

## Central Illinois Human Resources Group (CiHRG)

### Board Meeting Minutes

The CiHRG Board members and chairpersons met on August 22, 2007 at 3:30pm 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  
                      Student Chapter Chairperson – Stacey Cultra  
                      Professional Development Chairperson – Beth Wileaver  
                      Membership Chairperson – Tracey Fairchild  
                      Workforce Readiness Chairperson – Cathy McArthur  
                      Diversity Chairperson – Greg Gonda

Absent:            Public Relations Chairperson – Tonya Jones

President Eric Ferguson called the meeting to order at 3:30pm

Check cashing scam going around, using actual company names and account numbers. Folks are cashing the checks primarily at WalMart. Has affected Manpower four (4) times.

Kristine Hofmann sent score card – she's our contact for SHRM – if we have time we'll discuss

LaPrensa – Oct 13 – if you are attempting to attract the Hispanic population – have a handout if you are interested.

Call to order. We have quorum.

We had a motion, 2<sup>nd</sup> and then a vote (some in person and some by email) for a speaker honorarium, to provide an honorarium of \$100 to all speakers not charging CiHRG a fee. If travel over 100 miles would be \$200. Some voted yes in person and then others voted yes via email. The motion is approved.

Successes:

- Received 2006 Superior Merit Award, thanks to last year's board led by Paige Hall. We'll be getting a banner sometime soon. Eric let Paige know about this.
- Del announced that the Federal 6 in 1 posters are available – Del offered free to business community – all Chamber and CiHRG members can get.
- Greg Gonda was talking w/ company who instituted random drug tests and lost some folks. Have won the unemployment cases on all of them. Within 4 months of it being in place will have all staff tested (total ~60 staff.) Don't ever back off on drug testing standards.
- Beth's recertification came through! Eric said maybe she could write up a short article for the newsletter w/ tips on getting recertified.

May minutes – glitch not approved yet, Sue Key will send out and we'll approve next meeting. We don't have to approve the June minutes since that was a special meeting.

### COMMITTEE REPORTS

#### Workforce Readiness Chairperson – Cathy McArthur

Cosponsorship of unemployment seminar series – originally going to schedule 3 consecutive Tues in September, but one day conflicted with CiHRG meeting. Added CiHRG to top of flyer. Speaker is state rep from IL dept of Employment Security, only cost is lunch and then copying, etc. Target audience is

CiHRG members. Seating will be limited to 30 people. Have huge 57 page overview of the sessions if anyone is interested. What we'll do for CEU's Beth will send the whole overview of the sessions. Eric said this was done in Peoria and heard folks say that it was very good. Have always sold out. Don't have to go to all three sessions, hope to divide up the presentation. Told it cannot coincide with CiHRG luncheon – looking at dates in October. If you want pre-approval need info on the dates, etc. Suggestions for dates – maybe Wednesdays at noon time? CEU cannot count over lunch time, so 11-2 would have to indicate ½ hour for lunch, total CEU if you went to all 3, would be 7.5 CEUs.

Cathy wants to table the Illinois workNet. Eric removed from the agenda.

#### **Student Chapter Chairperson – Stacey Cultra**

Updated the wage survey, on Zoomerang. Need to get in touch with the student representative, shooting for October to get it sent out. Talked about Springfield and Bloomington including them – Eric will get contact info to Stacey. Ron – what about Decatur? Yes!

How do we get CiHRG members to participate? Seems like we'd have more participate – it's easy! Ron suggested the we offer a drawing or something - \$25 gift card, three of them. **Tracey make a motion that we offer three \$25 gift cards (clarify, three gift cards @ \$25 each)** and you have to complete the Survey to have your name in the drawing. Along with that will get a free Survey – any participant. Everyone one who participates gets a free Survey. Maybe every president would donate from their market. Ask the other presidents to do the same – more gift cards. Get donor gift cards? (e.g. go to Target and ask for a gift card? Del suggested). Agreed to let CiHRG. Eric call for all in favor? All in favor.

#### **Diversity Chairperson – Greg Gonda**

No report

#### **Professional Development Chairperson – Beth Wileaver**

No report

#### **Legislative Chairperson – Ron Gremore**

No report

#### **Public Relations Chairperson – Tonya Jones**

None, not present

### **OFFICER REPORTS**

#### **Treasurer – Tammy Hoggatt**

Handouts – through today (8/23/2007), wanted to show that we got a check from SHRM. One highlighted item on 2<sup>nd</sup> page, (-\$6.00) it's not supposed to be there. Has something to do with a write off – Main Street Bank had paid lower for three lunches. We're at 77% for income, for expenses 65%.

Move and 2<sup>nd</sup> to accept financials. All approved to accept the financials.

Ron expressed concern about the budget if we pay the honorarium. We should put that on a future agenda. Greg asked the he write up something for discussion at future meeting. We'll put on the agenda for the September Board meeting.

Not on the agenda – the invoice generating – Greg moved to amend the agenda to include this item. We had talked about a way to generate invoices for our members. Tammy figured out a way to do this from Quickbooks, but it will generate based on what they did last year (e.g. if didn't do prepaid meals, will print the invoice). Greg suggested that export data from Quickbooks to excel, import w/ mail merge and give the option for all choices – e.g. pre-paid meals. Include SHRM number in the export. Tracey would be thrilled if we didn't have to have members re-do the membership forms. Del suggested we include a member number field (SHRM member number) Quickbooks assign a vendor number that we can use as a member

number since not all our members are SHRM. Tammy will work on draft and bring back to Board in September. Then have ready for October meeting.,

Eric – we did this two years ago. Get ready for October

What about sending an email to the members if they want an invoice?

**Secretary – Sue Key**

None

**President-Elect – Del Angelo**

None

**President – Eric Ferguson**

SHRM request for By Law modification. SHRM wants us to include the sections highlighted on the handout. More than a request, they are requiring us to include it. Eric reviewed the other highlight sections on the handout. Need to incorporate by the end of the year. Ron suggested we put on the next meeting agenda so we can each review it in detail. Our current bylaws pretty well follow the SHRM model.

Stacy asked where the job descriptions are that were linked for the wage survey.

Plan Well Retire Well- was asked to present this to the Board. Have a proposal seeing if CiHRG can help them. A suggestion to present at a meeting (be the speaker) or announce at a meeting (10 minutes) or put in CiHRG newsletter. Del suggested that the Speaker Committee review and see about being a speaker.

EA – last two years, CiHRG has been co-sponsor of EA luncheon – no cost. Eric has invited representative from EA to handout information about the conference at the September meeting. Will present a 10 minute presentation on the conference. Will put in September newsletter.

Leadership conference in November – President Elect goes. Held in Washington DC. Eric went last year, was wonderful. Anyway else interested? Eric could go to SHRM and see if they would cover some of the cost. Cathy said she might be interested.

Diversity conference in October – every other year is Diversity – this year is Diversity. Greg and Eric will touch base. Being held in Philadelphia.

Succession planning – according to bylaws we could, in the November newsletter, open up open positions of President-Elect, Treasurer, Secretary. Our bylaw say that two months prior Board members could solicit. Maybe put something in the newsletter that “as of November 1<sup>st</sup> we’ll be soliciting.....”

Conference Committee Chair – Nicole stepped down. Keep ears open, anyone we like to refer. Maybe Joe Sidenbug. According to the bylaws, the President call fill open Committee Chairs – the Board agrees Eric should talk to Joe.

Stationary – minute man press is working on a example of stationary. Two color is cheap, but our two colors and SHRM’s two colors are different (so that’s full color – more expensive). Greg – let’s buy a color printer – set up a template. Electronic attachments – the person could print on color paper. Cathy will create the template.

SHRM National Conference is in June – Chicago – for every 6 hours you volunteer – you get a day free. Eric will announce at meeting and we’ll put in newsletter. Will be at McCormick Place.

SHRM having special promotional offer for new member’s joining, \$15 off. Promo code, Eric will put in newsletter.

Eric got letter from Partners in Leadership – not sure of the details – Greg indicated he might be interested. Should we send to our members? Eric will send info to Greg and Cathy as they are interested. Is this just a sales gimmick and we shouldn't both our members with it? Skip it.

Special Meeting update – Cindy Gutherie – Eric wants to pursue this when he's not President anymore. Would include Ron as he had volunteered to present. Sometime in 2008.

Ron handed out – gov signed into law an amendment to the state Right to Privacy in the Workplace Act that prohibits IL employers from / 2<sup>nd</sup> handout on whistle blower.

Del – Chamber brown bag in October – seminar E-verify program (Oct 16 at noon).

Motion to adjourn – 5:04pm

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **Next Board Meeting September 26, 2007 3:30pm**

(Future meetings: 10/24/2007, 11/28/2007, 12/19/2007)

Board meetings with the exception of December 19, 2007 will be held at 3:30pm on the fourth Wednesday of the month at the Chamber of Commerce. There will be cookies served!

Next CiHRG Meeting: 9/18/2007

### **Action Item Update**

#### **Adjournment**

The meeting adjourned at 4:40pm

Submitted by Sue Key, PHR  
CiHRG Secretary