

AL SHRM State Council and Chapter Leadership Meeting Minutes

MINUTES FOR: August 25-26, 2006

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

COUNCIL MEMBERS and GUESTS PRESENT							
P	Alan Sconiers Certification Director	P	Jamie Brown Workforce Readiness Director, Conf Co-chair, Director-Elect	P	Bill Rush Foundation Dir/ Conf Co-chair	P	Carmen Douglas Pres: Montgomery Diversity Director
P	Mike Van Rensselaer Pres: Shoals (NEW)	P	Trish White Pres: Baldwin County	A	Pam Peterson Pres: North AL	P	Penny Rotolo Pres: Dothan/ Wiregrass
P	Andrea McCain Federal Legislative	P	Juanita Phillips State Leg. Director	A	Lana Moseley Branding/ PR Director	P	Leanne Fuller Pres: East AL
P	Dorothy Hill National SHRM (Phone: Saturday)	P	Paula Watkins State Council Director/ Conf Chair	P	Mike Bean Business Manager	A	Caroline Thompson Cullman
P	Nancy Leigh Pres: Tuscaloosa	P	Pam Werstler Council Affairs Manager	A	Mike Loncono College Relations	P	Al Perry Pres: Selma
P	Al Poston Pres: Gadsden/ Etowah	P	Shelly Prochaska National SHRM (Phone: Friday)	A	Evelyn Gibson Baldwin County	A	Inez Beek Pres: Mobile
A	Herb Clark Pinnacle Award Director	P	Lynne Greene Co-pres: Calhoun County	A	Sonya Knipper Pres: Dec/ TN Vall	A	Shelly Cofield Co-pres: Calhoun County
A	Pres: Escambia County	A	Greg Glasscock Pres: Marshall County	A	John Dodson Pres: Winfield/ NW AL	A	Jim Dingus Past State Council Director
P	Sybil Hock Incoming President: North Alabama	P	Shelley Murray Incoming President: East Alabama	P	Kassandra Russaw Incoming President: Calhoun County (Sat)	P	Sharon Brooks Incoming President: Montgomery

ACTION ITEMS TO BE COMPLETED			
	Action Items	Who:	Completed By:
1.	Reserve meeting space at Regions Bank - Montgomery: <ul style="list-style-type: none"> • January 26-27, 2007 (Montgomery) • March 30-31, 2007 (Montgomery) • August 24-25, 2007 (Montgomery) 	Jamie	11/30/06
2.	Establish a committee to determine what to do regarding our financial situation.	Paula	12/31/06
3.	Distribute the balance sheet to state council members	Mike	9/30/06
4.	Modify letter writing spreadsheet to include chapter size.	Andrea	12/15/06
5.	Notify Andrea McCain of your chapter size for the letter writing spreadsheet	All Chapter Presidents	11/30/06
6.	Provide chapters with the letter writing samples	Juanita	Completed
7.	Ask chapters who their best certification speakers are	Alan	11/30/06
8.	Remind chapter workforce readiness contacts to respond to requests	Chapter Presidents	On-going
9.	Send chapter donations for the SHRM Foundation to Bill Rush so he can make sure the money gets allocated to your chapter.	Chapter Presidents	ASAP
10.	Provide Jim Dingus with a list of former state council directors to post on the website.	Paula	11/30/06
11.	Create a certificate for a free registration to the 2007 State Conference	Jamie	9/6/06
12.	Send diversity presentation with minutes.	Jamie	9/8/06
13.	Provide Jim Dingus with letter samples that chapters can use to write letters.	Juanita	11/30/06
14.	Notify Juanita Phillips the following (estimated based on local factors only): <ul style="list-style-type: none"> • Number of chapter members • Number of companies represented by your membership • Number of employees in each company represented 	Chapter Presidents	11/30/06

15.	Provide Jim Dingus with a list of chapter events that can be posted to the website.	Chapter Presidents	On-going
16.	Let Jamie know who your great speakers are and we can create a Speakers Bureau on the website.	Chapter Presidents	On-going
17.	Update by-laws to include "Inc. " in the name	Carmen	ASAP
18.	Bring job descriptions of state council jobs at next meeting	Paula	1/26/07
19.	Provide feedback to Paula about where state council money should go if it ever dissolves.	All State Council members	On-going
20.	Create a certificate as a door prize for the Town Hall meeting (free state conference registration fee)	Jamie	Complete
21.	Share ideas on how to expand the conference	All	On-going
22.	Take strategic ideas list (from the HRCI website) and ask chapters for speaker recommendations (in order for us to get strategic credit for the conference)	All	11/30/06
23.	Self-identify or recommend someone who could be Mike Bean's understudy next year.	All	11/30/06
24.	Submit CAP and by-laws by deadline	Chapter Presidents	1/31/07
25.	Contact Erin Watkins to see if she would be interested in being a speaker at the conference next year.	Jamie	ASAP
26.	Add the following dates to the calendar for next year: <ul style="list-style-type: none"> • January 26-27, 2007, Regions Bank - Montgomery (Saturday is bring your entire board day) • March 30-31, 2007, Regions Bank – Montgomery • May 15, 2007, Drury Inn? • May 16, 2007, State Conference • August 24-25, 2007, Regions Bank – Montgomery • November TBD, 2007, National Leadership Conference, Arlington, VA 	All	ASAP
27.	Provide the name of the speaker who did the session on managing generational issues to Jamie	Sybil	9/30/06
28.	Provide the name of the speaker from California that could speak about crisis management	????	9/30/06

DISCUSSION ITEMS AND MAIN DECISIONS MADE DURING COUNCIL MEETING:

	Discussion Item	Main Decision(s) Made
1.	Welcome and Introductions Paula Watkins	Paula welcomed everyone in attendance. She offered trivia questions as an icebreaker.
2.	Minutes	The minutes were distributed by Jamie to everyone in advance of the meeting and they were approved as written.
3.	Financials Mike Bean	<ul style="list-style-type: none"> • We went over the treasurer's report. • We have put money from the money market into a 12 month CD. This allows us the opportunity to keep our money liquid but also overlap it with the other CD. • We have been approved for 503(c). <ul style="list-style-type: none"> ○ 990EZ with the IRS needs to be filed. <ul style="list-style-type: none"> ▪ \$250 to file ▪ Audit records for \$500 but don't need a full "audit". We will have someone "review" for \$200 and the attorney will write a letter describing the results of the review. • Paula mentioned a concern raised by Mike regarding the amount of money we have. A committee will be established to determine what we can do. • We are able to provide hotel rooms for state council members like we've never done before due to our financial situation. • Conference Budget – we discussed the revenue and expenses.
4.	Federal Legislative Andrea McCain State Legislative Juanita Phillips	<ul style="list-style-type: none"> • Bush signed the Pension Reform Bill on 8/17/06. • The state participates on the legislative front by attending hill visits, phone calls, and letter writing. • "Bugs" need to be worked out regarding the on-line submission of I-9 • Paula mentioned, on Herb's behalf, that we will be submitting a Pinnacle Award regarding our Hill Visits. <ul style="list-style-type: none"> ○ Paula and Andrea will proof the submission. ○ Hope to get feedback from senators on our involvement (Shelby is the only office who responded) • Mike Van Rensselaer asked if Andrea could identify chapter size on the letter writing spreadsheet

		<ul style="list-style-type: none"> • Provided sample letters that can be posted to the website. • She encouraged the chapters to mail these out. • Legislative chapter events – be sure to include state initiatives as well. • Andrea and Juanita have been contacted about a legislative article that will be written soon.
5.	Certification Alan Sconiers	<ul style="list-style-type: none"> • Alan passed around the list of certification contacts for the state. He asked that we verify the information. • He wants to find out what the chapters are doing in regards to certification. • He would like the state council to assist chapters with funding and identifying quality speakers. <ul style="list-style-type: none"> ◦ Standardize what is offered at each chapter • He shared the dates for the next registration period. • Paula would like for Alan to set three dates for a certification workshop/ event and see who shows up. The state council can't be a one-event group. • Paula suggested that Alan ask the chapters who their best speakers are.
8.	Workforce Readiness Jamie Brown	<ul style="list-style-type: none"> • Provided everyone with a handout update of what she has done so far this year. • Asked chapter presidents to remind their workforce readiness contacts to respond when asked for information. • She provided an overview of the Alabama Worker Credentialing Summit that was held in Birmingham in August.
9.	SHRM Foundation Bill Rush	<ul style="list-style-type: none"> • Bill passed out a campaign update. • Bill reminded everyone to make sure they get their chapter donations to him so the funds can be allocated correctly to your chapter. • At National conference, the SHRM Foundation held a Silent Auction. Paula bid on the registration toward the 2007 National Conference and was the winning bidder! Our donation counted toward our contribution to the SHRM Foundation. • Bill served on the panel that made the scholarship selections. A chapter member from Alabama did receive the scholarship but he was not able to name that person. There were 375 people who applied in our region. • Bill has some ideas that we can do next year for the Foundation at the state conference.
10.	Diversity Carmen Douglas	<p>Paula has asked Carmen Douglas to assume the role of Diversity Director. Allen Kennedy has accepted a position in Montgomery and will not be able to stay on the state council.</p> <p>She provided an overview of the RAVE program and shared with those in attendance how their organizations could benefit from the program. She provided a separate handout with additional information.</p>
11.	Town Hall Meeting and Additional SHRM Items Dorothy Hill (by phone)	<ul style="list-style-type: none"> • The Town Hall meetings were established so SHRM could better gauge their members. <ul style="list-style-type: none"> ◦ Many are retiring, new generations, change, declining membership, etc. • They have invited all National members in a geographic region. <ul style="list-style-type: none"> ◦ Five locations around the U.S.A. ◦ Birmingham was chosen due to Janet Parker and the fact that Sue had a Board meeting of a corporate business in the area. ◦ So far we have 107 people registered to attend. You can bring others at the last minute. • Schedule: <ul style="list-style-type: none"> ◦ 4:00 – 5:00 p.m.: Networking ◦ 5:00 p.m.: Introductions (Janet and Sue) <ul style="list-style-type: none"> ▪ Sue will follow-up by providing a state of the profession and SHRM for about 30 minutes. ▪ Will open up for Q & A – Dorothy may call on us to ask questions ▪ Roundtable Discussion – each table will discuss four questions ▪ Wrap-up, recognize the host chapter, etc. • Since BSHRM is the host chapter, they will provide a door prize. The State Council will also offer a free registration to the 2007 State Conference as well. • Sue will have a private dinner <ul style="list-style-type: none"> ◦ Senior-level HR executives ◦ Others may have received an invitation • They will be looking for a couple of volunteers to help with registration – Doug Dean is coordinating this for BSHRM. • If at least 100 people attend, Dorothy feels like this will be a success. She said that we should feel good about the numbers we do have vs. the numbers we don't have. There was some concern about the date because many people have children who play football, cheer, etc. and it's really not the best date. <p>• Next year there will be a big thrust on membership retention.</p>

		<ul style="list-style-type: none"> o A task force is in place. o National will begin tracking retention – this is not something that most chapters are doing. • A new Diversity Director will be in place next month and will work on internal and external diversity.
12.	Diversity Presentation Erin Watkins	<ul style="list-style-type: none"> • Erin provided a presentation on the diversity efforts of her organization. Here are a few highlights (see presentation for full details.) <ul style="list-style-type: none"> o Food and potluck celebrations of culture o When recruiting, they ask questions about how they will fit in the company. <ul style="list-style-type: none"> ▪ YES! Creative, tolerance, learning, etc. ▪ NO! How they respond to jobs going overseas, etc. o Homogeneous hiring – so the team doesn't look the same
13.	Chapter Updates	<ul style="list-style-type: none"> • NASHRM: conference speaker on 9/12 will be Sharon Lavoy; National Child Advocacy – Friendly Business Award; Joint event with great speaker – Dave Webber; 50/50 raffle for the SHRM Foundation; Run My Club has been selected for their chapter to register on-line, pay on-line, etc. • TVA/ Shoals: Fall workshop is scheduled to be held at Double Head. • Montgomery: AUM will host the next chapter meeting which will be Deborah Leo with the EEOC. This will be a joint meeting with members from the Selma chapter. Success with workforce readiness – topics to cover (outline available). Invited certified chapter members to help with recertification hours; outreach activity – BINGO at nursing home. • Florence: not many people knew about the annual SHRM conference. • Dothan: HR Jeopardy went over real well (like HR Games.) Questions came from the weekly review that SHRM sends electronically. • Gadsden: _ day workshop on November 2nd with Gadsden Chamber of Commerce. They are working on their website. • Baldwin County: Have increased their membership. Working on recruiting businesses in the area. Want to get long-term members when time and location is not an issue. Revamping orientation with local trainer. They have 95% attendance at Board meetings. • East AL: HRCI credit for August seminar. Four new members last month. Charity – pick certain things to bring each month. Cat month, school supplies, dog month, etc. Decide at the beginning of the year and vote on what Board wants to do. • Tuscaloosa: Slate for 2007 Board is in place because of the September 21st leadership workshop. • BSHRM: working on getting more people involved. Benefits panel meeting – 140 people – senior level HR folks came to this one. Working with Chamber of Commerce on retaining top talent and keep in BHM after they graduate from college. • Calhoun County: workshop with Chamber of Commerce in October. Business Expo Workplace Negotiations with Dick Grimes. September will be Herb Clark on Grief in the Workplace. • Mobile: Hosting the Gulf Coast HR Conference on November 3rd.
14.	By-Laws Update Carmen Douglas	<ul style="list-style-type: none"> • We reviewed the updates that Carmen added to the state council by-laws. She used the sample recommendations provided by national SHRM as a guide. • We want to make sure we have checks and balances. • We discussed how to distribute the funds if the council ever dissolved. Do we want to divide amongst the chapters or designate just to the SHRM Foundation?
15.	State Conference Planning Bill, Paula and Jamie	<p><u>Conference Debrief:</u></p> <ul style="list-style-type: none"> • \$33,000 was from individual registrations • \$44,000 was from exhibitors <ul style="list-style-type: none"> o Gold: 47 o Platinum: 10 o Silver: 10 • Nancy highlighted some key points from the debrief notes that Paula, Bill, Jamie and Nancy compiled. • Pam Peterson will cover sponsorship portion next year. • May have two additional sponsors – BHM News and Office Depot <p><u>Conference Planning:</u></p> <ul style="list-style-type: none"> • Special Track needs to be strategic <ul style="list-style-type: none"> o May consider doing something the night before to secure hotel space • Survey attendees from the last two years and ask: <ul style="list-style-type: none"> o Would you attend the session if it was held in Montgomery? o Would you stay overnight? • We really need to share and publish information about this conference with other states because we had one person (each) from Georgia and Florida.

		<ul style="list-style-type: none"> • 20/20 Thinking: HR in Focus <ul style="list-style-type: none"> ○ Maybe have a TV anchor as a key note speaker ○ Are You Looking to 2020? ○ Clarity ○ Year • Roles (Here's what it means and know why it is important) <ul style="list-style-type: none"> ○ Functions ○ Strategic ○ Advocate • Strategic HR – Dr. Lonnie Strickland (possible speaker?) • Investing for the Future – medical impact • Hands-on experience with completing forms and developing policies • Adding Value <ul style="list-style-type: none"> ○ Reducing costs (healthcare wellness) ○ Benefits <ul style="list-style-type: none"> ▪ UAB Department Head? ▪ Dr. Sanjay Gupta from CNN? • Recruitment Branding – NAS (Estis) • Management of Generational Issues – Sybil will get a name • Crisis management – lady from California • Conflict Resolution/ Mediation • Diversity • Succession Planning • Roundtable Discussion the night before to share best practices – like a mini leadership session.
16.	Miscellaneous	<ul style="list-style-type: none"> • We can post HR openings for free on the state council website. • Minutes will be posted on the site as well. • Paula shared copies of the CEO Exchange DVDs with everyone. These can be checked out by the chapters. • We need to be thinking about a theme for the 2007 state conference – this will be homework for Friday night. She wants it to be provocative, exciting and pertinent. • We also need to think about how we can expand the conference. Think about: <ul style="list-style-type: none"> ○ Timeframe ○ Facilities • She has made contact with all of the former state council directors. <ul style="list-style-type: none"> ○ She will invite them to the conference. It was voted that these attendees would attend at no charge. We also decided that this would be an on-going initiative as a “thank you” as long as we have money in the budget to support the additional cost. ○ She will have their names posted to the state council website. • Paula mentioned that Herb discussed doing an Emergency Preparedness Template that can be shared with chapters. <ul style="list-style-type: none"> ○ She asked that an outbound chapter president work on this and Bill volunteered to help. • Paula mentioned that we may want to consider doing exit interviews of members who do not renew, etc. She provided an e-mail on 8/21/06 (Subject: At-Large Membership Ideas) regarding at-large members and things chapters could do. • State Council shirt – must attend two meetings to qualify for free shirt. • Hotel rooms for people who made reservations to the state council meeting but didn't cancel – will have to go to their personal credit card. The state council will not pay for that if you didn't cancel. • Mike Bean – need an understudy for Mike next year. • Town Hall meeting – we will offer a free registration to the 2007 state conference as a door prize. • Leadership Conference – please make sure someone from your chapter will be attending. • Paula will provide a reward to those chapters who submit their CAP and by-laws by the deadline.

HANDOUTS RECEIVED:

GENERAL INFO:	CHAPTER NARRATIVES
Federal Letter Writing Statistics	Wiregrass Human Resource Management Association
2006 "Actual" Conference Budget	East Alabama SHRM
2006 Treasurer's Report YTD	Tuscaloosa HR Professionals
Economics of Successful Relationships	
2006 SHRM Foundation Annual Campaign Statistics	
Janice Capliouto Center for the Deaf – Easter Seals RAVE Support Program for the Alabama Dept of Vocational Rehab Services (RAVE – Retain a Valuable Employee)	
State Legislative Activity Update	
Chapter President Letter	
House Districts	
State Council By-Laws	
2006 State Conference Evaluation (passed around the room)	

Next Scheduled Meeting: January 26-27, 2007, Regions Bank, Montgomery

Jamie Yeaman Brown, SPHR
Director-elect, WR Director, Conference Co-chair