



## Meeting Minutes

A meeting of the Board of Directors of the Alaska SHRM State Council (ASSC) was held on November 4, 2014, via teleconference.

<u>Name:</u>	<u>Position:</u>	<u>Present/Absent:</u>
Nancy Miller, SPHR	Director	Present
Patty Hickok, SPHR, GPHR	Past-Director Director-Elect	Absent
Paul Bauer, Jr., MHR, SPHR	Anchorage Chapter President	Present
Teresa Brand-Sharpe, PHR	Fairbanks Chapter President	Absent
Jeanna Wittwer, PHR	Juneau Chapter President	Present
Sonya Conant, SPHR	Mat-Su Chapter President	Absent
Anne Sakumoto, PHR	Diversity Director	Present
Dr. Dave Rambow	College Relations Director	Present
Ben Krisher, PHR	Legislative Affairs Director	Present
Jeanne Haave, SPHR, GPHR	Communications Director	Present
Ann Flister, SPHR	Workforce Readiness Director	Present
Mary Hilcoske, CLM, SPHR	Secretary/Treasurer	Present
Karen Zemba, SPHR	SHRM Foundation	Absent
Patty Hickok, SPHR, GPHR	Membership Director	Absent
Kim McKinley, SPHR	Professional Development Director	Present
Sallie Stuvek, SPHR	HRCI Liaison (new 2011)	Absent
Dianna Gould, CAE	Pacific West Regional Director	Absent
Melanie Sauafea	Social Media Director	Present

### **Call to Order:**

Nancy Miller, ASSC Director, called the meeting to order at 12:01 PM.

### **Meeting Minutes Approval**

Dr. Rambow moved to approve the October meeting minutes with corrections; seconded by Jeanne Haave. MOTION APPROVED with changes.

**Director Report** – SHAPE goals – Working on Platinum Excel award. On track, but we need to work on our membership numbers. Patty Hickok has done a mass emailing for all of the chapters. This should help us out a great deal.

### **Committee Reports**

**Treasurer Report** – Mary Hilcoske - Bank balance as of 11/3/14 is approximately \$75,000. All invoices received have been paid. Nancy, Jeanne Haave and I have a meeting today with the





## ALASKA SHRM STATE COUNCIL



Wells Fargo investment advisor which ASHRM uses and tomorrow we will be meeting with an investment advisor at Denali Federal Credit Union. We will report back at the next Board meeting.

**Communications** – Jeanne Haave – Should receive the final proof for the final Counsel Prospecter by this afternoon.

**Workforce Readiness** – Ann – Have the Veteran’s Job Fair this Friday at University Center Mall. State Council will be offering workshops again this year, several sessions throughout the day. First ones deal with helping develop elevator speeches, how to work a job fair. Thanks to everyone who has helped so far and those who have signed up to come on Friday. Really looking forward to it. Nancy: Department of Labor stepped up its efforts this year. Could always use another person to help, even for just an hour – just let Ann Flister know. It’s from 10-3 on Friday 11/7.

**College Relations** – Dr. Rambow – UAA is planning an activity to see how many students are interested in forming a student chapter. Two WBU students and Dr. Rambow will be participating. Did not see any applications for scholarships. Dr. Rambow sent those out to the chapter in Fairbanks and WBU and contacted Heather at UAA. The due date was 11/1/14. Question for Paul – Student chapter is presenting on 11/11. Paul will find out if the 4 students’ meals are covered.

**Diversity** – Anne – Would like to share diversity talking points with all the chapter presidents. Had a chance to meet Corey at UAA. Did have a chance to attend the Alaska Payroll Association conference. She has some of the handouts if anyone is interested.

**Legislative Affairs** – Ben – SHRM has a website up regarding national issues being voted on today and its position on some federal issues. Last month, he wrote about an office visit with Senator Murkowski and he is still working on that. There will be more to report next month after the election. Nancy indicated that she, Patty Hickok and Patty Billingsley will be doing the Capitol Hill visits at the Volunteer Leader Summit later this month.

**Membership** – Patty Hickok – Absent. Nancy: Have some work to do if we’re going to make Platinum for SHAPE this year. She and Patty have been working together; will probably do another mailing to the chapters. Veteran’s Job Fair is on Friday. HR professionals were stopping by and asking about membership last year and they will be prepared for that again this year.

**SHRM Foundation** – Karen - Absent.





## ALASKA SHRM STATE COUNCIL



**HRCI Liaison** – Sallie – Absent. Nancy: We did receive three HRCI scholarship applications. If anyone is interested in helping review these, let Nancy know.

**Professional Development** - Kim – Has been working hard in two directions – 1) making sure 2-3 webinars are ready for the spring program and (2) making sure Cvent is up to date – updating the template for 2015. She'll be meeting with Patty to make some final changes on that. We now have January, February and April locked in. January: Building relationships with virtual teams. February: What Does it Mean to be a Good Performer beyond the Job Description. Asst Professor Brown in Juneau will be speaker. Also working on March and the Fall Conference. This Friday we have an E-verify webinar.

**Social Media** - Melanie Sauafea - Happy to be a part of the team. Has been observing social media sites, etc. Really excited to be working on this. Nancy: Will also be able to help some of the smaller chapters with their social media. Welcome to the Board, Melanie!  
Melanie asked – do we have any in-person meetings? Nancy: usually in February after she meets with everyone individually in January. Specific date will be decided soon.

### Chapter Reports:

**Juneau** – Jeanna – Had an event last month pretty well attended. There were 6 in attendance. Next event and social gathering is tomorrow. Also starting work to increase membership numbers. Charla will do a presentation on Change Management, then a social with appetizers and beverages. There are no set dates for their meetings; they are more flexible than that. Meetings are on their website and they do a group email to members and friends.

**Mat-Su** – Sonya – absent. She submitted this report: I am pleased to announce we were able to fill all our Director positions :) Following are our 2015 directors:

President: Russell Black  
Treasurer: Violet Mills  
Secretary: Tammy Parkhurst  
Membership: Stephanie Vitt  
Foundation: Alice Williams  
Workforce Readiness: Carl Moore  
Communications: Elisa King  
Legislative: June Snyder  
Programs: Sonya Conant

Our Silent Auction to raise money for the SHRM Foundation is scheduled for November 12. Our presentation for November needed to be rescheduled so I am working on a last minute fill in. We believe a dynamic topic will bring in more attendees, resulting in more money raised.





## ALASKA SHRM STATE COUNCIL



So, if any of you know of last minute presenter possibilities please let me know. The presentation will begin at approximately 8:15. Any assistance is greatly appreciated.

**Fairbanks** – Teresa – absent.

**Anchorage** – Paul – Just finished our Board elections. The full slate will be announced at the November meeting. December 11 is our Board recognition meeting at Lone Star at 6 PM. Will be working on transitioning to Patty Billingsley. Did settle the contract with Crowne Plaza. Should have less problem with larger lunch attendance. Will be working on SHAPE, getting the report in by the end of the year.

**SHRM Report** – Dianna Gould – See her report attached, which provides special links you can reference. Reviewed SHRM certification process. ASSC should be receiving a \$2,000 check from SHRM re membership. December 1 is deadline for 2015 Board information to be submitted online – look at landing page of SHRM summit online. Last date for submission of designations of new chapter members is December 15. December 11 – another certification webinar. ASSC has signed up. The 4 Alaska chapters had not yet signed up by last week. Should do as soon as possible so that the chapters can begin approving their own programs for certification. ASSC is one of the 5 finalists for the Pinnacle Award! Alaska is always a standout.

**ADDITIONAL DIRECTOR REPORT** – Will send Diana's Power Point. Must submit the 2015 Board information in order to be eligible for the SHAPE award. Also chapters can become SHRM Preferred Providers. The process takes less than 5 minutes to do. If you need any assistance, let Nancy know.

**Adjournment:**

The meeting was adjourned at 12:50 pm.

**Prepared by:**

Mary Hilcoske, Secretary /Treasurer

