**LincolnHR August Board Meeting Minutes**

**Wednesday, August 6, 2025**

**Present**: Amy Dorenbach, Jill Ward, Jessica Citta, Katie Welp, Kelsey Blersch, Ashley Nichols, Joanna Sandvold, Allison Hatch, Nichole Hall, Robbie Seybert, Jesse Erickson

**Absent**: Julia Gottschalk, Beth Hemphill, Amber Dingwell

**Action Items:**

* Amy will work on putting together an e-mail for HRAM regarding the lack of communication for the recent salary survey.
* Board members will engage with HR NE State Conference announcements on social media.
* Katie will look into creating a LincolnHR gathering on the Whova app for the upcoming state conference.
* Board members will brainstorm ideas for a December social event.
* Jesse will continue working to gain access/ownership to LincolnHR’s Instagram account.

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

* If you have anything to be included in the e-mail blast, please e-mail it to Beth.

**Amy Dorenbach, Secretary**

* Robbie made a motion to approve the June minutes in Dropbox. Katie seconded the motion. No board members opposed the motion.
* Amy stated that the salary survey deadline was extended until July 31. The survey data should be available and ready to purchase by August 18.
* Amy stated that communication regarding the salary survey and HRAM has not been good this year. The board discussed contractual obligations and trying to determine if a reduction in payment is warranted. Robbie suggesting crafting an e-mail with timeframes and deadlines that were missed. Something along the lines of: Deep disappointment with how everything has gone based on lack of performance under the contract. Incredibly concerned about overall revenue and this contributes to that. Outline summary of e-mails and lack of our knowledge regarding communication, lack of social, etc.
* Beth has gotten our website updated for us!

**Jill Ward, Treasurer**

* Financials - $69,270.98
* Total Expenses for June: $10,840.34
  + Flight and Uber transportation for two members to attend the SHRM Conference: $1,836.29
  + Program expenses for January, March and April facility use at SCC: $780.00
  + Transfer from savings account: $8,000.00
* Total Expenses for July: $1,924.64
  + Program expenses. This includes lunch for June and July programs: $1,547.20
  + Transportation at the SHRM Conference: $155.49
* Total Income for June: $10,476.69
  + Transfer from savings account: $8,000.00
  + Flight accommodation change refund: $1,027.44
  + Lincoln Partnership for Economic Development sponsored a meeting: $500.00
* Total Income for July: $2,975.69
  + Membership: $1,200.00
  + Chapter Financial Support from SHRM for Q2: $770.00
  + Salary and benefits survey: $700.00
* Please see the full financial reports in DropBox for additional details.
* Jill stated that HBE contacted LincolnHR to start the audit for last year. They will then file a completed Form 990.
* Jessica asked if anybody would like to make a motion for the audit schedule to be moved from every 2 years to 3 years with a review in years 2 and 3 versus every other year. Nichole made a motion; Robbie seconded the motion. No board members opposed the motion.
* Joanna made a motion to approve the June and July financials; Allison seconded the motion. No board members opposed the motion.
* Jessica stated that she will be attending the VLBM this year in Cancun, Mexico and will be taking notes for Nichole as Nichole is unable to attend.
* Jill contacted Emily with HBE on record retention. Below is their proposed record retention schedule for LincolnHR:
  + Accounting
    - Bank statements, deposit slips – 4 years
    - Expense reports – 6 years
    - Ledgers – 6 years
    - Monthly trial balances – 8 years
    - Checks – 8 years
    - Audit reports – Indefinitely
    - General ledgers with journals – Indefinitely
  + Corporate Records
    - Mortgages, notes, and leases (expired) – 8 years
    - Bylaws, charter and minute books – Indefinitely
    - Tax returns and working papers – Indefinitely
  + Correspondence
    - General – 2 years
  + Insurance
    - Policies (all expired) – 4 years
  + Personnel
    - Contracts (expired) – 6 years

**Jessica Citta, President**

* Jessica asked board members to please post/share/engage on social media with HR Nebraska State Conference announcements. We are required to do so in order to receive funds from the State Council.
* Jessica reminded board members that there is no chapter meeting in August.

**Robbie Seybert, Past President**

* Robbie stated that he is looking forward to seeing everyone at the HR NE Conference in 2 weeks.
  + Numbers are looking really good. We may have the greatest number of attendees that we’ve had in a few years.
  + Robbie discussed the split of attendance income for LincolnHR from the conference. For each LincolnHR attendee, we receive income for those who attend the HR NE Conference.
  + Ashley questioned if there’s analytics from HR NE attendees who are not local chapter members.
    - Robbie and Jessica discussed the dual member requirement that is coming from SHRM. This is not mandatory now but eventually will be in a couple of years.

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

* Nichole stated that LincolnHR was a top 5 chapter fundraiser for the North Central Region in Q2!

**Katie Welp, Membership**

* Current Members: 276
* Katie stated that she sent an e-mail at the beginning of July with a code for 50% off 2025 membership and membership through 2026. She also highlighted some upcoming programs.
* Katie questioned if our membership list should be posted. A member reached out to her asking for it.
  + Jessica stated that this used to be something that was individually handed out to members each year in a spiral bound book.
  + Joanna asked if we could do the membership directory but not include contact information.
  + Katie found on our website where the membership list would be located but it’s blank. However, she can’t find anywhere on the website that states that members would receive a membership directory.
  + Allison discussed how LPS handles their directory of students and parents contact information.
* Katie asked if we want any sort of gathering at the State Conference to say hello to members.
  + Nichole stated that we do not have anything planned but believes it’s a great idea. This is something that should be able to be arranged using the Whova app.
  + If we run out of time to coordinate something, Jessica stated it could be a great initiative for 2026.
  + Nichole suggested scheduling a time for everybody to meet up and then going together and attending another vendor event.

**Ashley Nichols and Joanna Sandvold, Programs**

* September 2025
* **Topic:** Financial Wellness in the Workplace: HR’s Path to a Healthier, More Engaged Workforce (speakers will be virtual but everyone else will be in-person).
* **Speaker:** Ritu Jethani and Meghna Gangwani with Plootus
* **Location:** SCC Continuing Ed Building
* **Sponsor:** TBD
* **Catering:** TBD
* October 2025
* **Topic:** Intentional Inclusion: Inclusive Leadership
* **Speaker:** Dr. Karen Kassenbaum
* **Location:** SCC Continuing Ed Building
* **Sponsor:** TBD
* **Catering:** TBD
* November 2025
* **Topic:** Updates & Trends in Labor & Employment Law
* **Speaker:** Mark Fahleson and Tara Paulson with Remboldt Ludtke, LLP
* **Location:** SCC Continuing Ed Building
* **Sponsor:** TBD
* **Catering:** TBD
* December 2025
* Membership Social
  + Zoo lights? Other suggestions include planning a family picture event, Robber’s Cave, Hub Café, and a speak easy.
  + The board will brainstorm over the next month and finalize something.
* Jessica stated that in October, a meeting will be held to discuss a slate of programs for the next year. As of now, no individuals have shown interest in the program focus group. Jessica asked Beth to put this in the e-mail blast.

**Jesse Erickson, Marketing**

* Jesse will re-post on social media for the focus group. She has also shared conference information on both LinkedIn and Facebook. She still does not have access to our Instagram account.
* Jessica asked if we can start a new Instagram account. Jesse stated that we could but would need to re-build our Instagram followers.
* Joanna asked if Jesse could call Meta. Jesse stated that she could not because Amber owns the e-mail address. Jesse will attempt to change the e-mail address to the LincolnHR marketing e-mail address.

**Allison Hatch, Workforce Readiness**

* Allison contacted all of the companies that participated in the First Jobs Lincoln Fair at The Career Academy. Many of them had nice things to say but we only ended up with two internship matches and two job shadow matches. One internship was at UNL College of Business, and one was at TMCO.
* Allison stated that with only two, she wasn’t going to plan a ceremony. However, she is going to go to each company and deliver a gift to each intern. She is also going to deliver a small plate of cookies to each individual.
* Allison is beginning to look ahead to next year and reflect on past years what went well, what hasn’t worked well, etc.
  + Nichole stated that one obstacle to having it on a Saturday would be students missing sports practices.
  + Allison stated they also tried to find times during the week where other schools outside of The Career Academy would also be able to attend.
  + Kelsey believes the hardest part that Assurity has been having is getting buy-in from employer leadership about getting an intern. There’s also an obstacle with employers reaching out to students and not receiving a response from the student.
  + Nichole questioned if students are actually motivated to get an internship or if it’s just a box they need to check off. Allison stated a job shadow is a requirement for juniors at The Career Academy.
  + Robbie believes that perhaps the program has gotten too inclusive versus just the tech pathways. Perhaps it would be good to get each pathway tied directly to an instructor. Robbie believes the industrial tech and IT are good pathways to focus on. Kelsey also believes business would be a good one to focus on as well.

**Amber Dingwell, Certification (Absent)**

* No update.

**Kelsey Blersch, Diversity and Inclusion**

* No update.

**Julia Gottschalk, College Relations (Absent)**

* No update.

Meeting adjourned at 12:52 p.m. The next board meeting is scheduled for Wednesday, September 3, 2025, 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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