**LincolnHR March Board Meeting Minutes**

**Wednesday, March 6, 2024**

**Present**: Beth Hemphill, Amy Dorenbach, Jill Ward, Jessica Citta, Robbie Seybert, Justin Schreier, Hannah Fagan, Katie Welp, Kelsey Blersch, Julia Messineo, Nichole Hall, Jesse Erickson

**Absent**: Kaylie Hogan-Schnittker, Amber Dingwell

**Action Items:**

* Board members will send their HR NE registration information to Jill and get their apparel order submitted to Jessica.
* Jessica will submit the reimbursement request to HR NE.
* Robbie will get the Excel Award submission completed.
* Justin will continue working on the membership volunteer event.
* Jesse will get some marketing and promotional items ordered and research social media advertising options.

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

* No report.

**Amy Dorenbach, Secretary**

* Robbie made a motion to approve the February minutes in Dropbox. Jill seconded the motion. No board members opposed the motion.

**Jill Ward, Treasurer**

* February Financials
* Total Expenses for February: $17,872.02
	+ HBE audit was completed: $2,553.70
	+ Actuarial Consulting (wage, salary, and benefits survey): $9,625.00
	+ SHRM Learning Systems: $1,922.99
* Total Income for February: $4,225.11
	+ Individual Membership Income: $1,800.00
	+ Two SHRM Certification Study Groups: $1,540.00
	+ Meeting Sponsorship: $700.00
* Julia made a motion to approve the February financials; Jesse seconded the motion. No board members opposed the motion.
* Jill stated that the audit was completed by HBE and results are available in Dropbox.
* Jill e-mailed all board members a link to the HR Nebraska conference registration. Please return by March 30, early registration ends March 31.
* Jessica stated she will e-mail HR Nebraska a reimbursement request for the following items:
* Salary Survey - The amount should be between $4,000 and $5,000.
* Program Speakers - $3,000.
* Please see the full financial reports in DropBox for additional details.

**Jessica Citta, President**

* Jessica reminded board members to submit their LincolnHR apparel order by the end of the week. This is a thank you for serving on the board.
* Jessica and Robbie re-capped the volunteer conference in February.
* Robbie stated that he will oversee planning the event next year and it will likely be held in Lincoln.
* Robbie suggested more time for networking with individuals from other chapters who are in their same roles.
* Katie suggested some lead-up time to be able to access items from the LRC website beforehand to troubleshoot any issues.
* Hannah stated that the legal update was too fast. She suggested either allowing more than 30 minutes or cut it out entirely. Other board members appreciate the legal update but agree it was too fast.
* Jessica discussed the upcoming 2025 Day in the District Event
* HR individuals have the opportunity to go and visit the capital and watch the legislature in session.
* Allows an opportunity to meet with senators and go on a tour of the governor’s mansion.
* Robbie stated that it provides some advocacy for HR issues and bills that are introduced.
* Nichole volunteered to be a liaison for this event.
* Katie stated that quite a few individuals have signed up for headshots at the March program. There are still a few slots left if anybody is interested.
* Jessica checked in on our goals from the strategic planning meeting.
* Hannah stated that programs is going to be working with Beth more to get surveys and feedback from the monthly programs.
* Justin stated that things are going well with membership. Numbers are looking good.
* The consensus of the board is that everyone is on track with their goals.
* Announcements
* Robbie stated that Kaylie may want one for the Jobs Fair.

**Robbie Seybert, Past President**

* Robbie stated that the Excel Award submission is due by March 15. He will present at the April meeting what the designation level was from SHRM. In the last few years, LincolnHR has received the platinum level award.

**Nichole Hall, President-Elect & SHRM Foundation Director**

* Nichole discussed the May Basket Raffle
* If board members have any suggestions for companies who may be interested in contributing a nice basket; approximately $75 for our May meeting SHRM Foundation raffle, please let Nichole know.
* As a reminder, board members are required to donate $30 annually to the SHRM foundation. This is a great opportunity to do so.
* Nichole stated that she will be presenting a video that gives a quick overview of the SHRM Foundation at the May meeting to encourage ticket sales.

**Justin Schreier, Membership**

* Justin stated that LincolnHR currently has 238 members, this is up 10 from last month.
* Justin discussed the Membership Volunteer Event; April 27th is the target date.
* Center for People in Need now only allows weekday volunteering.
* Foster Care Closet? Amy will send Justin a phone number.
* Jessica suggested the food bank.
* Justin will continue exploring options and let the board know what he finds out.
* Jessica and Beth met regarding how to increase our membership numbers.
* Beth and Justin are going to evaluate from last year to see what individuals didn’t renew. They are also going to evaluate larger businesses who only have one HR employee with a LincolnHR membership.
* LincolnHR’s goal is to reach 400 members. Last year we ended at 368 members.
* Katie questioned if we could reach out to the at-large members who are members of SHRM but not LincolnHR. Jessica stated this is on Beth’s to-do list.
* Jesse questioned if we would want to do a paid ad on social media. From her experience, spending $10-$15 a month gets you on to about 15,000 individuals accounts. Jesse will research more on this topic as well as look into boosting an ad on LinkedIn.
* Hannah questioned if we have individuals who follow us on social media but are not members. Jesse is going to dive into this and see what she can find out.
* Katie suggested board members re-post the monthly program information to their networks.

**Hannah Fagan & Katie Welp, Programs**

* March 2024
* **Topic:** Unveiling Talent Excellence in the AI Era
* **Speaker:** Jason Metz with Loophire
* **Location:** SCC Continuing Ed Building – Rooms 303 and 304
* **Sponsor:** SaveHaven Security (Silver)
* **Catering:** Mellow Mushroom
* **Other:** Headshots
* April 2024
* **Topic:** Inclusive Mindset: Why a Guided Journey to Becoming Inclusive is Essential to Successful DEI Efforts
* **Speaker:** Dr. Helen Fagan
* **Location:** SCC Continuing Ed Building – Rooms 303 and 304
* **Sponsor:** WealthPlan Group (Silver)
* **Catering:** TBD
* May 2024
* **Topic:** Legal Compliance – Pay Transparency
* **Speaker:** Chad Richter with Jackson Lewis
* **Location:** SCC Continuing Ed Building – Needs Booked
* **Sponsor:** Aerotek (Bronze)
* **Catering:** TBD
* **Other:** Basket Raffle
* February Coffee and Compliance Participation: 4
* Hannah requested $50 gift cards for the speakers who don’t charge a fee.
* Katie and Hannah requested LincolnHR logo branded cards to use for thank-you cards. Jesse will research vendors and get pricing.

**Jesse Erickson, Marketing**

* Jesse discussed advertising in Strictly Business
	+ The magazine is in mailboxes on the first of the month. Does she want them to include information for the April program or the May program? The board suggested putting information in for the May program meeting and requesting basket donations from companies.
* Jesse questioned if we want to order some swag/giveaway ideas.
	+ The board agreed t-shirts should be ordered.
	+ Beth stated that when registering for the April program, individuals must include their t-shirt size.
	+ Jesse suggested ordering branded logo stickers that individuals can put on their water bottles.
	+ Julia stated that breath mints have gone over very well for her at career fairs.
	+ Jesse suggested pre-printed 2025 planners. We could then order stickers for individuals to add events to the planner. Kelsey suggested this being similar to a passport type of thing.
	+ Robbie suggested some higher-quality items such as a cooler to giveaway as a raffle to a new member. Justin will work on getting a couple of higher-quality items ordered.
	+ The board agreed that July will be member appreciation month.
* Jessica questioned how we handle requests for items that go on the LincolnHR calendar.
	+ Katie stated that the board formerly discussed and agreed that if an event goes on the calendar, we don’t charge a fee. However, if they want the event on the calendar and an e-mail blast sent out to members, there would be a $50 fee.

**Kaylie Hogan-Schnittker, Workforce Readiness (Absent)**

* Mock Interview Day
	+ Over 150 students have registered for the program, over 35 employees are currently registered.
	+ Coordinating talent podcast dates with Cue Motion showcasing LincolnHR.
	+ Connected with membership and marketing time at the Chamber regarding partnership opportunities and will provide next steps soon.
* Jessica discussed ideas with LincolnHR partnering with the Lincoln Chamber. This is something that Kaylie will continue to work on.

**Amber Dingwell, Certification (Absent)**

* No report.

**Kelsey Blersch, Diversity and Inclusion**

* No report.

**Julia Messineo, College Relations**

* No report.

Meeting adjourned at 12:50 p.m. The next board meeting is scheduled for Wednesday, April 3, 2024, from 11:30 a.m. to 1 p.m. The meeting will be held at Disability Rights Nebraska; 2930 Ridge Line Road, Ste. 205; Lincoln, NE 68516.

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