



# ALASKA SHRM STATE COUNCIL



## Meeting Minutes

Board of Directors of the Alaska SHRM State Council (ASSC)  
 February 3, 2018  
 9:00am – 2:00pm  
 Wayland Baptist University

| <u>Name:</u>                            | <u>Position:</u>                       | <u>Present/<br/>Absent:</u> | <u>Voting<br/>Positions</u> |
|---|--|-----------------------------|-----------------------------|
| Ben Krisher, SPHR, SHRM-CP              | Director                               | P                           | 1                           |
| Anne Sakumoto, PHR, SHRM-CP             | Past Director                          | P                           | 1                           |
| Vacant                                  | Director-Elect                         |                             | 1                           |
| Ann Kjera, SPHR, SHRM-SCP               | Secretary/Treasurer                    | P                           | 1                           |
| Molly Webb, PHR, SHRM-CP                | Anchorage Chapter President            | P                           | 1                           |
| Jessica Murphy                          | Mat-Su Chapter President               | A                           | 1                           |
| Leisa Kelsey, SHRM-CP (or Sally Stuvek) | Northern Alaska SHRM Chapter President | P                           | 1                           |
| Chad Brown                              | Southeast Alaska Chapter President     | P                           | 1                           |
| Emi Aubertine, PHR, SHRM-CP             | Certification Director                 | P                           | 1                           |
| Dr. Dave Rambow                         | College Relations Director             | P                           | 1                           |
| Ann Flister, SPHR, SHRM-SCP             | Communications Director                | P                           | 1                           |
| Susan Lasater, SHRM-SCP                 | Diversity Director                     | P                           | 1                           |
| Nancy Miller, SPHR, GPHR, SHRM-SCP      | SHRM Foundation                        | P                           | 1                           |
| Molly Webb, PHR, SHRM-CP                | Legislative Affairs Director           | P                           | 1                           |
| Patty Hickok, SPHR, GPHR, SHRM-SCP      | Membership Director*                   | P                           | 1                           |
| TJ Alinen, SPHR, SHRM-SCP               | Professional Develop. Director         | P                           | 1                           |
| Dr. Charla Brown                        | Social Media                           | P                           | 1                           |
| Patty Hickok, SPHR, SHRM-SCP            | Workforce Readiness Director*          | P                           | 1                           |
| Dianna Gould, CAE                       | Pacific West Regional Director         | P                           |                             |
| Mandy Woulfe, SHRM-SCP                  | MAC Representative                     | A                           |                             |
|   |  |                             |                             |
|   |  | * Dual<br>Role              |                             |

### Call to Order:

Ben Krisher called meeting to order at 9:05am

### Meeting Minutes Approval –

Nancy Miller moved to approve the December 5, 2017 meeting minutes. Ann Flister seconded. No discussion. The motion passed unanimously.



### **Action Items:**

#### 1. Council Prospector – Options for its continuance

Ann Flister moved to approve Option A to reduce the Prospector to 12 pages, keeping it at 4 issues per year.

Ann Kjera seconded the motion. Following lengthy discussion, Ben Krisher called for the question and the motion passed unanimously.

#### 2. Adoption of a Consent Agenda

Ann Kjera moved to approve adopting a consent agenda at State Council meetings. Ann Flister seconded the motion. Following some discussion, the motion passed unanimously.

#### 3. Matching Funds for the NHRMA Student Conference

Dr. Rambow moved to match the OR state funding of \$2,000.00 for the student conference. Patty Hickok seconded the motion. Following some discussion, the motion passed unanimously.

### **Committee Reports:**

#### **Treasurer Report (Ann Kjera)**

Ann Kjera reviewed the Profit & Loss statement noting we had two conference registration checks come in. No further report.

#### **Certification (Emi Aubertine)**

No Report

#### **College Relations (Dr. Dave Rambow)**

Dr. Rambow reported the NHRMA Student Conference will be held at the Marriott Pioneer Square in Seattle. This year it will be a conference rather than a competition. Working with NRHMA, and in support of the conference, Dr. Rambow requested matching funds from the State Council to go toward NRHMA and the student conference.

#### **Communications (Ann Flister)**

As follow-up to the December 2017 meeting, Ann Flister presented three options for moving forward with the Council Prospector (see attached).

#### **Diversity (Susan Lasater)**

No report.

#### **Legislative Affairs (Molly Webb)**

Molly reported she will be attending SHRM's upcoming Employment Law & Legislative Affairs Conference. SHRM is on a holding pattern with a lot of legislation right now. Molly would like to coordinate more with Social Media to better share legislative information.

#### **Membership (Patty Hickok)**

Patty continues to work with chapters to assist with their needs.

### **Conference (Patty Hickok)**

Patty Hickok has secured 14 CEUs for this year's conference; ten of those being business/strategic. Patty also provided a brief history of the conference and its attendance over the years.

### **Workforce Readiness (Patty Hickok)**

Patty Hickok shared her initiatives for WFR: Jr. Achievement and the Veterans Job Fair. Patty sent around a signup sheet for Jr. Achievement.

### **Professional Development (TJ Alinen)**

February's program will be by Steve Hinds. March is still open. At the next webinar, TJ Alinen will be including a short poll on how many people attend the webinar to identify how many people are truly participating in the event.

### **SHRM Foundation (Nancy Miller)**

Nancy presented an overview of the SHRM Foundation and encouraged members to join Team Empower by donating \$30 or more to the Foundation.

Board members are asked to either give Nancy a check or notify her when they've made their donation. ASSC will support the SHRM Foundation by making a monetary contribution directly from the state council's funds. We will send this to the SHRM Foundation no later than December 31, 2018. She proposes we make a contribution of \$1,500, same as last year.

Nancy reported she plans on having our state council become a SHRM Foundation State Council Champion by making a monetary donation from your council funds and completing the following items:

- Encourage board members to join Team Empower by making an individual annual donation of \$30 or more and pledging to volunteer to support the SHRM Foundation's annual initiative. As an incentive, we will be offering a \$50 Fred Meyer gift card to anyone who donates a minimum of \$30 by 2/28/18.
- Host a fundraising event to benefit the SHRM Foundation. I plan on organizing a fundraising benefit at our State Conference 9/20 – 9/21/18. I am thinking of having a new/gently used book sale. I will be looking into the logistics of such an event.

Nancy has registered for the 4 quarterly SHRM Foundation webinars:

- February 15
- May 8
- September 6
- October 16

Nancy will be providing Board member educational opportunities on upcoming SHRM Foundation application deadlines through email and social media.

- Current application period is open for SHRM Annual Conference & Expo. 1/15 – 3/15/18. Includes NHRMA student scholarship.
- Application period is also open for Certification scholarships for chapters and state councils. I sent an email to the Ben and the chapter presidents on January 30.

Nancy will be completing the NHRMA SHRM Foundation Donation match form as soon as the annual ASSC donation is made. NHRMA will match the first \$100 donated.

### **Social Media (Dr. Charla Brown)**

Charla reported she has actively promoted the Alaska State Annual Conference in September 2018 via:

- Highlighting session topics and speaker bios
- Encouraging registration with 4/15 early bird discount
- Posted several Diversity Nuggets provided by Susan Lasater
- Shared multiple posts made by other SHRM (NHRMA, ASHRM, etc)
- Found that posts with pictures of local members generate most interest

### **Chapter Reports:**

**Juneau (Chad Brown)** – Reported their chapter has seen a substantial increase in membership over the last year. Chad thanked Patty Hickok for her efforts in increasing the numbers. SEAK now has 38 members, up 10 from last year, and a new brand and website. The hope in changing to SEAK from Juneau is to be more inclusive of other communities in southeast. SEAK's new LinkedIn and Facebook pages are SEAK SHRM. SEAK will hold a Career Coaching Event on March 9.

### **Mat-Su (Jessica Murphy absent)**

No Report

**Northern Alaska Chapter (Sally Stuvek & Leisa Kelsey)** – Sally Stuvek reported for Leisa Kelsey. The Northern chapter will have its strategic planning meeting on the 16<sup>th</sup> and they plan to set goals. They have programs scheduled through June and then will have Diana Gould present in September.

**Anchorage ASHRM (Molly Webb)** – Molly Webb reported that ASHRM had its strategic planning meeting last month and began looking at developing a mission and vision statement to better align future board initiatives.

### **SHRM Reports:**

**Dianna Gould**- See attached report.

### **MAC Report (Mandy Woulfe)**

No Report

### **Past Director (Anne Sakumoto)**

### **NHRMA Report ( )**

No Report

### **Director's Report (Ben Krisher)**

No Report

**Adjournment:**

The meeting was adjourned at approximately 2pm. Prepared by: *Ann Kjera, Secretary/Treasurer*

# Communications

## Council Prospector Options

### Option A (NewsLink):

- 12 page newsletter, 4 times/year - \$7509/year
  - \$1877/issue
    - \$780 graphics, \$747 printing & mailing, \$349 postage

### Option B (NewsLink):

- 16 page news letter, 4 times/year = \$9492/year
  - \$2373/issue
    - \$1040 graphics, \$983 printing & mailing, \$349 postage

### Option C (Service Printing, local vendor):

- 16 page news letter, 4 times/year = \$19680/year
  - \$4920/issue

## **AK February 2018 SHRM Update**

### **TOGETHER FORWARD**

Below is a list of some of the most current things we are doing for you; our valued Volunteer Leaders and members:

#### **Upcoming Important date:**

- **March 15, 2018** Excel Award Application due. Please note this is optional but I hope that you would want to document and be acknowledged and recognized for all the work that your state council and/or chapter accomplished in 2017. Please contact Dianna ([Dianna.gould@shrm.org](mailto:Dianna.gould@shrm.org)) if you would like slides for a mini-training session on writing your 2018 initiatives.

**Meet SHRM's New CEO, Johnny C. Taylor:** Please go to <https://shrm.org/mlp/Pages/Togetherandforward.aspx> or you can use the YouTube video link: <https://www.youtube.com/watch?v=cHVAJPUEHNM> to hear from SHRM's new CEO & President and his Together & Forward message.

#### **Special Dates to Note for 2018:**

##### **September**

2018 Pinnacle Award Application due 9/1/18

##### **November**

**2018 SHRM Volunteer Leaders' Summit: Washington, DC 11/15-11/17/2018**

2018 SHRM Recertification Provider Reaffirmation due 11/15/2018

##### **December**

2019 Chapter Leader Information Form (CLIF) due 12/1/18

2018 State Council Leader Information Form (SCLIF) due 12/1/18

2018 Final End-Year Membership Update Deadline 12/15/18

2018 SHRM Foundation Donation Deadline 12/15/18

**2018 SHAPE** – There was one addition to the 2018 SHAPE State Council document. In Section II: Recommendations for Effective SHRM State Council Administration #2: ***We (State Council) will sponsor a state/regional leadership conference/event for volunteer leaders in the state and allow SHRM staff to present for at least 60 minutes on a topic mutually agreed upon.*** This has been a standing offer from many of the states (almost all in the Pacific West Region) but is not universally provided by all states throughout the United States. And there was one clarification and that is to allow SHRM Staff at least 15 minutes at each state council meeting. Access the 2018 State Council SHAPE document ([here](#)) and the 2018 Chapter SHAPE document ([here](#)).

**Top Tips for SHRM Volunteer Leaders** - A new resource was created to help Volunteer Leaders get started in their role. It is an interactive PDF with five tips for Volunteer Leaders—it can be accessed on the VLRC [here](#). I've sent this piece out to a few leaders saying it was designed to help new volunteer leaders and they wrote back saying it was helpful for all their board members (new and returning).

**Core Leadership Area (CLA) Webinar Schedule:** You can find the 2018 CLA webinar schedule on the VLRC under the Leadership tab (<https://community.shrm.org/vlrc/leadership/webinars>).

**2018 SHRM Membership Benefits Presentation:** Please contact Dianna ([Dianna.Gould@shrm.org](mailto:Dianna.Gould@shrm.org)) for a PowerPoint deck on SHRM Benefits (that can be customized to include chapter benefits) and given by a volunteer board member. The presentation comes with a script.

**2018 Chapter Programming:** Here is the 2<sup>nd</sup> in a series of Chapter Programs in a Box. "HR Analytics – Why Can't We Be Friends" will be available via the Volunteer Leader Resource Center soon and we encourage you to consider incorporating it into your 2018 programming. It comes with everything a presenter would need to put on a program. You can check out the program below at the following link:

<https://community.shrm.org/vlrc/shrm-certification/competency>

**2018 SHRM Foundation Scholarships:** Applications for SHRM Foundation scholarships to attend SHRM Annual Conference and Exposition and to support HR professionals seeking to earn their SHRM-CP or SHRM-SCP certification opened on Monday, January 15th. Applications are available at

<https://www.shrm.org/foundation/ourwork/scholarships/pages/all-deadlines.aspx>.

**2018 SHRM PW Membership Advisory Council Representative:** Mandy Woulfe, SHRM-SCP, SPHR (Hawaii) ([2018 MAC Reps](#)) is the new Pacific West Region MAC rep. States – be sure to let Mandy know your state council meeting schedule so she can plan to participate (virtually) in as many as she can.

**Do you have a SC or Chapter 2018 Workforce Readiness Initiative?** SHRM is proud to partner with Junior Achievement USA (JA) and they are interested in working with your state or chapter.

We encourage your board to reach out to JA to learn how they can connect with chapter members and benefit the community. If your chapter has Workforce Readiness initiatives or goals, this may contribute to these efforts.

There are two presentations (15 and 45 minutes) that you can leverage to educate chapter members on this important work in the community. To contact the JA representative in your area please contact Laura Goodman at [laura.goodman@ja.org](mailto:laura.goodman@ja.org).

**Updating your BYLAWS:** Send 3 things to your Field Services Director (FSD) by email

Summarized listing  
of the major changes,  
in bullet format

"Marked up" copy showing the revisions;  
use "track changes" tool

"Clean, Final" version  
to be signed by SHRM

**SHRM Certification Study Group Toolkit:** Available Soon! The toolkit includes everything you need to facilitate a chapter/state council study group. Additional resources are being developed for the toolkit, and *will be added* as they become available. The toolkit will be posted to the "SHRM Certification" page on the VLRC: <https://community.shrm.org/vlrc>.



**Alaska State Council SHRM**  
**Profit & Loss**  
February 2018

Ordinary Income/Expense

Expense

68300 - Travel and Meetings

68310 - Conference, Convention, Meeting 1,095.00

68320 - Travel 1,610.59

68330 - Meals 558.42

68340 - Lodging 1,009.51

Total 68300 - Travel and Meetings 4,273.52

Total Expense 4,273.52

Net Ordinary Income (4,273.52)

Net Income (4,273.52)

Alaska State Council SHRM  
**Balance Sheet**  
As of March 1, 2018

**ASSETS**

Current Assets

Checking/Savings

10000 - First National Bank Alaska 138,745.05

10200 - Wells Fargo Advisors Investment 25,000.00

Total Checking/Savings 163,745.05

Total Current Assets 163,745.05

Fixed Assets

15000 - Furniture and Equipment

15500 - A/D Furniture and Equipment (2,766.00)

15000 - Furniture and Equipment - Other 3,420.00

Total 15000 - Furniture and Equipment 654.00

Total Fixed Assets 654.00

**TOTAL ASSETS 164,399.05**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

20000 - Accounts Payable (6,917.65)

Total Accounts Payable (6,917.65)

Other Current Liabilities

22000 - Deferred Revenue 58,709.20

Total Other Current Liabilities 58,709.20

Total Current Liabilities 51,791.55

Total Liabilities 51,791.55

Equity

32000 - Unrestricted Net Assets 111,141.14

Net Income 1,466.36

Total Equity 112,607.50

**TOTAL LIABILITIES & EQUITY 164,399.05**



## ALASKA SHRM STATE COUNCIL



### **Secretary/Treasurer's Report March 6, 2018 From: Ann Kjera**

#### Treasurer's Report (financials are attached)

Thomas, Head and Greisen, our accountants, have begun working on our 2017 990.

You will notice some small differences between last month's financials and this month's as I have made some correcting journal entries; per THG's instructions. I believe there will be a few more adjustments as we finalize the 990 and will keep everyone appraised.

We had not checks come in during February and had several disbursements, totaling \$4,273.52, to reimburse various council members for conference and meeting travel and lodging.

Our approved contribution to NHRMA, in support of the student conference, will be processed this week.

#### Secretary's Report

Thank you to everyone who submitted their committee report for this month's meeting. I appreciate having them early.



## ALASKA SHRM STATE COUNCIL



### College Relations Committee Report

March 6, 2018

From: Dr. Dave Rambow

#### The State of Alaska has three active SHRM Student Chapters

1. University of Alaska South (UAS) – Faculty Advisor Dr. Charla Brown
2. University of Alaska Fairbanks (UAF)– Faculty Advisor Ms. Kris Recina
3. Wayland Baptist University – Anchorage Campus (WBU\_AC) – Faculty Advisor Dr. Dave Rambow

#### Student Chapter Activities UAS

1. March 23<sup>rd</sup>- Network event -professional development night. Activities include
  - a. Resume Writing
  - b. Benefits of LinkedIn
  - c. Interviewing Skills
  - d. Professional Tips
2. Chapter plans to send five students to the NHRMA Student Conference, Seattle, April 6 & 7
3. Projects
  - a. Researching fundraiser ideas
  - b. Writing an article for the WhaleSong (UAS Newspaper) about the upcoming NHRMA Student Conference and SHRM.

#### Student Chapter Activities UAF

1. Chapter plans to send five students to the NHRMA Student Conference, Seattle, April 6 & 7
2. March -Student Chapter monthly professional development meeting

#### Student Chapter Activities WBU-AC

1. March 24<sup>th</sup> – Student Chapter sponsors a 3-1/2 hours workshop open to campus students, spouses, and to the Anchorage community. Workshop focuses on:
  - a. Resume Writing
  - b. Interviewing Skills
  - c. Developing an Employee Brand
2. Chapter plans to send six students to the NHRMA Student Conference, Seattle, April 6 & 7
3. Projects
  - a. Chapter will conduct a “Hot Dog and Chili” fundraiser March 5 through 8 to raise funds for travel to NHRMA Conference.
  - b. Chapter is conducting its 8<sup>th</sup> Annual “Idita-Roll” toilet paper drive for Bean’s Cafe
  - c. Chapter leadership engaged in conversation with VA representative to sponsor educational seminars for veterans who desire to seek a college degree.



## ALASKA SHRM STATE COUNCIL



### **Communications Committee Report**

**March 6, 2018**

**From: Ann Flister**

The first Council Prospector issue of 2018 is due to be your mailboxes by the end of March. Chapter presidents—please check your board lists in the back of the magazine for accuracy and send me any missing information before the May newsletter deadline for Issue 2.



## ALASKA SHRM STATE COUNCIL



### **Professional Development Committee Report**

**March 6, 2018**

**From: Chad Brown**

The February webinar program presented by Steve Hinds was very, very popular. We had over 165 registrations and approximately 140 participants on the line for his webinar on workplace violence. The March, April and May 2018 webinar programs are still being finalized. I am patiently waiting on a program outline and bio from Rhonda Prowell-Kitter with the Alaskan's for Sustainable Healthcare Costs for the program that is tentatively scheduled on March 23, 2018. I may have to push the program to March 27 if I don't receive the information I need to submit to HRCI and SHRM for the PDC soon.

I have a representative with HUB International Inc. scheduled for an employee benefits compliance update webinar on April 27. Lastly, I have made contact with the 65 by 2025 representatives with the Alaska Postsecondary Access and Completion Network. They are looking to put together a presentation for the May webinar program.



## ALASKA SHRM STATE COUNCIL



### **Legislative Affairs Committee Report**

**March 6, 2018**

**From: Molly Webb**

Government Affairs- I am gearing up for the 2018 SHRM Employment and Legislative Conference in a few weeks. In addition, I have been getting up to speed on the A-Team Roster and the general direction of SHRM for government affairs.

### **ASHRM Chapter President Report**

ASHRM President- It has been a busy month- we had two openings on the board and both are now filled. We also added a volunteer coordinator and member ambassador to the BOD as non-voting members. We are finalizing our budget, trying to get a calendar of events for 2018 and develop a social media plan to help engage and garner more members. The Anchorage ECPN study group starts March 5 and currently have 9 people signed up, which is pretty low. (I should have an updated number by Tuesday next week.)



## ALASKA SHRM STATE COUNCIL



**SHRM Foundation Committee Report  
March 6, 2018  
From: Nancy Miller**

I viewed the February 15 SHRM volunteer leader webinar. There was a lot of great information regarding the position and the resources available to help volunteer leaders out.

The Team Empower donation incentive for our Board members is going well. Nine of our Board members have contributed at least \$30 and have designated the Alaska State Council on their donation form (in addition to their local chapter). The checks received at the strategic meeting were sent to the SHRM Foundation priority mail. They have acknowledged receiving them. The drawing of the winner of the \$50 Fred Meyer gift card was on March 1. The winner is Ann Kjera. I want to thank everyone for their contributions to this great cause. I am excited to see what being a member of Team Empower is all about!