

CIC-SHRM BOARD MEETING

January 9, 2008

IBA Training Center

Present: Dave Ryan, Nicole Ralph, Lindsey Perrine, Robert Hotes, Pattie Curry, Mary Minder, Janine Griffith, Abby Detmers, Cheryl Davis, Kim Wonnell and Heather Dykes via teleconference.

President Ralph called the meeting to order at 11:43 a.m.

Action Items

- a. President Ralph asked Board members to review the applications for three new Chapter members: Diane Cavanagh, Lauren Bowman and Angela Jason.
- b. Minutes from the December 12, 2007 Board member were reviewed. An error in reporting on Vice President Fowler's report was noted – it should have stated "Fowler announced that Donna Rogers will be the presenter for the January Chapter meeting in the event we could not get Dr. Atkins." After duly noting this error, **a motion to approve three new memberships and the minutes from the December 12, 2007 Board meeting was made by Dr. Hotes and seconded by Dave Ryan. *The motion carries.***

Discussion Items

College Relations Chair – Chair Detmers announced that we have one scholarship application. Brief discussion commenced regarding the eligibility of candidates. It was recommended that we see what National SHRM's criteria are for applicants and that we follow those guidelines as close as possible. A vote for the winners of the scholarship will be made at the next Board meeting.

Treasurer's Report – President Ralph reported on the proposed budget for 2008 stating that it will be \$21,000.00. She stated that we transferred most of the figures from the 2007 budget and updated various expenses. She reviewed the income budget and the expense budget in detail. Membership Chair Griffith reported that bids for the business cards have come in and a company that will produce these at a cost of \$267.00 has been selected. **A motion to approve the 2008 budget was made by Dr. Hotes and seconded by Janine Griffith.**

Recognition Chair – Chair Perrine reported that she would like to secure a site for the Recognition Dinner being held on June 18, 2008. She will contact the Hilton and compare other venues and report back to the Board her findings. Perrine stated she will also begin working on out-going Board member plaques for the event. She stated that she will begin reviewing a new "Emeritus Award". Brief discussion commenced on the criteria for this award which will include – their number of years in the HR field; performance; and whether they served on the CIC-SHRM Board at one time or contributed to the welfare of the Chapter. The award to the recipient will include a lifetime membership to the Chapter and a plaque.

President's Report – President Ralph reported that the January 16 Chapter meeting will include a Board member spotlight and Chair Perrine volunteered. She will speak at the meeting describing her position on the Board and the value she has gained from serving.

President Ralph asked Board members if we should consider omitting entertainment at the Recognition Dinner and replacing it with having local dignitaries speak for approximately 15-20 minutes. The Board was in agreement. She also asked that each Board member be responsible for securing sponsors for each Membership meeting, Recognition Dinner and the Legislative Conference.

Ralph then reviewed the 2008 CIC-SHRM objectives and identified who was responsible for each objective. She encouraged Board members to email their thoughts or other suggestions to her.

Ralph asked Board members to begin considering topics for the Legislative Conference set for April 23 at LLCC. Suggestions included having Sue Meisinger, CEO of SHRM and Michael Layman, National SHRM lobbyist speak at the conference. Topics of interest included – Changes in the Workplace; OSHA; Immigration; EEOC Compliance; Case Law Update; Sarbanes-Oxley; Drug Testing; Union Avoidance; FMLA/ADA; and Harassment in the Workplace. Other topics will be solicited to the Membership through Survey Monkey. Secretary Minder will generate a survey and have it distributed to the Membership via email to get other recommendations from them.

Ralph reviewed the CIC-SHRM Board responsibility and back-up plan. Specific responsibilities were discussed and who their back-up would be in the event that that person was unable to fulfill their obligation on occasion.

Ralph asked Board members to let her know if they are able to attend the free State Leadership Conference on February 21 in Joliet, Illinois.

Treasurer Ryan asked Board members to consider that there should be no need for Board approval for expenses incurred under \$25 for Chapter purposes. After brief discussion it was decided to table the discussion until next Chapter meeting.

There being no further business **a motion to adjourn the meeting at 1:15 p.m. was made by Dave Ryan and seconded by Kim Wonnell. *The motion carries.***

Respectively submitted by:
Mary Minder
Secretary, CIC-SHRM

Recognition Chair Report – Chair Perrine questioned what her budget might be for a quality speaker at next year’s Recognition Dinner. President Ralph informed Chair Perrine that after the budget has been determined for speakers for the Regular Chapter Meetings we will be able to give her that information.

Membership Chair Report – Chair Curry reported that after the success of using *Survey Monkey* for the Membership Survey, she asked the Board to continue to use *Survey Monkey* at a cost of \$200 per year for unlimited use. It is her hope to use this service for meeting evaluations as well as special meeting evaluations. Curry reviewed the CIC-SHRM Guest Policy and after extensive discussion it was decided that the procedure “Student guests will be charged ½ price for their meal” will be eliminated. All students will now pay the same as a regular guest. **A motion to approve this change was made by Heather Dykes and seconded by Vicky Fowler. The motion carries.** Curry will send out the revised policy at the same time the meeting notice is emailed. Curry reviewed her budget needs and stated that she will need money for envelopes, membership drive award, promotional materials, and business cards.

Vice President’s Report – Vice President Fowler reviewed the RFP’s and after brief discussion and based on the value to the members, it was decided that UIS will be the location for the 2008 Chapter Membership Meetings. However, there are two dates (4/23 and 7/16) not available and President Ralph will check with LLCC Trutter Center for the 4/23 date and Cheryl Davis will check with Landmark Aviation’s meeting facility and availability for the 7/16 date. **A motion to accept the UIS proposal was made by Bob Hotes and seconded by Dave Ryan. The motion carries.** Fowler announced that Donna Rogers will be the presenter for the January Chapter meeting and she will look at other suggested presentations/speakers from Chapter members to complete the rest of the year’s agenda. Fowler anticipates no change for her budget this year.

Treasurer’s Report – Treasurer Ryan handed out the budget and cash flow information. He reported that we still owe \$900 to Route 66; \$500 to SHRM and \$150 to Goodwill Industries. He reported a total income balance with Security Bank of \$8,421.53.

President’s Report – President Ralph reported that she participated in a State Council Conference call and learned that the revenue sharing from the state conference will be less than in previous years. President Ralph announced the *SHRM Illinois State Leadership Conference* is slated for February 21 in Joliet. She encouraged the entire Board to attend stating the event was at no cost to Board members. President Ralph asked the Board to review the Strategic Goals and Objectives paper she handed out

and to email her to identify which objectives each Board member will be striving for or add an objective to achieve in the upcoming year.

There being no further business, a motion to adjourn the meeting at 1:10 p.m. was made by Robert Hotes and seconded by Dave Ryan. *The motion carries.*

Respectfully submitted by:
Mary Minder
Secretary, CIC-SHRM