**LHRMA February Board Meeting Minutes**

**Wednesday, February 6, 2019**

**Present**: Lindsay Selig, Amy Dorenbach, Maggie Hayek, Justin Schreier, Jamie Mohrman, Cindy Mefford, Robbie Seybert, Angela Caldwell, Amber Dingwell, Jessica Reay

**Absent**: Jenessa Keiser, Joel Scherling, Amy Spellman, Beth Hemphill

**Action Items:**

* Amy is going to look back at past Board meeting minutes to see what was discussed regarding non-profits presenting at LHRMA meetings.
* Maggie asked that Board members update their budgets in Dropbox.
* Lindsay is going to submit the contract for Zach Tobey’s company to continue updating the LHRMA website.
* Lindsay is going to send out a survey with strategic planning meeting dates.
* Joel is going to work on the Excel award.
* Angela is going to work on an application process for non-profits to speak in front of the membership group.

**Beth Hemphill, Chapter Management Professional (CMP)**

* March newsletter submission deadline is February 20th. Get necessary items to Beth Hemphill. Best way to correspond is via e-mail ([lhrma0048@yahoo.com](mailto:lhrma0048@yahoo.com)).

**Amy Dorenbach - Secretary**

* Amy made a motion to approve the December and January minutes in Dropbox. Cindy approved the motion, Jamie seconded the motion. No board members opposed the motion.

**Maggie Hayek - Treasurer**

* January Financials:
* Total Income for January: $25,915.05
  + $13,346.19 – SHRM NE State Council, State Conference proceeds.
* Total Expenses for January: $6,062.35
  + SHRM Learning System - $3,293.43
* Lindsay made a motion to approve the January financials. Michele approved the motion, Amber seconded the motion. No board members opposed the motion.
* Please see the full financial reports in DropBox for additional details.
* Maggie stated that we made an update to the employee theft insurance to cover $100,000. The current amount of coverage is $50,000 but since our account currently averages closer to $100,000 it made sense to increase this amount.
* Maggie stated that the 2019 Budget is in the 2019 Financials folder. Please either make changes to the document or email Maggie to make changes. Maggie asked that board members have this done by the end of the month.

**Lindsay Selig, President**

* Meeting announcements
  + Cindy asked if we could put upcoming meeting on the tabletops, the board agreed that this is a good idea.
  + Lindsay is going to make a legislative update announcement.
* Lindsay stated that we have worked with Zach Tobey for the last few years to update our website. Currently, we pay him around $700 a year. Zach asked if we could pay him through his company versus being a 1099 employee. The rate through the company would be around $900 a year. By doing this, he would be able to do the work during his business hours. Jamie and Lindsay looked through the contract and we would pay the yearly fee in two halves and it would require a 30-day notice if we wanted to stop using their services. Lindsay stated the fee is a fixed cost as long as we only have him doing what he is currently. The board agreed that we should sign the contract. Lindsay stated that she would get the new contract signed, submitted, and placed into Dropbox.
* Lindsay is going to send out a survey monkey with some strategic planning dates.

**Cindy Mefford – Programs**

* February 12th – Lincoln Firefighters Reception Hall
  + Luncheon Program – 6 questions for successful retirement.
  + Presenter: Alan Kuzma, Kuzma Financial Services
  + Beth related that 24 individuals are currently signed up for the February meeting.
* March Program & Workshop – Stupid Things Leaders Do – A Guide to Not Ruining Your Culture – The presenters are Brett & Blake Hoogeveen. Doane University is a gold sponsor and the venue is Country Inn & Suites where a taco bar will be served.
* The April meeting will feature a topic on diversity. Cindy is thinking that Clover Frederick will do a program on poverty.
* The May meeting will feature a program on strategic or cultural leadership with Dan Cedar presenting.

**Jamie Mohrman, President-Elect**

* Jamie stated the newest legislative update is being updated on the website.
* Jamie stated that Allison Weber runs the SHRM group at UNL. Allison is looking for people to come in and talk to students about best practices for an HR career. Allison also wants to know if some of the SHRM group students can come and sit at a table at one of our meetings. Lindsay stated Jamie could reach out to Jenessa to see if they are in the student chapter.
* Jamie discussed Bridges of Poverty with Bryan Seck. This group is a non-profit that is wanting to discuss how they relate to employment. Cindy is already working on this with Clover Frederick for the April meeting. Lindsay asked Angela to work on an application process for non-profits to speak in front of the membership group. Each board meeting, we could then review prospective non-profits.

**Amber Dingwell – Marketing/Social Media**

* No report.

**Robbie Seybert – Workforce Readiness (Absent)**

* Robbie sent an e-mail to the board and perspective Champion Employers this morning looking for companies to participate in 1st Jobs Lincoln.

**Justin Schreier – Membership**

* Justin stated that membership renewals are still coming in. Justin estimates that we have at least another 30% of renewals to go. He is going to reach out to Beth to see how many we have left and then send out another e-mail. At the next board meeting, he may ask board members to divide up some of the renewals and make personal e-mails or phone calls.
* Justin created a membership dashboard that he passed around. He wants to start doing this on a quarterly basis. He stated that the dashboard will help LHRMA set benchmarks.
* Justin stated we have 11 new LHRMA members in January.
* Justin reached out to Dave regarding LRHMA brochures. The board discussed ordering 200 brochures for State Conference and for different events that we could hand them out at.
* Justin discussed Constant Contact invoices. Maggie believes she added this to Justin’s budget. The renewal is $350 annually and is due April 1st. Justin is going to confirm that the fee is in his budget.
* Lindsay is going to send Beth an e-mail to see if we can use Constant Contact for the e-mail blast.

**Jenessa Keiser - College Relations**

* No report (absent).

**Jessica Reay – SHRM Foundation**

* Jessica stated that she will begin collecting donations for the annual May Day basket raffle next month.
* Jamie mentioned that being able to pre-pay for raffle tickets would be nice. Jessica stated that we’ve done this before and only a couple of people pre-purchased tickets.
* Justin stated we could export HR vendors that are LHRMA members and reach out for donations. Justin is going to send this list to Jessica.
* Joel mentioned that we could reach out to HR vendors from the State Conference that are Lincoln companies. Lindsay stated Jessica could reach out to Judy Fisher to get the list of vendors from the State Conference.
* Lindsay stated it would be nice if each company wrote a little paragraph to put next to their basket for additional marketing exposure. Joel said we need to acknowledge companies who donate baskets more. Jessica stated that she does send the company’s thank you notes of appreciation.
* Lindsay asked Amber if we could put a list of donators on the tabletops and on social media. Amber stated she would do this.

**Joel Scherling, Past President**

* Joel is going to work on the Excel Award. Lindsay stated this is not required but highly encouraged. The award is based on strategic initiatives that LHRMA has met.
* Joel stated in the past we have used workforce readiness. He gave an example of using Justin’s membership data. Justin said he would add a line on his Constant Contact e-mails to like LHRMA on Facebook.
* Lindsay stated that if anybody has any additional ideas to send Joel an e-mail.

**Angela Caldwell – Community Outreach**

* Angela mentioned promoting the circle meetings with Joe Gerstandt through an e-mail blast. She has a set meeting schedule now that a Lincoln group has been established. The group is called “The Circle”. Angela is going to send both Beth and Amber information to promote it. The meetings are always the 1st Friday of the month and will be held at Spreetail. The meetings are from 9-10:30 a.m. and the March 1st meeting is going to be centered on individual and organizational goal setting.
* Joel suggested doing a feature article in the newsletter regarding the group.
* Angela discussed Project Search through Vocational Rehabilitation. They are having a job fair and looking for sponsorship employers on April 30th. Angela asked if this is something she could promote through an e-mail blast.
* Jessica mentioned doing a community calendar on the LHRMA website. Amber stated she could also create events on our Facebook page. Angela is going to work with Beth and Zach on creating a calendar. She will also keep Amber and Justin posted.

**Amy Spellman – Certification**

* Amy stated we have six people registered for the spring certification class.
* Amy shared some frustration regarding the SHRM learning system not having an e-format version. She has shared this issue with her SHRM learning system contact.
* Amy did have one registration that didn’t come through. The student did have her receipt so Amy was able to get her registered and get a learning system ordered for her.

Meeting adjourned at 12:56 p.m. The next board meeting is scheduled for Wednesday, March 6th, 2019 from 11:30 a.m. to 1 p.m. The meeting will be held at Eastmont Towers at 66th and O Street. Board members will need to enter in the Springfield building and check-in with reception.

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