



ALASKA SHRM STATE COUNCIL

Meeting Minutes



Board of Directors of the Alaska SHRM State Council (ASSC)

March 5, 2019

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
Ann Kjera, SPHR, SHRM-SCP	Director-Elect	P	1
Ann Kjera, SPHR, SHRM-SCP	Secretary/Treasurer	P	1
Patty Hickok, SPHR, GPHR, SHRM-SCP	Anchorage Chapter President	P	1
Vacant	Mat-Su Chapter President	A	1
Sallie Stuvek for Leisa Kelsey, SHRM-CP	Northern Alaska SHRM Chapter President	P	1
Jaylene Owens	Southeast Alaska Chapter President	A	1
Emi Aubertine, PHR, SHRM-CP	Certification Director	A	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
Jillian Caswell, SHRM-CP	Professional Develop. Director	P	1
Dr. Charla Brown	Social Media	A	1
Patty Hickok, SPHR, SHRM-SCP	Workforce Readiness Director*	P	1
Dianna Gould, CAE	Pacific West Regional Director	P	0
Mandy Woulfe, SHRM-SCP	MAC Representative	P	0
		* Dual Role	



Call to Order:

Ben Krisher called meeting to order at 12:00pm

Agenda Approval:

Dr. Dave Rambow moved to approve the Consent Agenda as revised and presented. Ann Flister seconded the motion. No discussion. The motion unanimously carried.

Discussion Items:

- Molly Webb gave an update on the ACPE survey; it can go out as early as this week
- Nancy Miller reported on the Anchorage SHRM Chapter
- Sallie Stuvek reported on the Northern Alaska Chapter
- Ben Krisher introduced Jillian Caswell as the new Professional Development Director
- Ben Krisher tabled the MSA discussion for the next meeting
- Susan Lasater reported on the Veterans at Work Certification program
- Dianna Gould gave an update on SHRM activities
- Mandy Wolfe gave an update on MAC activities

Action Items

- VLS Scholarship Criteria
Ben Krisher reviewed the criteria to be used by chapters for requesting funding to send a CLA or SHRM identified areas of focus director to VLS
Patty Hickok moved to approve the motion. Ann Flister Seconded. Following a short discussion, the revised motion was approved. The motion unanimously carried.
- Alaska Chamber of Commerce Membership – Ben Krisher tabled this action item until the next regular council meeting

Comments

- Past-Director – Anne Sakumoto
Reminded everyone of the vast amount of resources available on the VLRC
- Director – Ben Krisher
Thanked people for their assistance at the HR Academy

Adjournment:

Ben Krisher adjourned the meeting at 1:03pm.

Prepared by: *Ann Kjera, Secretary*



ALASKA SHRM STATE COUNCIL



Secretary/Treasurer's Report

April 2, 2019

From: Ann Kjera

Treasurer's Report (financials are attached)

Ben and I reviewed our 990, completed by Thomas, Head & Greisen, and it has been submitted to the IRS.

Attached you will find our financials for January and February. If I can get our bank statements and financials done on Monday, I'll forward March's as well.

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 (2019)

Profit & Loss Budget Overview

January through December 2019

Jan - Dec 19

Ordinary Income/Expense

Income

44800 · Indirect Public Support

44810 · Affiliated Org. Contributions

44811 · SHRM

2,000.00

44812 · NHRMA

4,100.00

44813 · Certification Credits

2,000.00

Total 44810 · Affiliated Org. Contributions

8,100.00

Total 44800 · Indirect Public Support

8,100.00

45000 · Investments

45030 · Interest-Savings, Short-term CD

2,250.00

Total 45000 · Investments

2,250.00

49000 · Special Events Income

49030 · HR Academy

36,950.00

Total 49000 · Special Events Income

36,950.00

Total Income

47,300.00

Expense

60900 · Business Expenses

60930 · Council Prospector Fees

7,500.00

Total 60900 · Business Expenses

7,500.00

62100 · Contract Services

62110 · Accounting Fees

2,000.00

62120 · cVent Fees

6,000.00

62150 · Outside Contract Services

1,280.00

Total 62100 · Contract Services

9,280.00

65000 · Operations

65020 · Postage, Mailing Service

65021 · PO Box Rent

140.00

65020 · Postage, Mailing Service - Other

0.00

Total 65020 · Postage, Mailing Service

140.00

65030 · Printing and Copying

0.00

65040 · Supplies

1,500.00

65060 · Volunteer Appreciation

700.00

Total 65000 · Operations

2,340.00

65100 · Other Types of Expenses

65110 · Advertising Expenses

200.00

65120 · Insurance - Liability, D and O

2,000.00

Total 65100 · Other Types of Expenses

2,200.00

68300 · Meetings & Chapter Travel

68310* · Hotel

500.00

68320 · Travel

68321 · Chapter Visit Travel

800.00

68322 · Chapter Visit Ground Transport

100.00

68320 · Travel - Other

2,150.00

Total 68320 · Travel

3,050.00

68330 · Meals

90.00

68340 · Lodging

0.00

68360 · Supplies & Food

500.00

Alaska SHRM State Council (2019)

Profit & Loss Budget Overview

January through December 2019

	Jan - Dec 19
68380 · Regional Council Mtg. Expenses	
68381 · SHRM Regional Meeting Dir & Mem	
683810 · SHRM Regional Meeting Travel	1,600.00
683811 · SHRM Regional Meeting Hotel	900.00
683812 · SHRM Regional Meeting Meals	100.00
Total 68381 · SHRM Regional Meeting Dir & Mem	2,600.00
68382 · Student Conference - SHRM/NHRMA	
683821 · Student Conference - Travel	700.00
683822 · Student Conference Hotel	450.00
683823 · Student Conference Meals	150.00
Total 68382 · Student Conference - SHRM/NHRMA	1,300.00
68383 · Legislative Conference	
683831 · Legislative Conference Travel	850.00
683832 · Legislative Conference Hotel	450.00
683834 · Legislative Conference Meals	150.00
Total 68383 · Legislative Conference	1,450.00
68384 · Reg. Council Mtg. (Annual Conf)	
683841 · Regional Council Meeting Travel	850.00
683842 · Regional Council Meeting Hotel	500.00
683844 · Regional Council Meeting Meals	0.00
683846 · Reg. Council Mtg. Registration	1,095.00
Total 68384 · Reg. Council Mtg. (Annual Conf)	2,445.00
68385 · VLS Conference	
683851 · VLS Travel	2,200.00
683852 · VLS Hotel	150.00
683853 · VLS Meals	50.00
683854 · VLS Scholarship	2,000.00
Total 68385 · VLS Conference	4,400.00
Total 68380 · Regional Council Mtg. Expenses	12,195.00
Total 68300 · Meetings & Chapter Travel	16,335.00
80100 · Council Initiative Expenses	
80110 · SHRM Foundation	250.00
80120 · Certification	500.00
80140 · Membership	500.00
80150 · College Relations	2,500.00
Total 80100 · Council Initiative Expenses	3,750.00
80200 · Payments to Affiliates	
80210 · SHRM Annual Contribution	100.00
80220 · NHRMA Annual Contribution	250.00
80230 · NHRMA Pool Contribution	100.00
80240 · SHRM Foundation	2,000.00
80250 · NHRMA Profit Sharing	3,100.00
Total 80200 · Payments to Affiliates	5,550.00
80300 · HR Academy	
80301 · HR Academy Profit Sharing	13,952.00
80300 · HR Academy - Other	18,346.00
Total 80300 · HR Academy	32,298.00
Total Expense	79,253.00
Net Ordinary Income	-31,953.00
Net Income	-31,953.00

Alaska SHRM State Council (2019)

03/29/19

Balance Sheet

Accrual Basis

As of January 31, 2019

Jan 31, 19

ASSETS**Current Assets****Checking/Savings**

10000 · First National Bank Alaska

185,912.94

10200 · Wells Fargo Advisors Investment

26,021.24

Total Checking/Savings

211,934.18

Total Current Assets

211,934.18

Fixed Assets

15000 · Furniture and Equipment

15500 · A/D Furniture and Equipment

-3,292.00

15000 · Furniture and Equipment - Other

-3,420.00

Total 15000 · Furniture and Equipment

-6,712.00

Total Fixed Assets

-6,712.00

TOTAL ASSETS**205,222.18****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

20000 · Accounts Payable

2,100.41

Total Accounts Payable

2,100.41

Total Current Liabilities

2,100.41

Total Liabilities

2,100.41

Equity

32000 · Unrestricted Net Assets

202,865.55

35000 · Unrealized (Gains) and Losses

310.12

Net Income

-53.90

Total Equity

203,121.77

TOTAL LIABILITIES & EQUITY**205,222.18**

Profit & Loss

January 2019

	Jan 19
Ordinary Income/Expense	
Income	
44800 · Indirect Public Support	
44810 · Affiliated Org. Contributions	
44812 · NHRMA	4,019.94
Total 44810 · Affiliated Org. Contributions	4,019.94
Total 44800 · Indirect Public Support	4,019.94
Total Income	4,019.94
Expense	
50000 · State Conference	
50030 · Speaker Fees & Expenses	2,000.00
Total 50000 · State Conference	2,000.00
65000 · Operations	
65070 · Internet Banking Fees	381.95
Total 65000 · Operations	381.95
68300 · Meetings & Chapter Travel	
68320 · Travel	521.11
68380 · Regional Council Mtg. Expenses	
68381 · SHRM Regional Meeting Dir & Mem	
683810 · SHRM Regional Meeting Travel	454.30
68381 · SHRM Regional Meeting Dir & Mem - Other	1,125.00
Total 68381 · SHRM Regional Meeting Dir & Mem	1,579.30
Total 68380 · Regional Council Mtg. Expenses	1,579.30
Total 68300 · Meetings & Chapter Travel	2,100.41
Total Expense	4,482.36
Net Ordinary Income	-462.42
Net Income	<u>-462.42</u>

Balance Sheet

As of February 28, 2019

Feb 28, 19

ASSETS**Current Assets****Checking/Savings**

10000 · First National Bank Alaska

168,973.37

10200 · Wells Fargo Advisors Investment

26,021.24

Total Checking/Savings

194,994.61

Total Current Assets

194,994.61

Fixed Assets

15000 · Furniture and Equipment

15500 · A/D Furniture and Equipment

-3,292.00

15000 · Furniture and Equipment - Other

-3,420.00

Total 15000 · Furniture and Equipment

-6,712.00

Total Fixed Assets

-6,712.00

TOTAL ASSETS**188,282.61****LIABILITIES & EQUITY****Liabilities****Current Liabilities**

Accounts Payable

20000 · Accounts Payable

1,888.62

Total Accounts Payable

1,888.62

Total Current Liabilities

1,888.62

Total Liabilities

1,888.62

Equity

32000 · Unrestricted Net Assets

202,865.55

35000 · Unrealized (Gains) and Losses

310.12

Net Income

-16,781.68

Total Equity

186,393.99

TOTAL LIABILITIES & EQUITY**188,282.61**

Alaska SHRM State Council (2019)

Profit & Loss

February 2019

	Feb 19
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46430 · Miscellaneous Revenue	805.00
Total 46400 · Other Types of Income	805.00
49000 · Special Events Income	
49030 · HR Academy	1,000.00
49000 · Special Events Income - Other	3,625.00
Total 49000 · Special Events Income	4,625.00
Total Income	5,430.00
Expense	
60900 · Business Expenses	
60940 · Miscellaneous Expenses	1,045.00
Total 60900 · Business Expenses	1,045.00
65000 · Operations	
65070 · Internet Banking Fees	943.88
Total 65000 · Operations	943.88
68300 · Meetings & Chapter Travel	
68310* · Hotel	133.25
68320 · Travel	33.40
68360 · Supplies & Food	1,699.62
68380 · Regional Council Mtg. Expenses	
68381 · SHRM Regional Meeting Dir & Mem	
683810 · SHRM Regional Meeting Travel	1,430.39
Total 68381 · SHRM Regional Meeting Dir & Mem	1,430.39
68383 · Legislative Conference	
683831 · Legislative Conference Travel	1,043.13
Total 68383 · Legislative Conference	1,043.13
Total 68380 · Regional Council Mtg. Expenses	2,473.52
Total 68300 · Meetings & Chapter Travel	4,339.79
80100 · Council Initiative Expenses	
80110 · SHRM Foundation	50.00
Total 80100 · Council Initiative Expenses	50.00
80200 · Payments to Affiliates	
80240 · SHRM Foundation	60.00
Total 80200 · Payments to Affiliates	60.00
80300 · HR Academy	15,719.11
Total Expense	22,157.78
Net Ordinary Income	-16,727.78
Net Income	-16,727.78



ALASKA SHRM STATE COUNCIL



SHRM Foundation Committee Report

April 2, 2019

From: Nancy Miller

- For a limited time, SHRM will donate \$20 to the SHRM Foundation for every new or renewed membership. Get the tools, expert guidance and development opportunities to make a positive impact on your workplace, and help others do the same. Join/Renew with code DONATE20 at <https://shrm.co/FVdYCo>. This information has been posted on our Facebook/Twitter accounts. I have another announcement scheduled to go out next week.
- I sent our completed SHRM Foundation match form to NHRMA. They will match our donation up to \$100. Every dollar counts! I sent the NHRMA match information and form to the Chapter Presidents and/or SHRM Foundation Directors.
- The Anchorage chapter held a special event on March 28. All proceeds were donated to the SHRM Foundation. They raised over \$1,200!! Way to go ASHRM!!



ALASKA SHRM STATE COUNCIL



College Relations Committee Report

April 2, 2019

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 months of February and March:

1. The University of Alaska Southeast SHRM Student Chapter report for April
 - a. The UAS SHRM Student Chapter will have six members attend the NHRMA HR Student Conference, April 5 and 6, in Portland Oregon.
2. **The Wayland Baptist University Anchorage Campus SHRM Student Chapter planned the following events and activities for the months of March and April:**
 - a. For the month of March: On Saturday, March 23, the SHRM Student Chapter will conduct a Resume Writing and Interview workshop. The workshop was well attended by students, military veterans, and members of the public.
 - b. On Saturday, March 23, the SHRM Student Chapter 9th Idit-Roll toilet paper drive ends.
 - c. On Saturday, April 20, the SHRM Student Chapter will hold it final chapter meeting for school year 2018-2019. At this meeting Penny Mosher will be sworn in as Chapter President.
3. **The University of Alaska Fairbanks SHRM Student Chapter events and activities for the month of April:** The UAF Chapter will have 7 students attending the NHRMA HR Leaders of Tomorrow Student Conference in Portland held April 5 and 6.

Total representation from Alaska participating in the NHRMA HR Student Conference: (14 students / 3 Chapter advisors / 1 College Relations Director)

- WBU - 4 have registered including advisor and 2 have signed up for corporate tours (excludes advisor)
- UAF - 7 have registered and all are going on corporate tours (includes advisor)
- UAS - 6 have registered and all will attend corporate tours (includes advisor)



ALASKA SHRM STATE COUNCIL



Communications Committee Report

April 2, 2019

From: Ann Flister

The first issue of the Council Prospector is at the printer and will hit the mail by April 2. You should see your copy arrive within a week or so. We were very late getting content submitted for this issue, so it was delayed about a week. Chapter Presidents—please check your board member listings in the back and let me know if you have any corrections. The deadline for next issue is May 21, for an expected delivery date of July 3.



ALASKA SHRM STATE COUNCIL



Social Media Committee Report
April 2, 2019
From: Dr. Charla Brown

Nothing to report



ALASKA SHRM STATE COUNCIL



Workforce Readiness/Membership/State Conference Committee Reports

April 2, 2019

From: Patty Hickok

Membership

- To date, we have 33 at-large conversions to chapter members

Workforce Readiness

- Jr. Achievement class in progress, ending 4/1
- Employment First job fair completed 3/28 in partnership with ASHRM

2020 State Conference

- Speaker selection in progress
- Ongoing issues with the union, that showed up to DC outside of the SHRM Legislative Conference



ALASKA SHRM STATE COUNCIL



Diversity Committee Report

April 2, 2019

From: Susan Lasater

SHRM CEO Johnny C. Taylor, Jr is asking the HR community to take the pledge. Have you taken the pledge? I have! Has your organization acted towards the pledge? Mine has. What is the pledge? It is “Getting Talent Back to Work” initiative. This initiative is asking organizations to execute and formulate hiring people with criminal backgrounds along with their diversity and inclusion best practices.

Some other organizations that have instilled this practice includes Dave’s Killer Bread, John Hopkins Medicine, and Charles Koch Institute to name a few. However, organizations are still reluctant to hire individuals with criminal records.

SHRM has provided a toolkit for organizations to follow and have as a reference for their use. The toolkit provides massive amount of information that will answer all questions your organization may have.

Here is an overview of what you will find.

- Compliance
- Background Check Providers
- Interviewing and Assessment
- Screening Guidance
- Risk Analysis
- Negligent Hiring
- Incentives and Support
- Culture and Communication

With all the information that is provided, will you take the pledge?

I have provided the link: <https://www.gettingtalentbacktowork.org/>

April Nuggets

BUSINESS PRACTICES FOR USING CRIMINAL RECORDS IN HIRING DECISION

April 5- Don’t ask about criminal records on the application

A criminal record is a stigma. The best way to minimize the stigma is to learn about the record as late in the hiring process as possible, when it can be considered in the context of the rest of the applicant’s information. This is legally required in a growing number of states and cities and is a good business practice in any location.

April 12- Conduct an Individualized Assessment

Finding a relevant conviction is the beginning of the process, not the end. Employers need to consider the applicant's entire record, of which the conviction is only one component. In some cases, someone with a record will have assets such as training, work experience, or outstanding references that make them, overall, the strongest applicant.

April 19- Consider only convictions that are relevant to the job in question

Not all convictions create a risk in every job. A DUI conviction presents a risk in a job driving a motor vehicle; a theft conviction presents a risk in a job involving unsupervised access to cash or property that easily be converted into cash. The critical question is "does this job present an opportunity for the type of behavior involved in the conviction?"

April 26- Consistent with applicable laws

The Commission recommends that employers not ask about convictions on job applications and that, when they make such inquiries, the inquiries be limited to convictions for which exclusion would be job related for the position in question and consistent with business necessity.

Reference:

<https://www.gettingtalentbacktowork.org/6-tips-for-using-criminal-records-in-hiring-decisions/>