**Meeting Location**: East West Resorts HR Conference Room

**Meeting Purpose:** Annual Planning Retreat

**Date:** January 20, 2017

**Present:** Karyne Spadi, Jeniffer Murray, Michelle Lovins, Linda Giordano, Mellanee Montgomery, Candie Delp, Cherie Chavis, Ali Kelkenberg, Jessica Beauchamp

**Succession Planning Group Activity (approx. 20 minutes) *–*** due to time this activity was assigned to take home and complete and will be reviewed at the February BOD meeting

**President Update (Michelle)**

* SHAPE Report has been completed for 2016 and submitted to SHRM.
* Excel Application is due on March 15th and Michelle has begun working on this.
* 2016 Meeting Schedule – date will remain as 3rd Wednesday of every month with most meetings being held at CMC, unless stated otherwise. Melanie to secure space with CMC. There will be no meeting in May and December this year.
* CLA Call Schedule was sent out to BOD for 2017. Michelle asked that if you are unable to join a call to please send an email to see if someone else is available to be on the call. We want to ensure we get as much credit as possible for participating in these calls.
* President Elect and Treasurer positions available. Jeniffer Murray agreed to assume the role of Treasurer. This leaves the Secretary position available. Will reach out to Barb Waters to see if she is interested in filling this role. President Elect also still needed for the 2018 & 2019 term. Michelle would like to have a person identified by November. Please let her know if you are interested.
* Annual COSHRM Volunteer Leader Summit in BlackHawk (April 13th and 14th) – location changed since meeting and will now be held in Colorado Springs on March 9th & 10th.
* Hotel rooms and conference are paid for by COSHRM
* COSHRM Board Meeting Thursday afternoon and dinner that evening
* Conference is on Friday
* Chapter Bylaws - It is our goal this year to update Bylaws for the chapter. Bylaws have not been updated since the late 1990’s and it was recommended by other chapters that we start from scratch. Must be approved by Scott Ferrin and SHRM. Would like to create sub-committee to assist with this process.
* Chapter Dropbox - Recently purged several documents from our Dropbox. Ensure you are uploading documents here as necessary. Also continue to use Volunteer Leaders Resource Center as a resource.
* SHRM Annual Conference in New Orleans (June 18th – 21st) - Volunteers leader discount is offered. Deadline is approaching in early February so be sure to register timely.
* COSHRM State Conference in Keystone (September 27th – 29th) – Registration information generally comes out in the spring. We will continue to have a booth at the conference and need to consider ordering some items to give away.
* Thank you letters from me to your company for allowing you to participate today and volunteer on our board. Please let Michelle know if you would like a letter sent to your company.

**Financial Update (Michelle):**

* Fund Balance with US Bank and PayPal - US Bank completed final review of fraud claim and has returned all funds to our bank account. The investigation is still on-going with the police department.
* Michelle presented a P&L snapshot of financials for 2016. We finished 2016 in the positive by $1255.29

Our current account balances are $3300.52 currently in US Bank and $312.52 Pay Pal.

* + Taxes –Michelle will work with Jeniffer to file our 2016 return.
  + PO Box – will be moving the box to Avon. Michelle will take care of updating all address information with various sources and ensure all invoices have notice of new address.

**Membership Update (Karyne):**

* Current Membership Update
  + # of Members/Pending Members – 73 total members, 53 SHRM 73% active
  + Suggest doing another raffle for Kindle Fire for membership drive in 2017.
  + Proposed changing membership renewal process. Would like to change from a monthly renewal process to twice per year in January and July. All agree this is a good idea. Karyne will work through logistics and propose change process to BOD.
* Affiliate Memberships
  + Suggestion to change the program and create one affiliate membership to cut down on administrative burden and confusion for members
    - Discussed eliminating membership with programs included and having only individual memberships. It was agreed this was a good idea. All current members on this program will be grandfathered to have programs included through the remainder of their membership period.
    - Student membership will be eliminated for 2017.
    - Agreed to offer individual memberships only with a $20 discount if you are a SHRM member.
    - Discussed including a “Bring a Buddy” promotion to allow current members to bring a friend at least once per year as highlight to membership.
  + Affiliate Membership – Agreed to reduce to one membership type at a $150 per membership. Karyne to propose language for website.

**Programs Update (Linda):**

* Upcoming Programs and Speakers – January program which was cancelled due to weather will be rescheduled in the summer.
* I9 compliance update is scheduled for February 7th – 10:30 – 12 pm at CMC
* Scott Ferin will present Drive Business Success with Workplace Flexibility on March 23rd. This has been approved for strategic credit.
* No program currently scheduled for April – Webinar on Top Talent recruitment program being proposed as possibility. Linda will continue to look other webinars we can offer to our members.
* Still need to find a speaker and topic for April.
* Ali proposed conducting a performance management program that was recently implemented at the water district for May. Ali will meet with Linda to review program content and determine if this is relevant and feasible.
* Would like to offer a legal update for 2017. Linda to contact MSEC and Sherman & Howard for potential presenters and dates.
* Linda will also research other topics such as; documentation training, housing challenges, as well as other potential programs for the remainder of the year.
* Discussed trying to host a program in Summit County this year. More discussion to take place on this at a later meeting.
* CO Workforce Center will be hosting Unemployment Claims Overview on March 10th at CMC 10 am – 12 pm
* Plan for 2017
* Lance agreed to do a program again this year – Linda to review surveys and see if there are any suggested topics he can present on.

**Marketing and Communications Update (Ali):**

* + Communications Plan for 2017 – Ali will create a Survey Monkey to send to members to get feedback on current communication strategy, is it too much or too little?
  + In order to get more visibility with our posts on LinkedIn Ali will notify the BOD when something is posted so we can all “like” the post.
  + It was agreed that emails and LinkedIn sufficient for non-member updates.
* Social Media Plans – Agree no Instagram but will begin creating a Facebook page. LinkedIn & Facebook will be main source of social media communication with increased posting of pictures from functions and programs to each. We will also post information on all upcoming programs.

**Certification Update (Cherie):**

* Learned recently that if members renew their SHRM certification in 2017 they can obtain a $20 credit for their local chapter. Cherie will research and see if she can find a flyer to promote.
* Credit for all scheduled programs has been received.
* Would like to promote volunteer items and notices from SHRM on our chapter website. Cherie to give to Ali to post on website.

**College Relations and Workforce Readiness Updates (Mellanee):**

* + In our ongoing effort to assist Kirsten Gauthier-Newbury at CMC Mellanee will be going to CMC every other week to assist students with resumes and job seeking tips.
  + Avon Library programs for the unemployed were successful for Eagle County in 2016 but attendance has been low recently. Meetings will happen quarterly this year instead of monthly.

**SHRM Foundation Update (Candie)**

* Attended the CLA call last month. SHRM certification scholarships have increased with a few new scholarships being offered. Discussed ideas on how to promote donations to SHRM foundation within our chapter.

**Initiatives and Partnerships for 2017 (Michelle):**

* + Membership Initiative required for Excel Award - Goal for 2017 was not set.
  + SHRM Certification Bootcamp (Cherie) - Agree that we should do another boot camp this year to begin in August. Karyne to check with Lance on his availability to instruct. This year we will need to provide copies or paper for all handouts.
  + Katie Haas with Eagle County HHS – Workforce center
  + We will continue to include Laura Emrich with HealthLinks Colorado on applicable programs for 2017.
  + Kirsten Gauthier-Newbury w/ Colorado Mountain College – as stated above, Mellanee and Workforce center will assist students on a monthly basis.
  + My Partner Career Network – VVP, Jill Lammers is the new contact - Eric Williams will be taking this role for VVP, Mellanee invited him to a future meeting to introduce himself to the BOD.
  + Vail Centre (Angelo) – will continue this partnership in 2017.

**Other Topics**

* Linda suggested volunteering as an organization locally. Discussed some potential opportunities and will further discussion at future BOD meetings.