

Central Illinois Human Resources Group (CiHRG)
Board Meeting Minutes: January 28, 2006

The CiHRG Board members and chairpersons met on January 28, 2006 at 9:00 am at the Illinois Employment and Training offices in Champaign, Illinois. The meeting/retreat was the scheduled January Board meeting and a planning retreat for the 2006 year.

Present: President – Paige Hall
President-Elect – Eric Ferguson
Secretary – Shirley Hicks
Treasurer – Jonathan Howell
Professional Development Chairperson – Beth Wileaver
Public Relations Chairperson – Cathy McArthur
Student Chapter Chairperson – Lori Soto
Membership Chairperson – Tracey Fairchild

Absent: Conference Chairperson – Tammy Hoggatt
Diversity Chairperson – Karen McLaughlin
Legislative Chairperson – Ron Gremore

The meeting opened with a discussion of roles and responsibilities. Paige handed out rolodex cards for SHRM Leaders Resource center. She reviewed the information available at the website for chapters and volunteers as well as the availability and benefits of SHRM web casts. Board members discussed each area of responsibility and the expectations for each office/chairperson as follows:

President-Elect – responsible for making arrangements with speakers for the chapter meetings and arrangements with the Hawthorne facility for functions. Report on feedback from meeting evaluations. Website hosting and Zoomerang functions. Menu and speaker information for the newsletter.

Secretary – responsible for communication with the board members as well as the communication needs of the chapter and assisting with meeting registration.

Professional Development – responsible for recertification CEU's, study groups

Treasurer – responsible for chapter funds, tracking of expenses and revenue, and registration for meetings.

Student Chapter – responsible for wage and benefit survey, liaison with student chapter

Membership – responsible for recruiting initiatives for members, retention of current members

Public Relations – responsible for newsletter, announcements with local media, promotion efforts for ½ day seminar

The board discussed the formation of a Workforce Readiness committee and chairperson. The board voted to approve it's formation and Cathy McArthur will assume the chair of this committee. She announced that Lori Rairden and Courtney Head have joined the Public Relations Committee, but neither is interested in chairing the committee at this time.

Paige showed the board members a video clip of the CEO exchange from PBS.

Paige led a discussion regarding the upcoming internet domain of “.jobs”. SHRM has partnered with them and would like for local SHRM chapters to partner as well. Chapters can sell domains to businesses at a reduced rate. CiHRG would receive \$15 for each one sold. She suggested that it would be a means of acquiring non-dues revenue. Questions regarding conflict of interest and cost of domain without the chapter involvement were reviewed. The board tabled any action and will discuss further at the February board meeting.

Paige led discussion regarding the Pinnacle Awards (\$1000 grant and recognition) available to the chapter. Paige would like to see the chapter become more involved with project work with community relations. Tracey suggested a project development committee in the future. Beth suggested a full day seminar or expanding some ideas for existing projects.

Paige informed the board members of the Courageous HR Project. The chapter members can submit stories for this project. The group agreed that we should make members aware of the project at the February meeting.

The board members discussed the pro’s and con’s of SHRM providing joint billing for chapter dues. The board decided not to engage in this option at this time due to conflicting membership years and the mixture of SHRM and non-SHRM members in the group.

The board discussed the option to have SHRM provide website support for CiHRG. SHRM provides the service at no charge. It is a SHRM marketing tool and our savings would be approximately \$7/month. They would provide the website with HR news feeds. The board members will consider all of the available information and explore again.

Paige announced that SHRM has Power Point presentations available on the website that we could use if a speaker cancels or if we want to use on an occasional basis.

Paige stated that the CAP awards to achieve Superior Merit status are due January 31st of each year. Officers need to routinely check throughout the year for progress in their areas. We anticipate qualifying for Superior Merit for the 2005 year.

Paige discussed the Leaders Guide provided by SHRM. Eric should attend the Leadership conference in November. Paige plans to distribute the Leaders Edge to board members quarterly.

Goals for Board Members:

President-Elect – Eric Ferguson

Plans to preview a possible new logo designs for CiHRG are underway. He will have 3 examples and share with the board. The membership will then vote on their choice and have the opportunity to change, delete and edit. The plan is to have these available at the February board meeting and the March 14th chapter meeting. The plan will be to unveil at the April chapter meeting.

Eric discussed having additional “brown bag” lunch meetings for special topics possibly with legislators or attorneys. More informal discussion of current event topics with area experts is the primary idea for the meetings.

Eric reviewed the speaker plans to date for the chapter meetings. The topics include strategic planning for February, workers compensation for March, and legislative topic for October. The

group also reviewed guidelines for sponsorship of meetings. Meeting sponsors versus conference sponsors and membership lists were discussed.

Secretary – Shirley Hicks

Shirley will keep the chapter records for historical purposes to be passed to the new boards to serve as an administrative guide. She plans to email minutes of the board meetings as soon as possible after the meeting.

Treasurer – Jonathan Howell

Jonathan plans to email the finalized budget for 2005 this week. He would like to see us develop non-dues revenue to help defray costs for speakers and professional development.

Conference committee – Absent Chair

The board discussed the plans for the April conference. It is important that the schedule be followed as planned because of the commitment already made for the submission of CEU's. The 7am to 11:30 am schedule will be retained. This schedule has been approved for 3.75 recertification credits. Paige reminded the members that we usually take the speaker to dinner the evening before and to plan on attending.

Diversity committee – Absent Chair

Paige reported that Karen is attempting to transition the chair duties to Everett James.

Legislative committee – Absent Chair

Paige reported that Ron Gremore is planning to attend the Legislative conference.

Membership Committee – Tracey Fairchild

Tracey would like to concentrate on recruitment and retention of members. We have some areas completely underrepresented in the group i.e.-retail. Tracey and Eric have plans to meet to transition over many of the existing projects. We have had positive feedback from the new member profiles section in the newsletter.

Professional Development – Beth Wileaver

Beth reported that we have had success with the study group members that have taken the exam and interest shown in a “next” class/study group. Beth would also like to develop a calendar for “other” professional development opportunities. It was suggested that the study sessions be opened up for “information only” purposes by topic. Beth reported that she intends to seek pre-approval for CEU's through HRCI for our monthly meetings but will need to get timely information from Eric for submission.

Public Relations – Cathy McArthur

Cathy reported her goal for the new committee would be for better coverage of events. The timely submission of newsletter articles is also imperative for making sure the newsletter goes out on time.

Workforce Readiness – Cathy McArthur

Cathy reported she would like to see CiHRG more engaged in existing workforce activities, i.e. immigration and employment, collaboration with schools and addressing skills shortages.

Student Chapter Affairs – Lori Soto

Lori reported that she would like to develop better communication channels with the student group. She announced that the Wage Survey is out and had a few challenges with the logistics.

The current deadline is February 3, 2006. Lori plans to contact the student chapter at regular intervals to complete final documents.

President – Paige Hall

Paige plans to send out an agenda in advance of the meeting and then chairpersons/officers can send her any action items they would like to add.

The board members discussed the schedule for the meetings. It was decided that it would remain at the same location on the 4th Wednesday of the month for the February and March meeting but would be discussed again at the March meeting for the convenience of all members of the board.

The meeting was adjourned at 2:00 p.m.