**LHRMA January Board Meeting Minutes**

**Wednesday, January 8, 2020**

**Present**: Amy Dorenbach, Justin Schreier, Amber Dingwell, Angela Caldwell, Jessica Reay, Maggie Hayek, Beth Hemphill, Robbie Seybert, Jamie Mohrman, Cindy Mefford, Micah Lindblad, Nichole Hall

**Absent**: Lindsay Selig, Jenessa Keiser

**Action Items:**

* Board members need to send their committee names and t-shirt size information to Jamie and Amber.
* Board members need to review the job descriptions that are posted in Dropbox.
* Jamie will send out a poll for strategic planning meeting dates.
* Jamie will contact Constant Contact to see if she can update the registration e-mail address for the LHRMA newsletter.
* Micah and Amber will look into options for doing surveys online at a meeting.
* Beth will send Justin job titles of meeting attendees to add as a data point on the dashboard membership sheet.

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

* Beth stated that the January newsletter has been sent out. The February newsletter submission deadline is January 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 November and December minutes in Dropbox. Robbie approved the motion; Jessica seconded the motion. No board members opposed the motion.

**Maggie Hayek – Treasurer**

* December Financials:
* Total Income for December: $4,484.40
* Total Expenses for December: $7,361.56
	+ Abante Marketing: $1,171.93
	+ Programs (Nov., Dec., and Jan.): $3,816.40
* Maggie stated the tax and financial review is wrapping up. She is hoping that it will be complete in the next couple of weeks. Krystal or one of her co-workers at HBE will attend one of the board meetings to go over everything in the upcoming months.
* Maggie stated the 1099-Misc will be completed by the end of the month for paid staff.
* Cindy made a motion to approve the November and December financials; Robbie seconded the motion. No board members opposed the motion.
* Please see the full financial reports in DropBox for additional details.

**Jamie Mohrman, President**

* Jamie asked how the December social and logo reveal went. Board members said it went really well. The only suggestion would be to have it be shorter next year. Robbie also suggested putting a note up in the future that there’s no soliciting at the event.
* Jamie stated that she would like to have a standing list of committee members to order t-shirts for them. Please send that information to her via e-mail.
* Jamie stated that Nancy Conway; our Field Services Representative with SHRM has announced that she is moving to Phoenix. Our new Representative is named Delight Deloney and Jamie suggested that we have her come to a meeting at some point this year.
* Jamie stated that HRAM is having an issue with members using different e-mails between SHRM and HRAM. It was noted that we should keep this on our radar. Justin stated we have this issue with renewals as well. Amber stated that she could do a social media post letting individuals know where to go to update their e-mail address if they’ve changed jobs, etc. Robbie also suggested putting something in the newsletter. Beth suggesting talking to Zach to see if he has any suggestions on what we could do on our website to help with this issue.
* Meeting Announcements
* Justin is going to announce renewals and new members.
* Robbie will make an announcement about new legislature coming up.
* Angela may have an announcement on Junior Achievement.
* Nichole will make an announcement on the upcoming study group.
* Jamie stated the Best Places to Work was a little short of their goal for participating companies. If you know of anybody who would like to participate, they need to be registered by the 10th. Send Jamie an e-mail if anybody needs assistance in getting registered.
* Jamie asked board members to login to Dropbox and look at the job descriptions and make changes and edits as needed.
* Jamie will be sending out a poll with some dates for our strategic planning meeting for board members to vote on.

**Lindsay Selig, Past President (Absent)**

* No report.

**Robbie Seybert, President-Elect**

* Robbie stated the transition meeting with Micah and the Workforce Readiness Committee is on Friday, January 17th.
* Robbie stated today is the first session of the legislative unicameral session. This is a short session and he will be receiving updates that he will relay to the board via e-mail.

**Cindy Mefford – Programs**

* January 14th – Country Inn & Suites – 5353 N. 27th Street
* Luncheon – Employer Wellness Programs
* Presenter: Julie Yahas, LES Occupational Health & Wellness Specialist
* February 11th – Hillcrest
* Luncheon – Employee Benefits
* Presenter: The Olson Group
* March 10th – The Graduate
* Luncheon – Workplace Incivility
* Presenter: Melissa Carpenter
* April 14th – Firefighter’s Hall
* Luncheon & Workshop – Capitalizing on the Advantages of a Multigenerational Workforce
* Presenter: Cindy Heider Kaliff and Boomer-ANG
* Program document has been updated in Dropbox.
* Cindy stated that hotel venues have begun to get very pricey. She stated that we will need to either raise our price or be okay with spending additional money. Cindy has called around to some new places and said we will try LincOne Federal Credit Union and a couple of other different venues.
* Amber suggested having a morning meeting to take some of the food costs out of the equation. The board agreed that an 8:30 am meeting would be nice for one of our meetings this year.
* Robbie suggested having an afternoon meeting as well.
* The board agreed to keep pricing the same this year with our yearly price initiative. Cindy said she would bring pricing up again at the end of the year.
* Cindy is going to visit with her former committee and see what topic or month they thought would be best for a morning meeting.
* Jamie reminded board members that we were going to try and have another webinar this fall.

**Micah Lindblad – Workforce Readiness**

* No report.

**Nichole Hall – Certification**

* Nichole asked board members to help promote the study group. Five study sets have to be ordered for the year.

**Amber Dingwell – Marketing/Social Media**

* Amber is going to order additional t-shirts for committee members. E-mail Amber and let her know who needs t-shirts and what sizes they need.
* Amber is working on updating the e-mail template, newsletter, and social media with LHRMA’s new logo.
* Jessica suggested doing more of our marketing material with the color logo versus the black or white logo.
* The board discussed having talking points of what our new logo stands for and promoting it on social media.
* Amber stated that the logo standards are in Dropbox.
* Amber stated that Mary will be creating 2 PDF’s to be used as handouts:
* Why become a LHRMA member.
* Why stay a LHRMA member.
* Nichole asked if we could promote the SHRM study group at the meeting. Beth said if we have anything to put on the projector to send it to her.

**Justin Schreier – Membership**

* Justin stated that he officially submitted 328 members to SHRM for 2019. For 2019, our membership numbers stayed flat.
* Justin suggested adding a data point on the dashboard membership numbers for what the job titles are for individuals who attend. Beth is going to send Justin this information.
* Justin said that having Zach add the “Become a Member” versus “Renew” button to the website has been very helpful. Typically, he has questions on where people need to go on the website but he hasn’t had any so far.
* Justin stated the renewal e-mails were sent out last Friday to approximately 160 people.
* Justin stated that approximately 130 renewals are remaining or unaccounted for. He plans to have the board reach out starting next month.
* Justin mentioned having a debit or credit card on file for our members in the future. He stated we could have an auto-renewal option.
* The board discussed additional security measures that may need to take place if we choose to use this option in the future.
* Micah suggested having laptops available at the meetings for people to use to renew. Robbie suggested starting this in October along with a membership drive.

**Jenessa Keiser - College Relations (Absent)**

* Jenessa noted that there has been a change in the UNL SHRM chapter leadership and they are working on increasing their active participation/attendance of meetings. As a result, they will be delaying the mentorship program until February. She received one application from December that she will be matching in January, but hopes that they will get more applications with the start of the new semester.

**Jessica Reay – SHRM Foundation**

* Jessica stated that Team Empower through the SHRM Foundation is a $30 donation. She questioned if we need to update LHRMA board member requirements.
* Amber motioned to increase our SHRM Foundation to Team Empower to $30 from $25 for all board members; Angela seconded the motion. No board members opposed the motion.
	+ Jamie reminded all board members to include the chapter number of 0048 on all donations.
	+ Robbie reviewed the by-laws and stated that the donation amount is not listed in them.
* Jessica suggested a SHRM Foundation fundraiser idea of selling LHRMA t-shirts at cost plus $5 and donate the profits to the SHRM foundation.
* Amber stated that depending on how many t-shirts are ordered, they are around $15 a t-shirt.
* The board agreed that this would be a good idea.
* Amber stated that Monolith uses an online store front so maybe we could use something like that. Jessica said we could also tell individuals that all profits will be donated to SHRM. Amber is going to look into our options and keep the board updated.
* Jessica questioned what the e-mail address from the LHRMA newsletter should be. Currently, it is listed as jmohrman@kidwell@kidwell.us.com. Beth stated that this is a registration e-mail in Constant Contact. Jamie is going to reach out to Constant Contact to see if this could be changed without losing any additional information.

**Angela Caldwell – Community Outreach**

* Angela asked if we could add items to the LHRMA website calendar at no cost. Amber said as long as it does not compete with LHRMA events, this should not be an issue.
* Angela and Robbie both stated that we should promote more items on our social media platforms to push our content out more.
* Jamie suggested doing a survey to see what kind of content our members would like to see more of. Amber suggested having paper copies for individuals to complete. Nichole suggested having an online phone option for individuals to submit on. Micah said it was pretty simple to get set up. Amber and Micah will look into online survey options.

Meeting adjourned at 1:03 p.m. The next board meeting is scheduled for Wednesday, February 5th, 2020 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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