

## Central Illinois Human Resources Group (CiHRG)

### Board and Strategic Planning Meeting Minutes

The CiHRG board members and chairpersons met on January 24, 2007 at 2:00 pm at the Champaign County Chamber of Commerce office.

**Present:** President – Eric Ferguson  
President-Elect – Del Angelo  
Secretary – Sue Key  
Treasurer – Tammy Hoggatt  
Legislative Chairperson – Ron Gremore  
Diversity Chairperson – Greg Gonda  
Membership Chairperson – Tracey Fairchild  
Student Chapter Chairperson – Stacey Cultra  
Conference Chairperson – Nicole Severado

**Absent:** Public Relations – Tonya Jones  
Workforce Readiness Chairperson – Cathy McArthur  
Professional Development Chairperson – Beth Wileaver

President Eric Ferguson called the meeting to order. Eric introduced Nicole Severado, new Conference Chairperson. Round table introductions.

#### Successes:

- Greg Gonda was downsized, sees lots of opportunities out there!
- Tammy Hoggatt announced that the CiHRG books are officially on Quickbooks and completed an internal audit (with Greg and Eric's help), and all looks good.
- Del Angelo announced he has a labor attorney to co-direct with him, this will be an appointment by SHRM out of Washington. Also, thanked Del for creating the Banners for the meetings.

SHRM will be 60 years old next year (2008). CiHRG was 30 years old in 2006. Walt Baselt has been a member since the start. Need to provide him a certificate of recognition. (A- Eric). Celebrate the beginning of the next 30 years.

The December Board meeting minutes were approved as presented. Sue will forward the minutes to Renee Gabbard for the website update. (A - Sue)

Reviewed the SHRM website for Volunteer Leader Resource Center ([www.shrm.org/vlrc](http://www.shrm.org/vlrc))

Review of 2006 SHRM Chapter Achievement Plan – should we reach many of the SHRM goals, could earn another Superior Merit Award. New 2007 Plan will be out soon

### COMMITTEE REPORTS

#### **Student Chapter Chairperson – Stacy Cultra**

Committee Members: Donna Sands, Shelley Matthews

Student group is looking for someone to speak to their group on benefits, need more detail from the group as to what they are looking for (A – Stacy). Confirm we have provided the group with HR Magazine (A – Stacy). Students don't have to pay for meeting, and can have up to 5 attend per meeting without a lunch charge

Goals:

1. Wage earning survey, need to confirm dates with the Student Chapter liaison, Eric offered to do a technical review of the survey. Suggestions from Board members on the format of the Survey and what is asked. Stacy will bring to the Board (current one + last year's Survey). (A – Stacy). Need support from the Board in Marketing the Survey (A – All)

Ideas/Projects:

1. Student award.
2. Internship opportunities, a CiHRG intern?, Stacy to contact Committee Chairs for possible duties to develop a job description (A – Stacy). \*Note we should be cautious about legalities of unpaid interns, for CiHRG has non-profit group we should be okay, but if we coordinate an internship program with other CiHRG members need to make sure we know the law behind employing interns. Suggest ideas to members for the use of an intern (may spark some internship opportunities) (A - Stacy). Formalize internship process and maintain a list of organizations that are interested (A – Stacy) Student Affairs members to call members on their behalf. (A – Student Affairs Members)

**Conference Chairperson – Nicole Severado**

Committee members: Aimee Smith, LaMae Ryan

Tammy provided background information: Conference date set for April 10<sup>th</sup>, ½ day seminar at Hawthorne. Need to work with Hawthorne on details (breakfast buffet, coffee service, etc). Selecting speaker, typically spend \$3 to \$5K. Suggestions for places to search for speaker (Capital City Speakers Bureau, SHRM Speakers Bureau, independent speaker, UI). Discussion regarding Dr. Chen, Dr. Sully as speaker options. Must determine scope of conference. Discussed worker's compensation/wellness scope as well as a leadership scope and (of course) a strategic management scope. (Get Strategic Management credit.)

Goals:

1. Scope of the conference, speaker selection, working with Hawthorn on logistics. (A – Nicole)
2. Sponsorship for conference, as many as possible (Barham Benefits Group should be contacted for sponsorship agreement). (A – Nicole)

**Diversity Chairperson – Greg Gonda**

Committee members: none

Working on list of goals within the Achievement plan. Need to bring to forefront, what is Diversity? Most people think Race/Ethnicity, but it's much more than that. Was contacted by Diversity Chair of the Springfield Chapter regarding a joint effort between our Chapters, so will pursue that. Ron Gremore has worked on diversity with Champaign County Nursing home, and has list of resources related to Diversity training.

Goals:

1. Diversity program in 2007 (A – Greg)
2. Diversity Survey this year (A – Greg)
3. Diversity conference this year October 2007, Greg to attend

Ideas/Projects:

1. Pursue joint effort with Springfield Chapter (Greg).
2. Diversity updates before meetings? (Greg)
3. Eric suggests Diversity committee members (Greg)

**Public Relations Chairperson – Tonya Jones (absent)**

Committee members: none

Eric updated in Tonya's absence: Newsletter article on SHRM website for free to use in our newsletter, Eric share with Tonya. Eric has invited Cindy Guthrie to write article. Tonya will send newsletter to Board for review and proofing.

**Workforce Readiness Chairperson – Cathy McArthur (absent)**

Committee members: NAMES?

Eric noted that the Workforce Readiness committee is not list on the CiHRG website. The Board needs to agree on the description for this committee. (A – ALL to review, CATHY to draft)

**Professional Development Chairperson – Beth Wileaver (absent)**

Committee members: NAMES?

**Legislative Chairperson – Ron Gremore**

Committee members: Del Angelo, Kim Lytle

Committee will try to meet monthly. Del Angelo to attend State Legislative Conference (March).

Goals:

1. One additional member for committee, Ron would like to review the membership applications to see if anyone has noted interest in this committee. Eric said he would try to come up with a name too. (A – Ron)
2. Wellness Task Force, talk with Paige as she has said she was interested in helping. February (or March?) meeting, announce. (A – Ron)
3. Quarterly updates for newsletter. (A – Ron)
4. Local or State legislator to address the group (A – Ron)
5. Co-Host in Springfield a ½ day conference with Legislative Committee of other local chapters (Spring 2007), there are 22 local chapters (A – Ron)
6. Conduct a chapter program around a federal or state workplace policy issue that impacts the HR profession (A – Ron)

Ideas/Projects:

1. Coordinate with other local chapters to get a bigger name for legislator to speak? (Ron)

2. OFCCP compliance issues of what is an internet applicant, Tracey willing to help with investigating status so the Legislative committee can provide update to our membership. (Ron / Tracey)
3. Data retention, federal law update (Ron)

### **Membership Chairperson – Tracey Fairchild**

Committee members: Shirley Hicks, Courtney Head

Eric volunteered to help do some data entry from membership applications and also to check into other mechanisms for sharing data (e.g. Google Docs & Spreadsheets). Currently have ~ 70 paid members. Discussed Quickbooks on line and how to export and coordinate information between Tracey, Tammy and Sue. Check out the membership tool kit.

#### Goals:

1. Develop welcome packet and brochures w/ new logo. Last year some funds were set aside (\$1000?) Research three design and layout people (Del has a person to suggest, also suggested to check with the person who designed the logo.) (A- Tracey)
2. SHRM members to become CiHRG members and CiHRG members to become SHRM members, work with Dick Cronin on part of this initiative. (A – Tracey)
3. Matrices of information, many members, but many don't attend meetings, look at retention, new members, growth goals, and measure our results. (A – Tracey)
4. Revise application form, we don't use all that data. (A – Tracey)
5. For renewals, send invoice from Quickbooks rather than a blank membership form, make it easier for members to renew. (A – Tammy)
6. Follow up with unpaid members (A – Tracey)
7. Find additional committee members who can assist with data-entry (A – Eric)

#### Ideas/Projects:

1. What draws people to meetings, the speaker! Maybe door prizes? Are we meeting the needs of our members, what about flexible meeting times (breakfast meeting, a meeting later in the day), a job for the CiHRG intern to survey our members (Survey Monkey) (A – CiHRG intern)
2. Look at old attendance data, who has that (A – Tammy / Sue)

## **OFFICER REPORTS**

### **Secretary – Sue Key**

Need updated emails from membership applications to be sure the email list is up to date with current information. Discussed sending email questions to CiHRG members, seems to be workable for all.

#### Goals:

1. Work with Renee on website updates, mechanism to keep jobs current. Will also review other data for updates. (A – Sue) Del to provide calendar updates (A – Del) and Eric to provide updated Board information (A – Eric)
2. Ask old members and old organizations no longer represented to re-up, perhaps send free meeting/meal ticket – come back and see us again at no charge. (A – Sue)

### **Treasurer – Tammy Hoggatt**

Tammy distributed the Treasure's report (from Quickbooks), asked for any feedback or suggestions for changes. Greg noted he would like to see the budget on the report.

Goals:

1. Accepting credit card payments through Quickbooks, possibly through PayPal account. (A – Tammy)
2. Include budget information on treasurer's report.
3. Revisit bank regarding fees charged, shop around. (A – Tammy)
4. Check into CD option, perhaps at different institutions that are represented within our membership (A – Tammy)

**President Elect – Del Angelo**

Have list of speakers that have been suggested, discussed priorities for the year (Diversity, OFCCP, Strategic Management, Inspiring and Mentoring employees, Resolving Inter-Organizational Conflict, Developing leaders, Succession Planning). Get involved with SHRM Speakers bureau, \$3000 is earmarked for conference speaker, look into some funds budgeted for monthly meetings. Discussed community projects that CiHRG could sponsor or otherwise participate (blood mobile, shoe drive, etc), a "cause of the month". Determined to present to the membership, through Survey, about participation in Quarterly drives (toys, coats, shoes, books, food) (A – CiHRG intern) Discussed communicating and coordinating with other chapters.

Maintain Superior Chapter Status – only 70 points needed. Put in newsletter that we have 2002, 2003, 2004 and 2005 Superior status and going for 2006. (A – Sue/ Renee) Also suggested that we get thank you cards purchased and hand write a thank you note for each speaker. (A – Sue to purchase cards)

Gifts for speakers? If they are driving less than 50 miles, should have a small gift for them? (A – who?) Have Panara Gift cards, but Eric was going to give to Beth to use for members who achieve PHR and SPHR.

Goals:

1. Attend other chapter meetings, add at the end of newsletter a list of when other chapters are meeting (A – Del)
2. Send our newsletter to other chapter presidents (A – Eric?)
3. Budget (how much) for monthly speakers (A – Tammy)

Ideas/Projects:

1. "Community Box" on newsletter with information on various, ongoing causes, drives, etc.
2. 50/50 raffle where funds go to charity (how to choose which one?)

Motion: Pay \$100 honorarium for unpaid, monthly speakers who drive 50 or more miles. All agreed. Tammy asked that in advance of the meeting that Del send the name of the speaker to her so she can have the check prepared for the meeting.

**President – Eric Ferguson**

Discussed logo stuff, will be meeting with vendor regarding gifts (cups, coasters, etc). SHRM updating their logo also to be announced in April. Will need to email logo to Renee when we're ready to roll out. Make a big deal about it. Shoot for April ½ day conference to announce the new CiHRG logo.

#### Goals:

1. Logo roll out April 2007. (A – All)
2. Special CiHRG meeting to position ourselves as an HR resource for our community. Hold our own conference. Talked with Cindy Guthrie on her interest in presenting, she is excited. Suggestion from Tracey to get in touch with Mattoon Chapter, regarding their conference. Tammy said that perhaps the Chamber would co-sponsor. Check membership applications for members who indicated that they would be willing to speak on a topic. Get CEUs. (A – Eric). Tracey and Stacy attended IN Chapter, very good keynote speaker will get name to Eric. (A – Tracey/Stacy)

#### Ideas/Projects:

1. Submit for Pinnacle Award? (Eric)
2. Succession planning, need to take this seriously within each committee, get others involved be on the lookout for committee members who could be next years' officers. (Eric)
3. Awards idea, Champaign County Employee of the Year and/or Employer of the Year. Perhaps organizations would donate prizes? Possibly a summer initiative that we could announce a winner at the September CiHRG meeting. (PR Committee)
4. HR Person of the Year or CiHRG member of the year (or maybe it's the same thing), also discussed Boss of the Year. (Eric / PR Committee)

Greg Gonda brought up the idea of bringing to the membership, how to “sell” HR to your organization (or CEO / CFO). Tracey had seen a speaker on this.

#### **Old Business**

None

#### **New Business**

None

#### **Action Items**

Sue Key reported that she will maintain a list of action items and provide those at the end of each Board report.

#### **February 2007 Meeting**

CiHRG - February 13, 2007, 11:30am Hawthorne

CiHRG BOARD – February 28, 2007, 3:30pm Chamber of Commerce

Possible Board agenda items for February Meeting:

- Update of Bylaw, correcting job descriptions
- Should all past and future Presidents of CiHRG be eligible for lifetime CiHRG membership? (would still pay for meals?) Eric brought up but exempts himself.
- Put Board members Bios on the website?

## **Adjournment**

The meeting adjourned at 6:03pm

Submitted by Sue Key, PHR  
CiHRG Secretary

### **ACTION ITEMS:**

ALL – review the VLRC portion of SHRM website; [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

ALL – support for marketing the wage survey

ALL – need to agree on description for Workforce Readiness Committee

ALL – logo roll out April 2007

CATHY – draft description for Workforce Readiness Committee

CiHRG INTERN – Survey of members (flexible meeting times, charity drives,

DEL – provide name to Tracey of person who could work on design of brochure/ welcome packet

DEL – provide calendar updates to SUE for website

DEL – attend other chapter meetings

DEL – attending Legislative Conference 2007, co-host State Legislative Conference

DEL – send name of speaker to Tammy in advance of meeting to prepare \$100 check (only for speakers who drive 50+ miles and are otherwise unpaid)

ERIC – certificate for Walt Baselt, 30 years with CiHRG (and CUPA)

ERIC – seek out name to provide to Ron for Legislative Committee

ERIC – provide updated Board info to SUE for website

ERIC – volunteered to assist with membership data entry

ERIC – find additional Membership Committee members who can help with data entry

ERIC - provide gifts for speakers who would not get a stipend (driving less than 50 miles and unpaid),  
CiHRG logo item

ERIC – Panera gift cards left over to Beth for PHR and SPHR recipients

ERIC – send our newsletter to other local chapter presidents (ask them to send us theirs)

ERIC – special CiHRG meeting as HR resource for our community (Cindy Gutherie speaker) contact  
Mattoon Chapter for best practices

ERIC – send all Board members calendar

GREG – working with Del on Diversity program for 2007

GREG – Diversity survey

GREG – Attend October Diversity Conference

NICOLE – April conference, scope, speaker selection, working with Hawthorne on logistics

NICOLE – sponsorship for conference, contact Barham Benefits Group

RON – add additional member to Legislative committee

RON – enlisting Wellness Taskforce

RON – announce Wellness Task Force at February (March?) meeting

RON – quarterly updates for newsletter

RON – local or state legislator to address group (Person of great importance?)

RON – host ½ day conference with Legislative Committees of other local chapters in Springfield,  
Spring 2007

RON – conduct a chapter program around a federal or state workplace policy issue that impacts the HR  
profession

STACY – More detail from student group regarding speaker on benefits  
 STACY – confirm that we sponsor an issue of HR Magazine for the student group  
 STACY – bring last year wage survey to the Board plus draft of this year’s survey  
 STACY – need dates for wage survey  
 STACY – student HR award  
 STACY – contact committee chairs for development of job description for CiHRG intern  
 STACY – suggest ideas to members for how to use an intern, how have others used interns in the past  
 STACY – formalize internship process and maintain a list of organizations that are interested, formalize relationship with UI and ILIR  
 STUDENT AFFAIRS MEMBERS – call members of their behalf regarding internship opportunities  
 SUE – forward December Board minutes to Renee for website  
 SUE – work with Renee on website updates (job postings, etc)  
 SUE – develop plan to send old members / organizations a free meal ticket (work with TRACEY on this)  
 SUE – forward information to Renee for website regarding Superior Chapter Status  
 SUE – purchase Thank you cards for speakers  
 SUE – work with Renee on way membership information can be dumped into website versus having to repeat data entry  
 SUE/TAMMY – where is old attendance data (to give to Tracey for Matrices)  
 TAMMY – develop process to print invoices from Quickbooks at end of year to send to members for renewal  
 TAMMY – send excel export to SUE for email distribution list  
 TAMMY – accepting credit card payments through Quickbooks  
 TAMMY – investigate credit card payments through PayPal  
 TAMMY – revisit w/ bank on fees charged, then shop around  
 TAMMY – check into CD options at different financial institutions that are represented within our membership  
 TAMMY – review budget, how much to budget for monthly speakers  
 TAMMY – add budget information to Treasures Reprot  
 TONYA – include Superior Chapter Status in newsletter  
 TONYA – include at the bottom of our newsletter a list of when other local chapters hold their meetings  
 TRACEY – check out SHRM membership tool kit  
 TRACEY – develop welcome packet, brochure, research designers (new member and recruiting?)  
 TRACEY – initiative with Dick Cronin (SHRM to CiHRG and CiHRG to SHRM)  
 TRACEY – develop matrices of information of members (retention, new members, etc), address dropping meeting attendance  
 TRACEY – revise application form  
 TRACEY – follow up with unpaid members  
 TRACEY/STACY – provide name of IN speaker, keynote to Eric  
 TAMMY/TRACEY/SUE/ERIC – spreadsheet that can be shared with member information

**IDEAS / FUTURE PROJECTS:**

ALL – succession planning  
 DEL – speaker on how to “sell” HR to organization/CEO/CFO (Tracey had seen speaker on this)  
 DEL – speaker on inspiring leadership and mentoring  
 ERIC – 50/50 raffle, but where would funds go?  
 ERIC – submit for Pinnacle Award  
 GREG – pursue joint effort with Springfield Chapter

GREG – Diversity updates before regular meetings

GREG – need for Diversity committee members?

PR COMMITTEE – Awards ideas (Champaign County Employee of the Year, HR person of the Year, CiHRG Member of the Year)

RON – coordinate with other chapters to attract bigger name legislator to speak

RON – check into OFCCP compliance issues re: internet applicant (w/ TRACY)

RON – data retention, federal law update

TONYA – community box on newsletter with information on various, ongoing causes