



ALASKA SHRM STATE COUNCIL



Meeting Minutes

A telephonic meeting of the Board of Directors of the Alaska SHRM State Council (ASSC) was held on May 5, 2015.

<u>Name:</u>	<u>Position:</u>	<u>Present/Absent:</u>
Nancy Miller, SPHR	Director	Present
Patty Hickok, SPHR, GPHR	Past-Director	Present
Anne Sakumoto, PHR	Director-Elect	Present
Patty Billingsley, SPHR	Anchorage Chapter President	Present
Russell Black, PHR	Mat-Su Chapter President	Present
Jeanna Wittwer	Juneau Chapter President	Absent
Sallie Stuvek, SPHR	Fairbanks Chapter President	Present
Patricia Miller, PHR	Diversity Director	Absent
Dr. Charla Brown	College Relations Director	Present
Ben Krisher, PHR	Legislative Affairs Director	Present
Patty Hickok, SPHR, GPHR	Communications Director	Present
Ann Flister, SPHR	Workforce Readiness Director	Present
Mary Hilcoske, CLM, SPHR	Secretary/Treasurer	Present
Dr. David Rambow, SPHR	SHRM Foundation	Present
Patty Hickok, SPHR, GPHR	Membership Director	Present
Kim McKinley, SPHR	Professional Development Director	Absent
Molly Webb, PHR	Certification Director	Present
Mike Letizia	MAC Representative	Absent
Dianna Gould, CAE, SHRM-SCP	Pacific West Regional Director	Absent

Call to Order:

Nancy Miller, ASSC Director, called the meeting to order at 12:03 PM.

Meeting Minutes Approval

Sallie Stuvek moved to approve the April meeting minutes with noted correction; seconded by Ben Krisher. MOTION passed unanimously. [Drinen misspelled.]

Director's Report: Nancy Miller –

Update on State Conference – We're doing well. Sponsors and exhibitors already sold out. The committee is trying to come up with in-kind sponsorship ideas. Have about 180 people registered, including the committee and exhibitors. 150 are registered. May 15 is the next early bird deadline. She expects numbers to go up by then.





ALASKA SHRM STATE COUNCIL



Update on State Restructure Proposal – Are still working on this. Received a list of concerns and questions from chapter representatives on the committee. We are meeting with Dianna on Monday morning to go over it. Patty H. is putting together a power point presentation for that.

Review Bylaws – The version on the resources web page is updated as discussed last month. No additional changes were brought to light. The bylaws will now go to SHRM by way of Dianna.

Committee Reports:

Treasurer Report – Mary Hilcoske - Bank balance as of 4/30/15 was \$112,763.27, with \$7,125 arriving in April for conference fees. All invoices received have been paid.

Communications/Social Media – Patty Hickok – *The Council Prospector* should be received soon. Next issue will be out in mid-June. She has received many articles. Regarding social media, she tries to be active there. If anyone else has anything for social media, she can give you access to post. A phone app (used by NHRMA) for our state conference will be available to discuss at the next meeting. Nancy: We are at 501 “likes” on Facebook. She thinks our members are starting to get used to looking at our Facebook page. Also, thanks everyone for submitting articles.

Charla: Have results of the social media survey been released? Ann Sakumoto: Had wanted to do that at the strategic meeting in February, but the schedule did not allow. She will distribute to the Board by email.

Nancy: If anyone knows anyone who is interested in the Social Media Director position, let her know.

Workforce Readiness – Ann Flister – The Prisoner Reentry Walk takes place on Friday, May 15. Eight people are signed up as of now. It has taken on a bit of a statewide element with the Director of the Statewide Bristol Bay Region – she will fly in for the event. They have a heightened interest in this program. Their community service director will also participate, along with two others. She will send an email in the next few days reminding everyone about this – it will take place, rain or shine.

The DOL director sent out a notice recently regarding a meeting re the Veteran’s Job Fair coming up – she will forward that to Nancy.

College Relations — Dr. Charla Brown – UAF was represented at the recent NHRMA Student competition in Portland – they took three students. The reported having a wonderful time,





ALASKA SHRM STATE COUNCIL



networking with others. They didn't win, but thought they produced a good submission and felt it was worthwhile. This was the first time a group from Alaska participated at NHRMA.

Julie Drinen is looking at the possibility of a student chapter in Anchorage. They have a follow-up meeting scheduled.

Patty Billingsley is working with ASHRM to see if any member is interested in being an advisor for a UAA student chapter. Also, if anyone on the call is interested, let her know.

Charla has connected a UAS student with Patty, who has an internship position at her employer.

Charla now has a relationship with Alaska Airlines, which allows her to be more available to travel around the state.

Diversity – Patricia Mitchell – Absent – Nancy: Postings on Facebook once/week. Patricia is looking into the possibility of a diversity event in 2016 which could be income-generating.

Legislative Affairs – Ben Krisher – Gregory Fischer is continuing to meet with other groups; he will hopefully be able to submit his bill to the next Alaska legislative session.

Membership – Patty Hickok – Sent to all the chapter presidents the latest membership data for last month. Everyone is lagging behind, which is normal for this time of year. In the new *Council Prospector*, she is highlighting some of the benefits of being a member. A formal membership drive will happen later in the year.

SHRM Foundation – Dr. Dave Rambow – Has done some research for State Conference activities, including the possibility of a scavenger hunt. Would like to do an e-blast regarding the available SHRM Foundation scholarships and upcoming deadlines. He will work with Dr. Brown on this.

Certification – Molly Webb – In April, held first certification webinar, although only had a few people in attendance. Will do another one in early August. It is also on the Council website.

Professional Development - Kim McKinley – (absent) Nancy: 2015 is booked and is beginning work on 2016 webinars. The next one is scheduled for this Friday by HRCI.

Chapter Reports:

Juneau – Jeanna Wittwer – Absent





ALASKA SHRM STATE COUNCIL



Mat-Su – Russell Black – Absent

Fairbanks – Sallie Stuvek – They are planning an event on the 1st Thursday in June (the 4th) for new members, then they will be on hiatus before their monthly luncheon meeting in September. Patty H suggests that Charla could be a speaker at a Fairbanks meeting.

Anchorage – Patty Billingsley – Tomorrow night is the Spring Networking Event, with 100 people registered. Will be recognizing those who received their HRCI certification. Have 4 fabulous door prizes. Will have good food and refreshments. Will be starting the fall SHRM certification sessions September 15. Has two more Board vacancies: Secretary and SHRM Foundation Director. At last luncheon, voted on by-laws, so they are now adopted.

SHRM Report – Dianna Gould – Absent. May SHRM update below:

May PW Region SHRM Update

1. **Foundation Scholarships Available for Academic or Certification Pursuits:** Applications are now being accepted for SHRM Foundation Scholarships for HR Professionals. **The Application deadline to apply is July 15, 2015.** Scholarships are awarded annually to SHRM members pursuing degrees in HR-related fields or professional certification.

In addition, SHRM professional chapters and state councils are eligible to compete for the certification scholarship to fund programs that promote HR certification. For more info go to www.shrm.org/foundation and select Scholarships & Awards tab.

2. **Volunteer Leader Briefing at the SHRM Annual Conference:** Are you or your chapter board members planning to join us in Las Vegas for this year's SHRM Annual Conference & Exposition? If so, please SAVE THE DATE for the Volunteer Leader Briefing, taking place on Sunday, June 28th, from 11:00am – 12:30pm at the Venetian Hotel. All SHRM volunteers are invited to attend. Stay tuned for details, which will be available soon!!

State Directors & State Council Director-Elects: Sunday, June 28th at the Venetian Hotel: SHRM Divisional Meetings (state council directors & directors elect only) from 9:00 – 11:00 am

3. **Pinnacle Awards:** It's not too soon to be reviewing your initiatives/accomplishments for the year. I would bet there is a potential Pinnacle Award initiative in the mix. The due date for the Pinnacle Award application is September 9, 2015. Be the Chapter/State Council that is a winner this year. Grand prize winners receive \$1,000:
http://www.shrm.org/communities/volunteerresources/resourcesforchapters/pages/award_info.aspx





ALASKA SHRM STATE COUNCIL



4. **New When Work Works Resource:** Here is the link to our just released Workflex in Manufacturing Guide: [Workflex Manufacturing Guide](#). In conjunction with the Guide, SHRM will be offering a Workflex in Manufacturing Pre-Conference session at our Annual Conference in Las Vegas. For more information, go to: [SHRM Annual Pre-Conference Workflex in Manufacturing](#).

This is great information, as manufacturing has historically been the industry segment that has felt that workplace flexibility has not had a place on their production lines. I think you will have HR folks in your chapters who will be very interested in this topic! **New** Coming in 2015: A Telework Guide is in the works. It will be a great resource on the most common issues that management has about teleworking and how to address them.

5. **Are you receiving your Volunteer Leader Communication?** If not go to SHRM's Subscription Management: http://l.shrm.org/opt/Member_Com/ Select "Volunteers" to receive emails relevant to your volunteer position.
6. **Students:** Did you know that Student Chapters can apply to be preferred providers for free? They need to be a student chapter in good standing. Then they would need to fill out an application and go through the review process. The link is at: <http://forms.shrm.org/forms/shrm-preferred-provider-registration-general>. The first page is seeking general information about your organization (name, address, contact info, types of programs you offer, etc). The second page requires one representative example of the type of educational programming (related to the SHRM BoCK) that would be delivered, along with information requests such as instructor bio, agenda, and selecting which functional area(s) or competencies that the course content represents.

Student Summits/Conferences: All 3 SHRM Divisional Student Summits as well as the NHRMA Student Conference are completed. For the SHRM Case Competition winners go to <http://www.shrm.org/communities/studentprograms/pages/2015-case-winners.aspx>. NHRMA Student Conference was held April 17-18 in Portland, OR. Six teams from 4 schools (AK-University of Fairbanks, OR – 2 teams from PSU, WA - 2 teams from Central Washington and 1 team from Lake Washington Technical Institute. The winning team was Lake Washington Technical Institute. **Reminder Graduating SHRM student members:** Do you know that graduating students may upgrade to SHRM professional membership at a special discounted rate of \$80/year for two consecutive years. For more information go to: <http://www.shrm.org/Communities/StudentPrograms/pages/conversion.aspx>). That is a savings of \$110/year for two years for the new graduating HR professional.

7. **Reminder about the updated SHRM Affiliation Requirements as of 1/1/2017:** 100%-Chapters: Minimum 25 SHRM members AND 100% SHRM membership.





ALASKA SHRM STATE COUNCIL



8. **SHRM Certification Update:** More than 38,000 SHRM members have taken the pathway since Jan. 5, 2015. Thank you for all your help in continuing to educate the chapter members and getting the word out.
9. **It's Tax Time! Do you know what forms to file?** Chapters qualifying as a not-for-profit organization must file an annual information return. The form to be filed depends on the annual gross receipts of the organization. IRS Form 990-N: Simple electronic form that must be filed with the IRS once a year.

Chapters and state councils whose annual gross receipts are normally \$25,000 or less are required to file an annual Form 990-N.

Form 990EZ: This form is used if gross receipts are normally more than \$25,000 but less than \$100,000 and total assets at the end of the year are less than \$250,000.

A Form 990 can be filed in lieu of this return. Form 990: Return of Organization Exempt from Income Tax. Used if gross receipts normally exceed \$100,000.

Filings are due May 15 (unless you operate on a non-calendar fiscal year, in which they are due November 15).

Failure to file the Form 990-N for three consecutive years will result in revocation of the chapter or state council's tax exempt status. Info about filing, penalties, extensions and more can be found here. Be sure never to miss a deadline by reviewing the Chapter Activities Checklist. It includes all deadlines and links to information about them. There are many details about tax filings in that document.

Director-Elect – Anne Sakumoto – Strength Deployment Inventory used when things are going well in our interactions with others, as well as when faced with opposition. For our team, the SDI indicates that we have good representation of all areas on our team for the motivational piece (when things are going well). Takeaway: We all use our strengths well; we want all of those strengths on the team so that we can make the best decisions for the Council.

Adjournment:

The meeting was adjourned at 1:01 pm.

Prepared by:

Mary Hilcoske/Secretary

