

CIC-SHRM BOARD MEETING
Lincoln Land Community College – HR Conference Room
January 21, 2007

Present: Dave Ryan, Nicole Ralph, Angie Tippey, Bob Hotes, Heather Dykes, Kim Wonnell, Penny McCarty, Pattie Curry, and Lindsey Perrine

President Ralph called the meeting to order at 4:35 p.m.

Action Items

- a. The minutes of the January 10, 2007 Board meeting were reviewed.
- b. Recommendation and approval for new membership was made on the following: Christina Kramer, Human Resources Assistant Manager, SIU School of Medicine (regular membership); Brittany Witt, Administration (PHR), Secretary of State Police (student membership); Beverly Lenhart, Human Resources Manager, Cingular Wireless (regular membership – SHRM national); Kim Lucker, Regional Human Resources Manager, Hardee's Food Service, Inc. (regular membership – SHRM national, *advantage); Robin Foster, HR Assistant, Karmak Inc. (regular membership).
 - a. Both Heather Renard, Customer Service Representative, TruPay Corporation (regular membership) and Andrew Griswold, Director of Business Development (PHR), TruPay Corporation (regular membership) were approved pending payment of membership dues.

A motion to approve all Action Items was made. *The motion carries.*

Discussion Items

President's Report – President Ralph discussed the State Conference. She stated that the State Council wanted to become more involved with our chapter (i.e. workforce, diversity, foundation, college, etc.). The possibility of partnering the State Council Legislative Conference with our Conference was discussed (2008). Their conference takes place in June as does ours meaning that their conference would take over ours. The partnership would possibly alleviate the competition.

President Ralph also discussed the HR games (April). It was noted that College Relations Chair Dykes had a conference call with the Regional branch (DeKalb)—Student chapter participation stipulation (College Relations Chair Dykes possibly volunteer to help).

President Ralph brought up the issue of updating the business cards using www.vistaprint.com. The first 250 cards are free; however, we may not be able to put our CIC-SHRM logo on them. The issue of the phone number still being on the cards was also discussed.

President Ralph mentioned the trouble with getting programs certified. It is possible to pay (approximately \$300.00/year) to get the programs pre-certified.

President Ralph outlined the Annual Conference. Public Relations Chair Tippey brought up the fact that the date of June 6, 2007 conflicts with the Bunn Plant tour date. It was noted that the Bunn tour could kind of be a “free prequel to the conference.” The location for the conference was also discussed. We could use the Route 66 Motel and Conference Center. It's located very close to Bunn. There was initially an issue of parking; however, there is parking along the back of the building (along Fifth Street). Likewise, the menu was discussed. We could get a three-meat deli tray for \$9.95 per person; however, President Ralph mentioned that she wanted to “upgrade” the menu. The Hilton was another location discussed for hosting the event (rental fee + meal). *The Route 66 Motel and Conference Center was approved as the location pending the menu.*

President Ralph elaborated on the Conference agenda by announcing that Michael Layman (National SHRM) would be one of the speakers. Another speaker (senior HR professional) would additionally be presenting (i.e. FMLA/case study).

Public Relations Chair Tippey would be responsible for promoting the conference (i.e. advertisements—The Springfield Business Journal). President Ralph stated that advertising for the conference would begin in April. Treasurer Ryan voiced the topic of registration and that pre-registering for the conference might make the process more streamlined (i.e. participants send registration detachment from the paper along with a check).

President Ralph finished off the conference conversation by stating that she discussed the conference flyer with Legislative Chair Small. President Ralph said that a “mark-your-calendar” blurb in the newsletter would be beneficial and that local chapter promotion (member rate rather than non-member rate) might boost attendance numbers. College Relations Chair Dykes added that students could do some of the legwork for the conference and their fee would be waived (conference free for volunteers).

Recognition Chair Report – Recognition Chair Perrine presented on the different locations to possibly hold the Annual Recognition Event—These places being the Crowne Plaza, The Hilton, The Inn at 835, and the Abraham Lincoln Presidential Hotel (The Hilton Garden Inn was also contacted, but they could not accommodate our time frame). After information was disseminated, it was determined that we would have the event at the Hilton (along with the historic buffet and a cash bar). **A motion to approve the Hilton as the location for the Recognition Event was made by Bob Hotes and seconded by Angie Tippey. *The motion carries.***

Prices for the event were discussed along with accommodations for SST Communications. The issue of what to charge participants was raised. Public Relations Chair Tippey recommended subsidizing the cost of the event with sponsorships. The sponsors would, in turn, get promoted in the newspaper for sponsoring the HR Professional/HR Champion awards. Moreover, President Ralph indicated that sending the membership printed invitations for the event would be a nice touch.

Recognition Chair Perrine will work closely with Public Relations Chair Tippey for event promotion. It was decided that event attendee cost as well as sponsorship brackets would be discussed at the March/April Board meetings.

Membership Chair Report – Membership Chair Curry discussed renewals (and calls for renewals). Membership Chair Curry has also been networking with the Jacksonville SHRM chapter. RSVPs for the February 28, 2007 Membership Benefits meeting was discussed. State employee attendance at the March Chapter meeting was briefly mentioned. Membership Chair Curry talked about redesigning the membership page on the Web (committees/leadership).

A motion to move forward with the reprinting of the business cards (take off the phone number) was made by Heather Dykes and seconded by Bob Hotes. *The motion carries.*

Treasurer’s Report – Treasurer Ryan announced the balance (\$13,589.16). He also mentioned that 66 out of 119 members had renewed thus far this year. Treasurer Ryan stated that eight members registered for the January Chapter meeting but didn’t show up. It was decided to actively charge members that reserve for Chapter meetings but do not attend.

Finally, Treasurer Ryan highlighted the benefits of buying our own LCD projector for the chapter rather than paying rental fees (\$125.00 rental fee).

A motion to buy the LCD projector (up to \$600.00) was made by Bob Hotes and seconded by Kim Wonnell. *The motion carries.*

Public Relations Chair Report – Public Relations Chair Tippey mentioned the sponsorship for the Small Business Person of the Year is \$300.00. It was decided that we would nix this idea for this year out of concern that it wouldn't hit our target audience. Public Relations Chair Tippey spoke of adjusting the sponsorship rates as well as the benefits of being a sponsor (i.e. Platinum sponsorship – Two months on Web site; Speaking and material promotion for Chapter meeting sponsors *Chapter meeting \$100.00 - \$150.00 for a sponsorship).

A motion to adjust the platinum sponsorship to \$200.00 for members and \$250.00 for non-members was made by Heather Dykes and seconded by Penny McCarty. *The motion carries.*

College Relations Chair Report – College Relations Chair Dykes agreed to discuss the student membership drive at the March Board meeting.

Past President's Report – Past President McCarty discussed the Dress-for-Success collection of clothes at the March Chapter meeting (Bring in gently-worn business attire for those in need of clothes for interviewing, etc.). It's been two years since CIC-SHRM has done one of these drives.

Past-President McCarty agreed to discuss the foundation items at the March Board meeting.

A motion to adjourn the meeting at 6:10 p.m. was made by Kim Wonnell and seconded by Dave Ryan. *The motion carries.*

Respectively submitted by:
Lindsey Perrine
03/01/07