



HRMA of Northwest Missouri
Board of Directors Meeting
Altec Office
August 14, 2012



Attending:

Lana Nanneman
Amber Beloate
Kate Risa

The meeting was called to order at 3:00 by President, Lana Nanneman.

Welcome/Miscellaneous – Lana Nanneman

- Lana reviewed the MO State SHRM Conference. Received 2 new members from Kawasaki in Maryville at the conference. They will receive a free luncheon as part of the membership drive by signing up at the conference.
- Lana has their applications and will set them up on the website and work with Amber to track their free lunch. Will use an online code to enter in with their meeting registration.

Financials – Amber Beloate

- MO State SHRM Conference expenses were significantly less than projected as her company has now committed to reimbursing her for travel and meals.
- Amber is working to reallocate funds to put toward chapter marketing efforts.
- Kate suggested separating out the budget with projected, actual, and over/under columns so we know if we are on track for the year. Amber will revise for the next meeting.

Certification – Lana Nanneman

- There will be certification preparation classes offered this fall for the Dec-Jan PHR/SPHR testing window. The class will be from 5:30-8:00, once a week, for 13 weeks. Classes will begin Sept 12th and held at the Altec Training Center.
- HRMA of NWMO will purchase 5 learning kits and 1 instructor kit to lead the class.
- Kate Risa & Lana Nanneman (& Kim Hopkins??) will facilitate the class. Additional instructors are encouraged to volunteer their time to help. HRCI recertification credit hours are available for facilitators.
- Need to have at least 5 registered for the class and to purchase the learning system in order for the class to take place. If less than 5 express interest the class will not take place but will be offered again in the Spring.
- If there are 5 participants registered and interest is expressed by someone to attend the class without the learning system they will be allowed to attend for \$40. They will not be given any material and will only be allowed to participate in the class. This option will not be available unless there are at least 5 learning systems purchased by registrants.
- A flyer to register will be sent out via email to all members and guests and will be included in the Chapter marketing flyer to be sent out by August 22nd. Lana to revise the flyer and setup for email distribution. Will work with Kim on mailing out by deadline.



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Membership – Lana Nanneman

- A chapter marketing flyer is ready to be mailed out to local businesses. Kim has a list of addresses for local businesses and companies in the NW Missouri area to mail the flyer to in effort to increase awareness about chapter events.
- Target audience is small to medium businesses.
- Return address for mailer should be Chapter PO Box. Jami to check the mailbox frequently for returned mail.
- Chapter flyer and Certification Class flyer will be sent in the same mailer to reduce costs. Lana will get information to Kim to send out by August 22nd
- Long term plan is to do a chapter marketing mailer biannually or annually.

October Conference – Kate Risa

- This year's fall conference will be held on Friday, October 18th from 8-12pm. Location TBD. 1st option is MO Western – Kate to follow up. 2nd option is Stoney Creek Inn – Kate to follow up.
- The theme this year is “Keeping HR Out of the Courtroom”.
- A grant has been requested from MO State Council for extra funding for the conference for speakers, gifts, events, food, etc. Expect to hear decision soon.
- Several marketing ad agencies have been contacted to request a donation of their time to design a flyer/registration material for the conference. The ad agency will have their logo on the flyer and will be recognized during the conference and during drawings if they donate their work for conference flyer. Kate is following up.
- Booth space will be offered to up to 10 vendors for \$50. Any interested vendors should connect with Kate for more information.
- Businesses will be contacted to request tax deductible donations and sponsorships for the conference. Letter and in person requests are planned to start next week. Any interested business should contact Kate for more information.
- Drawings will be held at the conference.
 - Donations from companies - held before/after breaks for all attendees
 - Chapter gifts – held before/after breaks for all attendees
 - Bring a guest drawing – any member who brings a guest will be entered into a special drawing to receive a prize. One business card entered for each guest the member brings (i.e. 2 guests = 2 business cards). Members eligible only.
- Speakers confirmed for the conference so far are Attorney Sue Willman from Spencer Fane Britte & Brown and Attorney Carol Barnett from Polsinelli Shughart. More speakers soon.
- There will be a membership drive mixer held immediately after the conference at the same location from 12-1 for anyone interested in learning more about the chapter and/or joining. Light appetizers will be served.
- YEN will be contacted again this year to invite their membership group as well as other professional associations in the NW Mo area. Lana to contact YEN.



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Miscellaneous – Lana Nanneman

- There will not be membership dues increases for 2013. Board to revisit need in 2014-15.
- SHRM Member for Transparency. There have been several emails going out to chapter members by this group. They are not SHRM affiliated but rather a small group of people with concerns about National SHRM Leadership. Any member with questions about the emails should contact any member of the Board for more information. HRMA of Northwest Missouri does not endorse this group.

The meeting was adjourned at 4:30pm.

Respectfully Submitted,

Kate Risa
President-Elect
HRMA of Northwest Missouri