

## **IPMA Board Minutes** **June 2, 2016**

The IPMA-HR Greater KC Chapter held its monthly board meeting on June 2, 2016 at the KCI Aviation Department.

**Board members present:** Sunshine Petrone, Becky Salter, Kim Marshall, Amy Davis, Sari Maple, Susan Cox, Lisa York and Lori Briggs. Members absent Lorraine Wesley (due to medical leave.)

Sunshine called the meeting to order. Sunshine moved that the May 2016 minutes be approved, seconded by Becky. The minutes were unanimously approved.

### **President Report – Sunshine Petrone**

Sunshine recommended that all Board members take detailed notes at meetings, rather than rely on the Secretary to remember everything when completing the minutes.

Sunshine reminded the Board to bring matters requiring a consensus to the Board meetings, before making a decision on behalf of the Board.

Sunshine requested the Board decide on a matter that will have ramifications moving forward. At the Spring conference, a non-member rsvp'd, communicated with the treasurer two days before the conference that she would bring her payment to the conference, and was then a no-show to the conference. There was no prior communication from the non-member of cancellation. The HR Director of the employee is questioning the need to pay for the conference. The rationale behind the question is that it does not state in writing that failure to attend will still result in payment being necessary. The Board discussed that past practice has been to charge for no-call/no-shows. Food costs and merchandise is purchased in advance based upon RSVP numbers, therefore, the person is still charged. Sunshine advised she would contact the Director and advise of our past practice.

After further discussion, Becky motioned we add a comment on all **Monthly** meeting invitations and registration materials that states failure to cancel at least 3 days prior to the meeting will result in a \$15.00 cancellation fee. For the **Spring conference**, failure to cancel two weeks prior to the conference will result in a \$40 cancellation fee. Failure to cancel 3 days prior to the Spring conference will result in no refund. Lori seconded the motion. It was passed unanimously. Lori will forward Sari the wording used by Central Regional IPMA-HR on their conference registration materials.

Sunshine distributed a checklist that could be used at future Spring conferences to outline duties and help make sure all tasks are accomplished. There were several revisions to the checklist and Sunshine advised she would update and re-distribute the list. Lori suggested we add a timeline onto the checklist as well. The Board also agreed a planning meeting in December would be held to begin Spring Conference planning.

Sunshine asked if the Board felt it worthwhile to send out a survey to the current members asking why they did not participate in the Spring Conference. The Board felt like that would be beneficial. Kim will create a survey monkey link and send to Sari to distribute.

Sunshine discussed the July board meeting and it was scheduled for Thursday, July 14<sup>th</sup> (two days before Lori's birthday) at KCI Aviation Department.

Lastly, Sunshine stated the final Bylaw update would need to be sent to International IPMA-HR and posted on the Greater KC IPMA-HR website. Becky stated she would email the Board and

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Neil Reichenberg with International IPMA-HR a copy of the updated Bylaws. Sari stated she would send Roman and electronic copy to update on the website.

### **President Elect Report – Becky Salter**

Becky distributed copies of the updated Board contact list and Chapter Bylaws. There were changes made to the contact list and Becky advised she would update and redistribute.

Becky advised that in further efforts to increase membership, she will be meeting with the HR folks at the Federal building downtown.

Continuing the conversation on membership, Sari distributed the letter that will be sent out tomorrow, June 3<sup>rd</sup>, regarding the 2016/2017 membership drive. The Early Bird rate was extended to July 16<sup>th</sup> (Lori's Birthday) and May 5<sup>th</sup>, 2017 was chosen for the Spring conference. Sari will make the changes to the membership documents and email to the distribution list tomorrow. Sari discussed whether we should add something to the email indicating Pay Pal is no longer an option. It was decided that Roman could add a statement to the online registration to indicate if an employee is utilizing a credit card as payment, they would need to contact Amy directly. Sari advised she would let Roman know to update the online registration.

### **Past President's Report –Lori Briggs**

Lori provided an update on the Central Region conference June 5 – 8, 2016. There are 77 attendees and 14 completing the competency class. Lori also advised the 2017 Central Region conference will be held in Minneapolis.

Lori advised Greater KC IPMA-HR will still plan on hosting a table at the International conference September 18 – 21, 2016. Lori suggested we promote the first 50 people that visit our table will receive a gift bag (including a binder left over from the Spring Conference) with local items. Lori will get an estimate on the number of attendees and exact times the table would need to be 'manned'. Becky will check on gift bags – possibly a paper bag with handle. We will discuss further at the July meeting.

### **Treasurer's Report – Amy Davis**

Amy went over the financials for the month of May. (See attached.)

Amy said there was no update on the tax-exemption status for the chapter.

Amy questioned when she would need to have the books ready for the annual Audit. Sunshine advised if she had everything ready by the end of June we would be able to proceed. Sunshine asked for recommendations for the audit committee. Sunshine will reach out to Shala Bloomberg, Marsha Toler and Matthew Chapman to see if they would be willing.

Amy advised she would call Steve York to coordinate a time to complete our 2015 tax filing.

### **Secretary's Report – Sari Maple**

No report

### **Program Chair: Kim Marshall**

In passing the torch to Lisa York (the incoming Program Chair) Kim advised she would forward contact information for possible speakers for the 2016/2017 membership year. She will also give Lisa the left over gift cards.

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Kim mentioned that Lisa would need to get a p-card, and hers would need to be deactivated. Amy advised she would deactivate Kim's card.

**Everyone expressed that Kim had done an exceptional job on the Board as Program Chair and would be greatly missed.**

**Members-at-Large Report: Susan Cox, Lisa York**

Susan advised that she would be talking to Lorraine about possible catering ideas for the upcoming 2016/2017 year. She will also get a quote from Brancatos.

Lisa stated she would follow up with Dennis Dumovich regarding possible Missouri locations for meeting space. However, the 2016/2017 monthly meetings will continue to be at the Airport.

**Other New Business:**

Sunshine advised to come to the next meeting with ideas for the November charity.

**Next Board Meeting Date, Time and Location**

Thursday, July 14, 2016  
1:30 pm  
KCI Aviation Department

With no other business to discuss, the meeting was adjourned.

Respectfully submitted,  
Sari Maple, Secretary