

## SHRM AL State Council and Chapter Leadership Meeting Minutes

**MINUTES FOR: January 18, 2008**

**P: Present    A: Absent with notification    X: Absent without notification**

<b>COUNCIL MEMBERS and GUESTS PRESENT</b>							
P	Jamie Yeaman Brown, SPHR Director	P	Paula Watkins, SPHR Past Director & Diversity CLA; Speakers	A	Jim Dingus, SPHR District Director Registration	P	Mike Bean, PHR District Director- Business Manager
A	Bill Rush, SPHR Conference Chair	A	Sandra Stenger, PHR Council Affairs Manager	P	Andrea McCain, SPHR Foundation CLA	P	Juanita Phillips, SPHR Legislative CLA
P	Kimberly Pruitt, SPHR Legislative CLA	A	Shelly Murray, PHR Certification CLA Publicity	A	Carmen Douglas, SPHR Workforce Readiness CLA	A	KaSandra Russaw, PHR, Logistics, College Relations CLA
A	Evelyn Gibson Membership CLA	A	Belinda Blackburn, SPHR Pres: Calhoun County	P	Sharon Cureton Pres: Baldwin County	P	Alan Sconiers, SPHR Pres: Birmingham
P	Judy Brown, PHR Pres: Cullman	P	Pam Werstler, SPHR Pres: Tennessee Valley	P	Janet McQueen Pres: Wiregrass	P	Andy Dyer, PHR Pres: East AL
A	Carolyn Sarblah Pres: Escambia Co.	A	Karen Cook, PHR Pres: Gadsden-Etowah	A	Kathy Short, SPHR Pres: North Alabama	A	John Stodghill Pres: Marshall Co
A	Billy Pine, SPHR Pres: Mobile	P	Marsha Beasley, PHR, PMP Pres: Montgomery	A	Wanda Burns Pres: Selma	P	Will Patton, PHR Pres: Tuscaloosa
A	Amy Jones, PHR Pres: The Shoals	P	Joanna Brand Pres: NW Alabama	P	Jacqueline Waters Sponsorship	A	Sheree McAdams, SPHR Registration
P	Shelly Trent, SPHR SHRM	P	Barbara Brienza Foundation - MGM	P	Michelle Swofford President Elect – MGM	P	Karlie Orwig Newsletter-Wiregrass
P	Dave Parshley Programs-Calhoun	P	Dana Webster Treasurer – MGM	P	Clare Hayne Technology – Birmingham	P	Kevin Lane Fin & Admin-BHM
P	Jennifer Allen Membership-TUSC	P	Gwen Black Wk Readiness-East AL				

<b>ACTION ITEMS TO BE COMPLETED</b>			
	Action Items	Who:	Completed By:
1.	Send Paula Watkins the Word version of the 2007 conference brochure.	Jamie	Completed
2.	Think about what we could do as a state council that would qualify for the Enterprising Leadership award.	All council members	5/30/08
3.	Send Jamie Brown a copy of your 2008 Board members and contact information. This information will be used for future communications as well as updating the state council website.	<b>Chapter Presidents</b>	2/1/08
4.	Verify chapter website to ensure the updated SHRM "Affiliate of" logo is being used properly. <a href="http://www.shrm.org/graphicsguide/use/">http://www.shrm.org/graphicsguide/use/</a>	<b>Chapter Presidents</b>	2/1/08
5.	Verify all of your information with SHRM to ensure they have all of your correct contact information. This is important to make sure the chapter receives financial support from SHRM. <a href="http://www.shrm.org/membercenter/">http://www.shrm.org/membercenter/</a>	All council members	2/1/08
6.	Prepare your Diversity Collage for the next meeting.	All council members	4/18/08
7.	Review the State Council Achievement Plan and provide Jamie with a list of goals that you want to achieve in 2008.	Core Leadership Area Directors	2/29/08
8.	Discuss what item(s) can be donated by the chapter for the Silent Auction that will be held at the State Conference on May 21 <sup>st</sup> . Provide a response to Andrea McCain.	<b>Chapter Presidents</b>	4/30/08
9.	Let Jacqueline Waters know if we negotiated a discounted rate with the Drury Inn for the council meeting and conference in May. Jacqueline will include this information in her letter to the sponsors.	Sandra Stenger	1/31/08
10.	Review the list of volunteer roles needed for the conference in May and provide your feedback to KaSandra Russaw.	All council members	2/29/08
11.	Provide Alan Sconiers a list of speakers that your chapter has used in the past. This will be used to create a speaker list for all chapters in the state.	<b>Chapter Presidents</b>	2/29/08
12.	Provide Carmen Douglas with the contact information for the Workforce Readiness contacts in your chapter.	<b>Chapter Presidents</b>	2/1/08
13.	Provide Shelly Murray with the contact information for the Certification contacts in your chapter.	<b>Chapter Presidents</b>	2/1/08

14.	Utilize the e-blast system for announcing Rep. Artur Davis' visit to the SHRM-Birmingham chapter meeting on February 20, 2008.	Juanita or Kimberly	2/1/08
15.	Complete the SHRM Chapter/ State Council Pledge form and send to Andrea McCain, along with contributions, and she will ensure everything is reported correctly and sent to the SHRM Foundation.	All council members	On-going
16.	Complete the Chapter Champion link on-line and complete the four items in 2008. <a href="http://www.shrm.org/foundation/chapterchampion.asp">http://www.shrm.org/foundation/chapterchampion.asp</a>	<b>Chapter Presidents</b>	2/29/08
17.	Review the e-mail from Shelly Trent on 1/17/08 about announcements from SHRM. See specifically the conference dates as well as webcasts and conference calls for CLAs.	All council members	2/29/08
18.	For the next council meeting, bring the worksheet you completed during <i>The Leader's Window</i> on "What Kind of Leader are You?"	Those who did not leave theirs with Jamie	3/21/08
19.	Provide Jamie a copy of the presentation that can be e-mailed to those in attendance and saved to their CD.	Shelly Trent	2/1/08

### DISCUSSION ITEMS AND MAIN DECISIONS MADE DURING COUNCIL MEETING:

	Discussion Item	Main Decision(s) Made
1.	<b>Welcome, Introductions and the Role of the State Council</b> Jamie Brown	<p>Jamie opened the meeting by welcoming everyone. Time was spent on a teambuilding activity called Totem Pole Truths. This activity focused on the differences and similarities we have as a team. <a href="http://www.businesstrainingworks.com/Icebreakers.PDF">http://www.businesstrainingworks.com/Icebreakers.PDF</a></p> <p>She also provided a list of trivia questions about SHRM and the state council. Those who answered the most questions correctly were able to choose from a bag of SHRM goodies.</p> <p>Jamie mentioned that the State Council is available for support to the chapters. This can mean serving as chapter speakers as well as financial. For 2008, we will continue to offer scholarships to the chapters for Hill Visits as well as Certification. Jamie also provided those in attendance with a CD of resources for the council. Council members can save communicated information directly to the CD instead of making copies.</p>
2.	<b>SHRM Update</b> Shelly Trent	Shelly presented information that was recently discussed on the new chapter president orientation conference call. This presentation was filled with information that is important for new chapter presidents. Council members should review the presentation for additional resources that can assist them in being successful in their volunteer role.
3.	<b>Legislative</b> Juanita and Kimberly	<ul style="list-style-type: none"> <li>• Juanita shared with the group how the Legislative Affairs area will be structured. There will be two Co-directors: 1) Focusing on Hill Visits and 2) the other focusing on the WHPA bill as well as building relationships with the legislators through lunches, etc. A new bill is being introduced by SHRM called the Social Security Program and Workplace Integrity Act which creates an electronic verification system that eliminates the I-9 form and protects the interests of employers in the employment verification process.</li> <li>• Hill Visits are being planned for March and October so chapters should budget money for someone from their chapter to attend. If assistance is needed, please contact Mike Bean regarding how to request scholarship funds.</li> <li>• More emphasis will be placed on letter writing in 2008. They would like to see Alabama back in the Top 5 list this year.</li> <li>• Rep. Artur Davis is the planned speaker at SHRM-Birmingham on February 20, 2008. SHRM-Birmingham is looking at having Senator Jeff Sessions in October 2008.</li> </ul>
4.	<b>SHRM Foundation</b> Andrea McCain	Andrea provided everyone with information related to the SHRM Foundation. She discussed the goals for 2008 and how the chapters can become Chapter Champions. She also discussed the resources that are available to the chapters in the way of DVDs. Each year the Foundation produces a DVD using the resources available and provides a FREE copy to the chapter president. These DVDs are available for chapter meetings and some may be used for recertification credit.
5.	<b>Diversity</b> Paula Watkins	Paula shared her excitement about being the Diversity CLA for the council. This is a role she has looked forward to filling for many years! She shared some key points that we should all remember when it comes to diversity. Many of the ideas that she shared from her handout can be incorporated into chapter program ideas and initiatives.
6.	<b>Business Manager</b> Mike Bean	Mike presented the proposed 2008 budget with all in attendance. He shared that the majority of our revenue is generated from the conference, specifically the sponsors. We made adjustments to the amount for Diversity. With the change, the budget was approved as presented. He also shared a copy of the conference budget. He made changes to the sponsorship for Gold and Silver and this was approved as amended.

		Mike mentioned that Hill Visit and Certification scholarships are available first to those chapters that have less than \$10,000.00 in their account.
7.	<b>2008 Conference</b> Paula Watkins	<p>Paula provided everyone with a brief bio of the speakers that have been confirmed to date. We do not have a "theme" per se but all of the topics are very timely for the HR profession.</p> <ul style="list-style-type: none"> <li>• Opening General Session: Tom Terez, President, <i>Building an Emerging Workplace: Ideas, Tools and You.</i></li> <li>• Concurrent Session: Marion Walker, JD, <i>HR and E-Discovery</i></li> <li>• Concurrent Session: Brian Jenson, <i>Healthcare Insurance is Killing American Business.</i></li> <li>• Lunch General Session: Lee Ellis, SVP</li> <li>• Concurrent Session: Karl Ahlrichs, Partner, <i>Uncommon Knowledge: Align Your Strategy with Applicant Values Before They are Hired.</i></li> <li>• Concurrent Session: Todd Barrow, Partner, <i>Transforming 401(k) Education from Routine to Revolutionary</i></li> <li>• Closing General Session: Sharon Lovoy, SPHR, <i>TBD</i></li> <li>• Special Track: Jack Joyner, DOL, Split topics on Compliance Welfare</li> <li>• Pre-Conference Session: Tony Bamber and Maureen Kirschbaum, <i>The Role of HR in Due Diligence and How it Impacts the Bottom Line.</i></li> </ul> <p>On behalf of KaSandra Russaw, Paula provided a list of volunteers that are needed for the conference. State council members should review the list but also see who from their chapter could also serve as volunteers.</p> <p>Paula shared with the council members that they are able to attend the conference free of charge due to their role on the council. Past state council directors can also attend at no charge. This is one way that we reward our volunteers for their time. This is not transferrable.</p>
8.	<b>The Leader's Window</b> Jamie Brown	Jamie provided a presentation on the Introduction as well as Chapters 1-2 of this book. She was able to receive 1.5 Strategic recertification credits for this presentation. It is her goal to cover the entire book this year and will request additional credit for each presentation this year.

### HANDOUTS RECEIVED:

#### GENERAL INFO:

Owner: Andrea McCain 2008 Foundation Materials <ul style="list-style-type: none"> <li>• Goals</li> <li>• Job Description</li> <li>• List of Resources</li> <li>• Pledge form</li> <li>• Chapter Champion form</li> <li>• List of DVDs available</li> <li>• Regional Scholarship</li> </ul>	Owner: Paula Watkins SHRM Alabama State Conference Speakers list and bios.
Owner: KaSandra Russaw List of volunteers needed for the state conference.	Owner: Paula Watkins Diversity Should be Celebrated – Not Tolerated (talking points and ideas)
Owner: Will Patton Tuscaloosa HR Professionals newsletter	State Council Meeting Announcements from SHRM (also sent to council members via e-mail before the meeting.)
SHRM Mentor Program (also sent to council members via e-mail before the meeting.)	Brochure: What's in it for Me? (membership)
Brochure: Earn HRs Distinguishing Mark of Excellence (Certification)	Brochure: Join us in Shaping the Future (Foundation)
Brochure: We are SHRM (membership)	Flier: Resources You Need (membership)
Flier: Get Twice the Value (local chapters)	Catalog: SHRM Human Resource Curriculum Guidebook and Templates
Handbook: HRCI Recertification Handbook	Owner: Jamie Brown CD of state council resources

Next Scheduled Meeting: March 21, 2008, MAX Credit Union, 400 Eastdale Circle, Montgomery, AL 36117

**Jamie Yeaman Brown, SPHR**  
Director