



ALASKA SHRM STATE COUNCIL

Meeting Minutes



Board of Directors of the Alaska SHRM State Council (ASSC)
 June 5, 2018
 Telephonic
 Noon – 1pm

<u>Name:</u>	<u>Position:</u>	<u>Present/Voting</u>	<u>Absent: 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	P	1
Leisa Kelsey, SHRM-CP	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*	A	1
TJ Alinen, SPHR, SHRM-SCP	Professional Develop. Director	P	1
Dr. Charla Brown	Social Media	A	1
Patty Hickok, SPHR, SHRM-SCP	Workforce Readiness Director*	A	1
Dianna Gould, CAE	Pacific West Regional Director	P	0
Mandy Woulfe, SHRM-SCP	MAC Representative	A	0
		* Dual Role	



Call to Order:

Ben Krisher called meeting to order at 12:00pm

Agenda Approval:

Molly Webb moved to approve the Consent Agenda. Ann Flister seconded. No discussion. The motion unanimously carried.

Discussion Items:

- Anchorage SHRM Chapter Report – Molly Webb

ASHRM held its Spring Networking Event on Wednesday, May 23. Of the eighty-five individuals to RSVP, 44 people attended the event. Everyone had a great time and newly certified members were honored. Certification testing will continue through July.

The board has also been busy working on the changes for the website, which will be ongoing throughout 2017.

Also- ASHRM's college relations director is working with a subcommittee on a mentoring program and the go live date is in September/October timeframe. There should be information sent out during August.

- Mat-Su Chapter Report – Jessica Murphy

Nothing to report.

- Northern Alaska Chapter Report – Leisa Kelsey

NASHRM had a good turnout, 14, for the training presentation given by Erin Faith Rose with an employment update.

We gathered socks and canned food for our Community Service Drive.

In June, our last meeting until fall, Yuri Morgan will be providing an Alaskan legislative update.

Kudos to Board Treasurer Sallie Stuvek, we have completed filing for our non-profit status and we are waiting approval from the IRS.

- Southeast Chapter Report – Chad Brown

Dr. Brown has stepped down from the board and the current treasurer is likely to step down as well.

Chad and Joy met last week to plan chapter events for the rest of the year.

- State Conference Report – Nancy Miller reporting for Patty Hickok

Revenue for the conference is over \$100,000; however, we still have several large outstanding expenses to come in.

Sponsorships are sold out and there are only 5 exhibitor spots left. If you know of anyone who might be interested in being an exhibitor, please contact Patty Hickok. Patty is also looking for someone to sponsor the conference bags.

Kudos to Patty Hickock for the “I’m going, are you” campaign. Patty would like all council members to share it on their personal LinkedIn and Facebook pages.

The conference program is about 90% complete.

A list of conference volunteer opportunities will be sent out late June, early July, after the national conference. Everyone is asked to volunteer for at least two slots.

The keynote speaker will be Alex Kajitani, CA Teacher of the Year.

The next State Conference will be in 2020.

- SHRM Foundation – Nancy Miller

There will be a used book sale at the State Conference. The sale will be Thursday, at the Exhibition Hall opening.

If you have new or used books to donate, please get them to Nancy Miller by the first week of September. And if you’re going to the national conference, think about collecting, and donating to the conference, the free books vendors give out.

- Legislative Affairs – Molly

There have only been 46 responses to the SHRM employer leave survey. SHRM needs 80 responses to have usable data. SHRM has pushed the deadline back to June 11, please complete the survey and/or forward it to employer contacts you know.

- D & O Update – Ben Krisher

The D & O premiums are a little higher than budgetarily expected. We’ve locked-in to the premiums for three years to ensure no increase during that time. In future, we’ll increase that budget line item.

- SHRM Update – Dianna Gould

In addition to her written report, Dianna commended:

- The Alaska State Council for being awarded the Platinum Excel Award

- NASHRM for receiving the Gold Excel Award

- ASHRM for receiving the Platinum Excel Award and the SHRM Foundation Champion Award

- The State Conference coordinators for the high number of registrants

Dianna also reminded the Council there will be a diversity job fair following the close of the conference.

Chapter payments have gone out.

- MAC Update – Mandy Woulfe
Nothing to report.

Action Items

- Credit Card Account
Molly Webb Moved to approve the application and use of a State Council credit card.
Emi Aubertine seconded the motion.

Following a lengthy discussion of the pros and cons of having a credit card, the motion carried unanimously with no abstentions.

- Financial Training Proposal
Due to lack of time, this action item will be tabled until the next regular meeting in August. In preparation, Ben Krisher will email additional discussion information.

Comments

- Director – Ben Krisher
There will be no July meeting.
See attached for additional comments.
- Past-Director – Anne Sakumoto
No comments.

Adjournment:

Ben Krisher adjourned the meeting at 1:04pm.

Prepared by: *Ann Kjera, Secretary*

Alaska State Council SHRM
Balance Sheet
As of June 30, 2018

Jun 30, 18

ASSETS

Current Assets

Checking/Savings

10000 · First National Bank Alaska

188,252.16

10200 · Wells Fargo Advisors Investment

26,784.63

Total Checking/Savings

215,036.79

Accounts Receivable

11000 · Accounts Receivable

(2,658.00)

Total Accounts Receivable

(2,658.00)

Total Current Assets

212,378.79

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

213,032.79

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

22000 · Deferred Revenue

58,709.20

Total Other Current Liabilities

58,709.20

Total Current Liabilities

58,709.20

Total Liabilities

58,709.20

Equity

32000 · Unrestricted Net Assets

101,832.15

Net Income

52,491.44

Total Equity

154,323.59

TOTAL LIABILITIES & EQUITY

213,032.79

Alaska State Council SHRM

08/02/18

Profit & Loss

Accrual Basis

June 2018

	Jun 18
Ordinary Income/Expense	
Income	
45000 · Investments	12.02
49000 · Special Events Income	
49030 · Conference Fees	7,834.88
Total 49000 · Special Events Income	7,834.88
Total Income	7,846.90
Gross Profit	7,846.90
Expense	
65000 · Operations	
65030 · Printing and Copying	1,873.46
65070 · Internet Banking Fees	11.60
65080 · Merchant Service Fees	350.45
Total 65000 · Operations	2,235.51
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	1,945.00
Total 65100 · Other Types of Expenses	1,945.00
66900 · Reconciliation Discrepancies	266.66
Total Expense	4,447.17
Net Ordinary Income	3,399.73
Net Income	<u>3,399.73</u>

Alaska State Council SHRM
Balance Sheet
As of July 31, 2018

Jul 31, 18

ASSETS

Current Assets

Checking/Savings

10000 · First National Bank Alaska

204,220.21

10200 · Wells Fargo Advisors Investment

26,784.63

Total Checking/Savings

231,004.84

Accounts Receivable

11000 · Accounts Receivable

(2,658.00)

Total Accounts Receivable

(2,658.00)

Total Current Assets

228,346.84

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

229,000.84

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

22000 · Deferred Revenue

58,709.20

Total Other Current Liabilities

58,709.20

Total Current Liabilities

58,709.20

Total Liabilities

58,709.20

Equity

32000 · Unrestricted Net Assets

101,832.15

Net Income

68,459.49

Total Equity

170,291.64

TOTAL LIABILITIES & EQUITY

229,000.84

Alaska State Council SHRM

08/02/18

Profit & Loss

Accrual Basis

July 2018

	Jul 18
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	290.00
Total 43400 · Direct Public Support	290.00
49000 · Special Events Income	
49030 · Conference Fees	18,544.66
Total 49000 · Special Events Income	18,544.66
Total Income	18,834.66
Gross Profit	18,834.66
Expense	
62100 · Contract Services	
62110 · Accounting Fees	2,510.50
Total 62100 · Contract Services	2,510.50
65000 · Operations	
65070 · Internet Banking Fees	43.96
65080 · Merchant Service Fees	312.15
Total 65000 · Operations	356.11
Total Expense	2,866.61
Net Ordinary Income	15,968.05
Net Income	<u>15,968.05</u>



ALASKA SHRM STATE COUNCIL



Secretary/Treasurer's Report August 7, 2018 From: Ann Kjera

Treasurer's Report (financials are attached)

We received our SHRM payment of \$290 in July. The remainder of income activity, during June and July, is from conference registrations.

The expenses of note for June and July are Hub Insurance and Thomas, Head, Greisen, for our D & O insurance and 990 accountant fees, respectively.

Attached with this report are our June and July financial reports.

Please note, I'll be out of town most of August (8 – 25). If you have reimbursements you would like processed prior to that, please have them to me by August 6.

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

August 7, 2018

From: Dr. Dave Rambow

Current State of Alaska SHRM Student Chapter Faculty Advisors

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

Information on the three Alaska SHRM State Student Chapters for August

1. The three Student Chapters are preparing for School year 2018-2019, developing their respective chapter operations plans and budget plans.
2. Late June, Wayland Baptist University – Anchorage Campus Student Chapter received notice from SHRM that the Chapter received the “Outstanding Student Chapter” award.
3. Late June, University of Alaska Southwest Student Chapter received notice from SHRM that the Chapter received the “Superior Merit” award.
4. Late July, NHRMA Awards Committee Chair informed Mr. Brett Smith, past president of the Wayland Baptist University – Anchorage Campus Student Chapter, that he was selected to receive the Sharon Koss Leadership award. As a recipient of this award, Mr. Smith will receive:
 - A monetary award of \$1,000
 - A free NHRMA conference registration for the current year
 - Reimbursement of travel and lodging expenses to attend the conference
 - A commemorative engraved plaque
 - Picture and article summarizing achievement in the NHRMA conference brochure and NHRMA association newsletter
 - Formal recognition at the NHRMA Conference



ALASKA SHRM STATE COUNCIL



Communications Committee Report
August 7, 2018
From: Ann Flister

The Fall newsletter content deadline is August 20. This edition is expected to be delivered Oct 1. Please send your articles, photos etc., to Ann Flister on or before Aug. 20.



Workforce Readiness/Membership/State Conference Committee Reports

August 7, 2018

From: Patty Hickok

Workforce Readiness

- Next event is 2018 Veterans and Military Spouses Job Fair
- Date is November 16, 2018 (I need to confirm, but pretty sure)
- Will need volunteers for the event – to procure closer to the date

Membership Committee Report

- Chapter audits: they have been completed successfully – thanks to the chapters for their help (I don't have confirmation from MatSu, but all others are done)
- Conference membership initiative
 - Non-members get a SHRM registration as part of their fee – currently collecting membership forms for 20+ people
 - At-large – currently identifying at-large members to identify those that need to complete chapter application forms during the conference



ALASKA SHRM STATE COUNCIL



SHRM Foundation Committee Report August 7, 2018 From: Nancy Miller

I am very excited about the upcoming state conference in September! As you know, we are having our first ever new and gently used book sale! Proceeds from the book sale will go to the SHRM Foundation. Patty has set it up in Cvent so we can use our Cvent square to take payments. Books will be available in \$5 increments. To add a little interest and fun, I will have a couple of tote bag sets with books and a couple of mystery grab bags (actually string backpacks with wrapped books). I have currently collected approximately 75 books. I can always use more. If any board member has any new or gently used HR, leadership, management or any other business books to donate to this cause, please contact me and I will be happy to come by and pick it up.

As the Volunteer Coordinator for the upcoming state conference, I want to thank everyone who has signed up to volunteer! We still have many session host spots available. What a great way to volunteer and hear an amazing speaker!

I looked up the SHRM Foundation donations by State Council as of 7/09/18 and AK is currently at \$595!! Thanks to all who have contributed so far!!

As the Programs Chair of ASHRM, I am happy to report that ASHRM is having a special half day event, "Workforce Technology; Pitfalls and Possibilities", August 28 at the BP Energy Center, 8:30 am – 12:00 pm. Preapproved for 3 SHRM and HRCI credits!! Presented by Heather Kinzie and Andrew Kupperman. The \$20 registration fee will go to the SHRM Foundation! So far, we have raised \$300! Register today!



**Diversity Committee Report
August 7, 2018
From: Susan Lasater**

**August 9
International Day of the World's Indigenous People**

“This day is celebrated to observe indigenous people in the world. The day observes the achievements and contributions and protects their rights. A world issue that continues to improve is environmental protection.” In the office employers place recycle bins near the breakrooms for recycling cans, bottles, and paper. To read more:

<https://www.timeanddate.com/holidays/un/international-day-indigenous-people>

I am in the process of interviewing HR Professionals about how their organization promotes diversity and inclusion. If you would like to participate I have a few questions I would like to ask. I do want to share the ideas and responses to the Chapter Presidents as well, after I have finished writing my report on their responses.

I have already contacted two organizations and would like to contact a few more. If you are interested, please message me or call me.

After I receive a substantial amount of responses I will then write a report on the findings. As the HR professional you can remain anonymous as well as your organization if you prefer.

Diversity Nuggets: The other three have been sent to Dr. Charla Brown for social media.



Legislative Affairs Committee Reports
August 7, 2018
From: Molly Webb

SHRM has reached out to our board thanking us for our signing on to SHRM's letter that supports HR 4219, the Workflex in the 21st Century Act. You can read the final SHRM letter here: bit.ly/2A5P5Qw. Note that there will continue to be pushes to support this legislation over the coming months; be on the lookout for more A-Team Calls to Action

Federal legislators are on their way home for a break in August (even though it was voted they wouldn't have a break on the Senate side, they are planning on wrapping up mid-month) I encourage each and every one to contact your legislators directly through town-hall forums, community events, etc. to discuss public policy issues with your lawmakers. SHRM has a lot of great resources on how to do this- including how to schedule meetings. Also- if you are interested in meeting with our legislators as a group- please let me know and I am happy to facilitate the meeting!



ALASKA SHRM STATE COUNCIL



Professional Development Committee Report August 7, 2018 From: TJ Alinen

Patrick Rose on behalf 65 by 2025 with the Alaska Postsecondary Access & Completion Network is scheduled to present the August 31, 2018 educational webinar program. I am patiently waiting on a program outline and bio from him and its promised to me this week.

Yu-Ting Adler is confirmed for the September 28, 2018 educational webinar. She is a Management & Program Analyst with US Citizenship and Immigration Services and will be presenting on the topic of Form I-9 and E-Verify (historically a very popular program). I will push out the Cvent invites and marketing information as soon as I have Patrick fully confirmed.

I am still in need of programing for October and November 2018, and all of 2019. Please forward any suggestions - I am always looking for new content. Otherwise I will plan to reach out soon to my contacts to fill the slots.

Lastly, I am need of finding my replacement. My three years is technically up in December and I am ready to explore other roles with AK SHRM or the Anchorage group. Please contact me if you are interested or know of anybody interested in helping out to take the role over January 1, 2019.