Meeting Location: ERWSD Offices – Vail

Meeting Purpose: 2015 Planning

Date: January 23, 2015

Present: Angelo Fernandez, Jeniffer Murray, Kim Blackford, Mary Cunningham, Ashley Boie, Kari McKay, Michelle Lovins, Rhea Bonk, Cheri Chavis

Guest Speakers: Kirsten Gauthier-Newbury- CMC & Katie Haas – Eagle County HHS

**Updates:**

* **2015 Meeting Schedule** – proposed meeting monthly, agree to meet monthly 10 times per month with October and May off. Attendance is still required to be at least 75% for all BOD. Meetings will be held the 3rd Wednesday of every month at 3:30 pm at CMS. The first 30 minutes of each meeting will be designated for discussion/work on 2015 initiatives**. Angelo to send out updated calendar invite.**
* **CLIF Report Submitted** – Our CLIF report has been submitted to COSHRM and SHRM
* **SHAPE Report** – Angelo distributed 2015 Chapter Planning Workbook and reviewed our 2014 accomplishments
* **Finances**
  + Fund Balance with US Bank is currently $6,394.97. Angelo feels this it too heavy of a balance for a chapter our size and believes the balance should be between $4 - $5k.
    - Ideas for use of additional funds - paying for speakers to increase quality of speaker, provide scholarships
  + PayPal Balances – Balance is currently $431.67
  + Taxes – Angelo currently has bids from a few CPA’s and will review and determine which CPA we will hire to file chapter’s taxes. It is uncertain the last time the chapter filed a tax return.
* **Communication CLA & Director –** Would like to create SOP’s for positions on BOD so when transition happens we have reference tools for new BOD members. **Angelo asked that each member create an SOP and add to Drop Box when it is complete.**
  + Angelo proposed that we create a new position centered on communications. Mechanism for communicating information out to our membership and BOD members. All agree that this is a needed role. Michelle expressed interest in filling this role and **BOD were asked to seek out someone to fill membership role to allow Michelle to transition**.
* **“Theme” for 2015**: Partnerships
  + Our theme for 2015 is Partnerships. Angelo asked that with anything we are doing, whether it is in our regular roles or BOD role, we are always looking for opportunities to develop partnerships. Also using current partnerships when seeking out things for the BOD (programs, etc.). We should continually be looking at what we are doing in our current roles outside of BOD and how these roles and partnerships can benefit the BOD and our membership.
* **Programming - Kari**
  + Schedule of programs – See attached spreadsheet and additional notes on each.
    - February Scott Ferrin – will be presenting again in February, discuss certification, aging workforce, HR best practices (Kerri)
    - March Paul Terry (private consultant) – speaking at BHRA event waiting on confirmation on whether or not he can do program for HCHRA – Building a Culture of Development (Kerri)
    - March 18th Day at the Capital - should promote to membership discuss at February session, discuss incentive to increase participation, ensure on our website - Kerri
    - April State Leadership Conference- Need another program idea for this month
    - Kim proposed three names for potential programs – will reach out to see if there is interest/availability to conduct program. If they are interested will provide information to Ashley.
    - Other Ideas – panel with local business leaders “what do we need from HR” will look at scheduling for July.
    - Flip idea – local business leaders non-HR professionals program on HR101 for non-HR professionals
    - June – HR101 – **Angelo contact MSEC for presentation** **(Angelo)**
    - July – Panel “What do you need from HR” for non HR professionals **Solicit participation from local leaders (Angelo)**
    - August – employment law update – **Kim to reach out to VVP on if/when they are planning similar event try to piggy back on their event if so. (Angelo/Kim)** – Quarterly COSHRM meeting as well piggy back on this meeting for program Kerri to contact COSHRM – offer program and host quarterly meeting again, potentially August based on VVP schedule. We also plan to hold another “Cork Pull” fundraiser for the SHRM Foundation. **Ashley to coordinate using the Sonnenalp again for the venue.**
    - September – state conference - no program of our own – promote/incentive (volunteer at our booth provide $$ incentive to BOD)
    - November – space hold pending other program schedules
    - December – Mixer – Ashley to coordinate
* **Initiatives – Partnerships with Local Organizations (Workforce Readiness & Diversity & Inclusion Initiative)**
  + **Workforce Readiness in coordination with Kirsten Gauthier-Newbury of CMC –** 
    - This initiative will work in partnership with CMC to focus on developing programs related to career services and offering opportunities in our communitiesto students of CMC
    - Kirsten provided overview of what CMC Career Services is doing in the community. (see handouts)
  + **Diversity & Inclusion** 
    - Katie Haas – Eagle County Public Health & Environment (Worksite Wellness) discussed the programs they offer in our community (see flyers)
    - This initiative will be focused on creating awareness about worksite wellness and providing services/programs to assist local employers with creating programs at their employers.
  + BOD needs to create vision statement for each initiative. Brainstorm on activities for each.
    - First 30 minutes of each monthly meeting will be designated to working collectively on initiatives.
* **Membership** -
  + Do we want to continue incentive?
    - It was agreed we would do a membership drive from March 1 – April 30th anyone who renews or joins during this time period well be entered into a drawing for chance to win a SHRM membership (or reimbursement).
  + Affiliate Members – There are currently 3
    - Rocky Mountain Insurance contacted us regarding affiliate membership and concern that since we have other affiliate members in same line of business that this might be a conflict of interest. After discussion the BOD agreed that it was not but will reach out to Joe Crosby & Hays Companies to ensure he does not have any concerns.
* **Certifications – SHRM Preferred Provider Requirements** 
  + HRCI – can we still certify for HRCI credits if we are preferred provider?
  + SHRM Certification – how do we certify for these credits?
  + How long do you have to convert certifications?
  + **Rhea to research these questions and provide response**.

**Some Ideas from the Idea Tree**

* **HR CEO Book Club – review (topic for February meeting) discuss**
* **Paying for Higher Caliber Speakers – all agreed this was a good idea**
* **Thank you letters to “boss” for attendance at HCHRA retreat – Angelo to do- send Angelo contact information**
* **HR 101 with Q&A – will incorporate into program schedule**
* **More email blasts to members with info – communication person??**
* **New membership director needed to allow Michelle to transition to communications position**
* **Day at capital car pool – look at through partnership with career services**
* **SHRM memberships prizes/incentive – adopted**
* **Scholarships/CMC partnership – table until July after budget/taxes complete – what do we get out of it? (Kim)**