hayek, Michele Spadt, Justin Schreier

Absent: Judy Sinner, Amber Dingwell, Jenessa Keiser, Amy Spellman, Joel Scherling, Jamie Mohrman

Beth Hemphill, Chapter Management Professional (CMP)

- September newsletter submission deadline is August 20th. Get necessary items to Beth Hemphill. Best way to correspond is via e-mail (lhrma0048@yahoo.com).

Amy Dorenbach - Secretary

- Amy made a motion to approve the June and July minutes in Dropbox. Michele approved the motion, Robbie seconded the motion. No board members opposed the motion.
- Kellie received the membership list from Beth last week and is comparing the list to e-mails that she's received from people throughout the year to ensure that people who were not included last year are on the final e-mail list.
- Kellie is still wondering how many surveys were done in 2016 versus 2017 as well as how much money was collected in each year. Since we are using a new vendor, she would like to look at the ROI and evaluate if we need to charge more for the survey.

Maggie Hayek - Treasurer

June and July Financials

- Total Income:
 - June: \$2,834.17
 - July: \$1,415.28 – The check information spreadsheet shows \$6,415.28 - \$5,000 of this was a transfer from the Wells Fargo account.
 - We have \$9,684.61 in the PayPal account to be transferred to the First State Bank account. This is currently pending the account change in PayPal. Maggie is wondering if she should transfer this to the Wells Fargo account. Lindsay stated that she is going to call PayPal by the end of this week so we can get that money transferred.
- Total Expenses:
 - June: \$4,658.79
 - July: \$9,345.63 - \$5,000 of this was a transfer to the First State Bank Account. Maggie is going to look up the July expenses amount and send it to Amy to get updated on the minutes.
- Please see the full financial reports in DropBox for additional details.
- Maggie stated the budget is updated.
- Maggie is working on the Income/Expense versus Budget spreadsheet. Maggie has to have this done by the end of August for tax purposes. Lindsay is going to meet with Maggie before she submits it to HBE.
- Maggie has been in contact with HBE regarding taxes. She is working to gather information by the end of August.
- Maggie stated that the LHRMA bank account has been updated with SHRM.
- Lindsay made a motion to approve the June and July financials. Michele approved the motion with the change to the July expenses, Robbie seconded the motion. No board members opposed the motion.

Lindsay Selig, President

- State Conference
 - Lindsay reminded the board that LHRMA will reimburse for board members to attend one day of the state conference.
- Updates from State Council meeting
 - Lindsay stated that State Council is looking into software to share meetings. State Council asked if they purchase web sharing software would LHRMA be comfortable letting others attend from their desk. State Council would then get a small portion to help cover the cost of the software but then LHRMA would get the rest for revenue. The board decided we would be okay if LHRMA was able to choose which meetings to share and which ones not to share as well as being provided the technology to facilitate this, we would allow it.
 - Lindsay asked for a volunteer to check all pages of the LHRMA web site and make sure that it is updated (i.e. 2018 Excel Award, etc.). Beth stated that she would be happy to go through the website, Beth is also going to reach out to Amy S. to see if she can help her with this task.
 - Lindsay stated that the Pinnacle award applications are now available and asked if we want to make a submittal. HRAM said they would be willing to help us with the application. Lindsay thought the 1st Jobs Lincoln would be a great item to submit for the Pinnacle award. Lindsay is going to track down what we need to do and find the new application and Robbie has the old application materials. Together, they will work on getting the new application updated and submitted. Lindsay believes the deadline for the submittal is September 30th.

Judy Sinner & Michele Spadt - Programs

- Michele stated that Chris Hedican and Kathleen Neary are going to be doing the September program. They will do the employee/employer perspective of cases. They are also working on a workshop for the program.
- Michele stated they have a luncheon planned for October regarding HR Analytics and Metrics. Locations for both September and October meetings have already been reserved.

Jamie Mohrman, President-Elect

- No report.

Amber Dingwell – Marketing/Social Media

- No report.

Robbie Seybert – Workforce Readiness

- Robbie stated that two Fridays ago they had the Celebration Event at the Atrium in the new College of Business. He said the event was very powerful and some of the employers said they were hiring the interns full-time and hoped to create permanent positions for them. During the event, they gave awards out and presented the portfolios to all of the students that participated.
- Robbie stated that the committee met and they are going to have an informational breakfast in October for both current and potential Champion Employers. The venue for this has already been located. They also sent out surveys to the Champion Employers to see how they can improve and build the program.

Justin Schreier – Membership

- Justin stated that he has a renewal letter ready. Lindsay stated that in the past it has been sent out in September or October. Lindsay believes that in the past it has been printed and mailed out. Justin is going to work with Beth to get supplies and return addresses figured out. Justin is going to ensure that the package deal the board members previously voted on is in the letter. Justin is going to send Lindsay the draft of the letter before it gets sent out.

- Justin is going to see how many brochures we have for state conference and print out more if needed, Lindsay feels comfortable with having 100 brochures.
- At-Large Member Event – State Conference
 - Lindsay stated that State Council is offering \$25 off 2019 memberships for the first 10 chapter members. This event is going to be held next Wednesday night. Lindsay told Justin to reach out to Leslie to get more information regarding this. Lindsay is going to get Justin Leslie’s information. State Council has asked membership boards and the President from each chapter to attend the event. Reach out to Lindsay if you would like to attend.
 - Justin stated that 14 people became members with the Joe Gerstandt speaking event.
- Membership renewal calls
 - Lindsay stated that we want to ensure we keep LHRMA members SHRM certified. She suggested that we could have 2 people per board member and do reminder calls or e-mails of membership dues due, SHRM expiration date, and re-certification date. Justin stated that the last reminder e-mails worked well.
 - Robbie asked if we were able to get the membership numbers corrected. Beth and Justin are going to work with Nicole to make sure the spreadsheet gets updated. Beth stated that what she has in the database is correct but what is on the website is not correct. Justin stated there have been some people who have stated to him that they cannot make a forum comment and it is because they are not members so then they became members. Beth does not believe the website has been updated for 2017.

Jenessa Keiser - College Relations

- No report.

Jessica Reay – SHRM Foundation

- Jessica is working on securing the silent auction donations.
- Jessica stated that LHRMA needs to donate a basket for the State Conference raffle. In the past, Joel has done this. Beth stated that she could throw a basket together for Husker stuff. Lindsay stated she would be okay if LHRMA spent \$75 for the basket. Beth is going to donate a separate basket. The basket needs to be put together by August 23rd. Jessica is going to spend \$75 and put together a LHRMA basket.
- Lindsay is going to send Jessica, Felicia’s e-mail to let her know what we are thinking of doing for our basket. Jessica’s co-workers are going to take the baskets for her to State Conference.

Joel Scherling, Past President

- No report.

Angela Caldwell – Community Outreach

- Angela stated that October is Disability Awareness month. A few years ago, vocational rehab did a breakfast to promote awareness to the community. There is no cost associated with the event. LHRMA would just need to come up with marketing materials to bring to the event. Angela is going to confirm exactly what the event is this year and e-mail the board so we can coordinate materials needed for the event. Beth is going to get Angela the tablecloth for the event. Angela said they have people speak at the event and just promote their services.
- Angela spoke to Joe Gerstandt and he thinks that it would be a good idea to attend an event in Omaha regarding diversity and inclusion to see what it is like. Lindsay stated she is open to this and wants to see what the numbers would be like. Angela is going to see who attends and what the details are.
- Lincoln partnership for academic has a talent project every month. The 9/7 meeting is about building inclusion strategies. They did a survey to see what the landscape is going to look like in 5-10 years. Angela wants to add this to the Friday e-mail blast that this is a free forum for LHRMA members.

- Angela is also going to send Beth information to include on another speaker from Africa.

Amy Spellman – Certification

- The recipient of the LHRMA Certification Study Group Scholarship was Stephanie Lambrecht. She works at the Lincoln Airport Authority. She was the only applicant so we only gave out one scholarship. She will be mailing in a check for the difference she owes for the Study Group.
- As of now there are only three people interested in the class and one is a retake. Registration is supposed to close the 17th but we may need to extend the deadline. Marketing efforts would be appreciated.
- Amy was able to secure a new instructor so we should be all set for the Fall session.
- Andy had sent Lindsay some certification facts and statistics that she is going to send to Beth regarding why somebody would want to become SHRM certified to include in the e-mail blast that Beth is going to send out.
- Beth is going to reach out to Amy S to see if we could get a testimonial from one of the previous members who completed the study class.

Meeting adjourned at 12:31 p.m. The next board meeting is scheduled for Wednesday, September 5th, 2018 from 11:30 a.m. to 1 p.m. at the Lincoln Medical Education Partnership, 4600 Valley Road, Entrance #1.

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