**LHRMA May Board Meeting Minutes**

**Wednesday, May 6, 2020**

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

**Absent**: Lindsay Selig

**Action Items:**

* Amy and Jamie will continue to work with HRAM regarding the salary survey for 2021.
* Jamie will work with Beth and Amber on the gift cards for the Facebook giveaway.
* Micah will reach out to some of his contacts to try and find a speaker for the June meeting. Jamie will reach out to some of her contacts at Perceptyx.

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

* May newsletter submission deadline is May 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 April minutes in Dropbox. Jessica approved the motion; Cindy seconded the motion. No board members opposed the motion.
* Amy stated that her and Jamie spoke with Sarah, Melissa, and Heather with HRAM on Friday, 5/1 in regards to the salary survey. Highlights of the call include:
* HRAM would manage the process and the orders.
* Prices would need to remain the same in the hope of both groups making money on the survey.
	+ Sarah is waiting to hear back from ACS, their salary survey vendor, on pricing including a Lincoln data cut.
	+ HRAM currently charges $225 to participants and $475 to non-participants. In 2019, LHRMA charged $100 to LHRMA member participants and $450 to LHRMA member non-participants.
	+ LHRMA and HRAM would need to agree on a timeline to review the income and expenses and potential payout.
* LHRMA and HRAM would co-brand the survey and Erin in the HRAM office would assist with all of the communication for the 2021 survey. Ideally, LHRMA could cut and paste the information.
* Last year, HRAM had between 75 and 100 participants, some of these participants included Lincoln companies. Comparatively, LHRMA had 32 participants last year.
* LHRMA and HRAM would need a formal memo of understanding to keep things clean after all decisions are made.
* The salary survey is a green survey and downloadable. The master link is housed at hram.org. Only two people per company are allowed access to the survey.
* HRAM currently has a sponsor for the survey. Ideally, the sponsor could be charged more to offset the overall price of the survey because of the expansion and exposure into the Lincoln market. Sarah is going to follow-up on this.
* ACS, the salary survey vendor sends e-mails to all of the participants from the past and current members as well. They simply send text e-mails stating that the survey is open, data is being collected, etc. They do not use the list for any reasons other than the survey. They also follow up with any questions from participants and reach out when the data is incomplete.
* HRAM’s survey participation timeline is outlined below:
	+ February: Participation opens, all members would receive an e-mail.
	+ March: Participation window closes.
	+ April: Pre-orders of the survey are available for purchase online.
	+ June: Survey data available and would be e-mailed to all who pre-ordered the survey.
* Jamie stated that HRAM is currently paying $25,000 for the salary survey without the Lincoln data cut.
* Robbie suggested that we ask the state council to co-sponsor the survey in the future. He also asked what the current sponsorship amount is. Jamie and Amy will follow-up on this.
* Jamie discussed the possible challenge of having companies that have both LHRMA and HRMA memberships and how the costs related to the survey would play out.
* Justin asked if we had let members know what the salary survey plans are in the future. The board agreed that we would wait to update members until we have a final decision made on partnering with HRAM. Hopefully we have numbers in the next week and can make a final decision.

**Maggie Hayek – Treasurer**

* April Financials:
* Total Income for April: $1,044.06
	+ SHRM: $560.00
* Total Expenses for April: $3,423.67
	+ Payment to Country Inn and Suites: $2,302.79. Maggie reached out to see if we will be receiving a refund for this.
	+ Instructor gift cards: $550.00
* Jamie made a motion to approve the April financials. Robbie approved the motion; Micah seconded the motion. No board members opposed the motion.
* Maggie stated the budget was complete and the salary survey has been removed.
* Please see the full financial reports in DropBox for additional details.

**Jamie Mohrman, President**

* Jamie discussed Facebook giveaway options throughout the month of May. Micah mentioned electronic options for e-gift cards and sent the link to the board. The board agreed it would be easiest to simply do gift cards versus gift baskets, coupons for future meetings, etc. Jamie will work with Amber and Beth on the gift card options and report back to the board. Once finalized, we can set dates to get them marketed on social media.
* Jamie stated that she and Robbie were both on the State conference call. At this point, they will be moving the conference to a virtual setting. At this time, there are no additional details. However, they are looking to change it from two days to one day and have fewer keynote speakers. In addition, local chapters may receive more income with the virtual conference due to the cost reductions. More details will be shared in the future.
* Jamie had previously sent out the link to the MAC (Membership Advisory Committee) survey to engage HR professionals. Jamie asked all members to complete the survey to help provide meaningful content.
* Jamie stated that Nancy Conway reached out and would like to be considered for honorary lifetime membership. Jamie stated that in order to receive this, you generally have to be retired and Nancy is still working. Jamie suggested that we make her a lifetime member of LHRMA and not charge her. The board agreed and all were in favor of doing this.
* Jamie reached out to Zach to get metrics on our COVID resources page but has not heard back. Jamie stated that SHRM did come out with an affiliate COVID graphic that was added to the webpage. SHRM has been coming out with a number of resources in regards to bringing employees back to work, etc.
* Jamie reached out to the food bank so that we can have a virtual food drive. This site is currently live and will be open until May 31st. Beth and Amber are going to promote this and Jamie has reached out to Zach to get it on the LHRMA website.

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

* No report.

**Robbie Seybert, President-Elect**

* Robbie stated that the legislature may return sometime in the summer. He will update everyone once more is known.

**Cindy Mefford – Programs**

* Cindy stated the committee has been having issues reaching people. They were hoping to have a meeting on Creative Recruiting and have somebody from LinkedIn speak. If you have any ideas for contacts for June, please let her know. Micah stated that he will reach out to a couple of contacts that he has. June will again need to be a webinar.
* Jamie asked if we have a backup plan for June and Cindy stated that we may be able to do a meeting on return to work protocols.
* Jamie stated that if any board members have any ideas to let her know right away so the committee can work on them.
* Jamie mentioned that Perceptyx has been rolling out a lot of content in regards to employee engagement. She will reach out to some of her contacts to see if she could get a speaker lined up for the future.

**Micah Lindblad – Workforce Readiness**

* Micah stated that the Workforce Readiness Committee is putting together a job preparation toolkit to share with participants. He will let the board know when this is completed, it should be done by the end of May.
* Micah stated they are also sharing resources for summer jobs in Lincoln. This is separate from the summer internships.
* Micah and the Workforce Readiness Committee are currently discussing how to pitch and market First Jobs Lincoln to companies towards the end of the summer for next year’s participation.
* Micah is also still working with the Chamber to create a summer learning series of some sort.

**Nichole Hall – Certification**

* Nichole stated that they found one instructor for the fall study group session through the help of Amber. They are continuing to advertise for one more. They do have a backup arranged for the fall session if they are not able to find another one. Angela is going to send a suggestion for an instructor to Nichole.
* Nichole stated that the current study group is done and using Zoom went well. The first testing session begins in June.

**Justin Schreier – Membership**

* Justin stated that our number of active members as of May 6th, 2020 is 257. Justin will send a request to Beth prior to the next board meeting to get an official number.
* Justin updated the board on the $25 special:
* All non-renewed individuals have been reached out to.
* At this point, two members have renewed via the rate special.
* Justin stated that he still wants to do a virtual new member meet-up. He is currently waiting to see how our May webinar goes so that he can follow that same process. Justin will touch base with Beth to repeat the process for the virtual new member meet-up.
* Jamie suggested doing a final e-mail blast towards the end of the month for a last chance renewal rate special.
* Robbie suggested that if we have any individuals either renew or join in the next month that they would be able to attend the June meeting at no charge.
* Beth suggested letting members know that we are trying to reach a membership goal of 300 and offer a referral bonus. Justin said we could hold off on this until next month when we have an official membership count.

**Jenessa Keiser - College Relations**

* No report.

**Jessica Reay – SHRM Foundation**

* Jessica suggested holding the SHRM Foundation raffle at the October meeting with a legal topic.
* At a previous meeting, Robbie had suggested LHRMA sponsoring the baskets. The board agreed we would discuss this at a later time and decide if we want to sponsor all of the baskets or still reach out to companies for basket donations.

**Angela Caldwell – Community Outreach**

* Angela stated that the Civil Rights Conference was cancelled. They will plan on having the same speaker with the same agenda for next year. Angela said they did cut us a refund check, Maggie will follow-up on this if we have not yet received it.
* Angela stated they are planning on doing the Vocational Rehabilitation Awareness again this year if restrictions are loosened up in the future.
* Angela discussed a number of upcoming volunteer opportunities for the board and our membership group to get to know each other better at. These items would not take place until October or November. Jamie stated this would all depend on where we are at based on Covid-19 and we can see if they would be able to take place.

**Amber Dingwell – Marketing/Social Media**

* Amber reviewed the website re-designs and bid that she had previously e-mailed out to the board.
* Justin questioned and Amber confirmed that we would still use word press, this would just change the format to allow us different options and flexibility.
* Amber stated that the website would still be updated quickly and efficiently like we are currently used to.
* Jessica asked if we have any rules in our bylaws requiring an RFP. Robbie stated that we do not.
* Amber stated that Beth could still do the day to day updates. However, any major updates would be done by the new company.
* Amber stated the company would start building the website and provide us with a test link prior to members seeing it. It would essentially be a closed site while the building process is taking place.
* Jamie asked if any board members had any concerns with moving to this new platform. No board members had any concerns.
* Amber made a motion to approve the website re-design that was previously e-mailed out. Robbie approved the motion; Jessica seconded the motion. No board members opposed the motion.

Meeting adjourned at 1:00 p.m. The next board meeting is scheduled for Wednesday, June 3rd, 2020 from 11:30 a.m. to 1 p.m. The meeting will be held via Zoom conference call.

ald