



# ALASKA SHRM STATE COUNCIL



## Meeting Minutes

A telephonic meeting of the Board of Directors of the Alaska SHRM State Council (ASSC) was held on November 1, 2016.

<u>Name:</u>	<u>Position:</u>	<u>Present/Absent:</u>
Anne Sakumoto, PHR, SHRM-CP	Director	P
Nancy Miller, SPHR, SHRM-SCP	Past-Director	P
Vacant	Director-Elect	-
Michael Ward, SPHR, GPHR, SHRM-SCP	Anchorage Chapter President	P
Ann Kjera, SHRM-SCP	Anchorage Chapter President-Elect	P
Russell Black	Mat-Su Chapter President	A
Dr. Charla Brown	Southeast Chapter President	-
Leisa Kelsey, SHRM-CP	Fairbanks (NASHRM) Chapter Treasurer for President	P
Patricia Mitchell, SPHR, SHRM-SCP	Diversity Director	P
Dr. Charla Brown	College Relations Director	P
Ben Krisher, PHR, SHRM-CP	Legislative Affairs Director	P
Patty Hickok, SPHR, GPHR, SHRM-SCP	Communications Director	P
Ann Flister, SPHR, SHRM-SCP	Workforce Readiness Director	A
Emi Aubertine, PHR, SHRM-CP	Secretary/Treasurer	P
Dr. David Rambow	SHRM Foundation	P
Patty Hickok, SPHR, GPHR, SHRM-SCP	Membership Director	A
TJ Alinen, SPHR, SHRM-SCP	Professional Develop. Director	P
Molly Webb, PHR, SHRM-CP	Certification Director	A
Patty Hickok, SPHR, GPHR, SHRM-SCP	Social Media	A
Dianna Gould, CAE	Pacific West Regional Director	P
Mike Letizia	MAC Representative	A

### Call to Order:

Anne called meeting to order at 12:00pm

### Meeting Minutes Approval –

Dr. Rambow motions to adopt October 2016 meeting minutes. Patty Hickok seconds.  
Discussion: Ann Kjera's name was misspelled. Minutes will be updated. No opposition.  
Minutes approved.





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### **Committee Reports:**

**Treasurer Report (Emi Aubertine)** –FNBA account balance is currently at \$94,254.21. Wells Fargo maintains an investment balance of approximately \$27,000. On October 18<sup>th</sup>, Anne Sakumoto and I met with our accountant at Thomas, Head and Greisen. The copy of our QuickBooks was reviewed and they are working on our 990. Our income was over the threshold and we did not qualify to file a 990-EZ. The deadline to file is 11/15/2016. There are no foreseen problems that we will not make that deadline.

**Communications/Social Media (Patty Hickok)** – Diversity Nuggets are going well. We did a big push for scholarship applications. Please email any interesting articles that we can post on our social media feeds. The Council Prospector is being transitioned to Ann Flister. We are working on moving everything over for a smooth transition.

**Workforce Readiness (Ann Flister absent)** – Report submitted -We are asking for 4 volunteers to staff our table at the Veterans Job Fair on Friday November 18. We need two volunteers in 2-hour shifts from 10 am to 2 pm at the University Center. Anyone interested can email Ann Flister and she will follow up with them on the event details. Patricia Mitchell volunteered to be one of the volunteers to cover the table.

**College Relations (Dr. Charla Brown)** – We have continued the membership push for UAS participants. They increased membership from 20 to 60. UAF is working on increasing membership. They are meeting every Monday afternoon with a local Fairbanks Human Resources professional. Wayland Baptist held 2 chapter meetings so far this school year and increased by two members. Wayland students are presenting at the November ASHRM monthly luncheon. Wayland is also starting their winter clothing drive, fundraiser for Thanksgiving turkeys and Beanie Boxes for Beans Cafe. We have not received many scholarship applications, yet. There may be timing barriers to eligibility with the scholarships. Dr. Brown plans to review and may share more details at a future board meeting. If you have intern opportunities, please email or call Dr. Brown and she will facilitate the opportunity.

**Diversity (Patricia Mitchell)** – Continuing to work on the Diversity Nuggets. Patricia (as Diversity Director) will be attending the Department of Labor planning meeting for the Veterans Job Fair Committee. She will be at the Veterans Job Fair and was also asking for volunteers to staff our State Council table on Friday November 18. She will be there for the full event and as a result, needed one volunteer in 2-hour shifts from 10 am to 12 pm and 12 pm to 2 pm at the University Center.





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**Legislative Affairs (Ben Krisher)** – The support letter for S3464 Senate bill went out. There are court challenges to suspend the new overtime rule, but it is still scheduled to roll out and SHRM is taking the stance that on December 1, 2016 the rule will stand. SHRM will hold a webinar on post-election results and how that will affect the workplace. SHRM advocacy center has good resources on policy makers and how to be proactive.

**SHRM Foundation (Dr. Dave Rambow)** – The SHRM Foundation donation is due before December 31, 2016. It is part of our SHAPE award. In the past there was a requirement to increase the donation percentage from the prior year. That requirement was dropped for this year. We will submit this donation to meet Champion status through SHRM. Last year we donated \$1,875.

**Motion to make a donation to the SHRM Foundation in the amount of \$1,875. TJ Alinen motions. Ben Krisher seconds. No discussion. No opposition. Motion passes.**

**Certification (Molly Webb)** - We have received one applicant for the Certification Scholarship this year. I will be attending the Volunteer Leadership Summit in a few weeks.

**Professional Development (TJ Alinen)** – We need topics for January and April 2017 webinars. Once those are filled, we have topics for the next two years (through 2018). Our Preferred Provider status expires at the beginning of the year, 2017. We will schedule a meeting to renew that status. The Any Meeting free platform is being discontinued at the end of the year. We have been researching other alternatives to host our webinars.

1. Anymeeting  
\$1284.00/year (10% discount may apply for non-profit status of Alaska SHRM)  
Up to 200 Participants, Recording Availability, VOIP or Phone Audio  
Pros: Known technology. Ease of use. Reliable.  
Cons: Basic Features.
2. Go-To-Meeting  
\$2388/year  
Up to 500 Participants, Polling, VOIP, Phone Audio w/Toll Free, Recording Availability  
Pros: Nice features. Clean design.  
Cons: Pricing tiers jump from 100 to 500 participants and 500 is too expensive.
3. Cisco WebEx  
\$3648/year  
Up to 500 participants, VOIP or Phone Audio, Recording Availability, Mobile Optimized  
Pros: Nice features. Easy to use and reliable.





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Cons: Very, very expensive for our type of application.

Patty motions to continue to use Any Meeting as our webinar provider. Michael Ward seconds. Discussion: Is there recording availability? Yes, there is a record feature. How many people do we normally have every month for the webinar? Normally we have between 150-160 people who attend. We have never reached a participation rate of 200 people. We are limited in the amount of data on our website, but we can post on YouTube through a private channel. No opposition. Motion passes.

### Chapter Reports:

**Juneau (Dr. Charla Brown)** – We had a chapter meeting last week. Dan Robertson with DOL presented and had 10 participants. Our November meeting on child care issues in the Juneau area and the impact on the workplace. We will be having a December meeting to vote for board members. Currently, we are conducting a membership audit.

**Mat-Su (Russell Black absent) – no report**

**Fairbanks (Leisa Kelsey NASHRM Treasurer attending for Sallie Stuvek)** – On 10/20 Dianna Gould spoke and hosted a SHRM presentation. We had 9 attendees. Our next meeting is on November 17 and will host Mike O'Brien.

**Anchorage (Michael Ward)** – Last board meeting is on November 9, 2016. We will not have a December board meeting. Ann Kjera was voted 2017 Board President.

### **Dianna's report:**

**WHEN WORK WORKS AWARD: Time Sensitive – closes Nov. 18.** Be sure to get the word out to all the companies in your area about the opportunity to be recognized as a leader in the community and business they are in. **The 2016-2017 When Work Works Award Is Now Open!**

Join top employers across the country who have won the [When Work Works Award](#). Take your place as an employer of choice and showcase your [effective and flexible workplace](#).

Here are the top three reasons to apply. You will receive:

- 1) a free comprehensive benchmarking report;
- 2) recognition in national and local media; and
- 3) inclusion as a winning employer in our [searchable Guide to Bold New Ideas](#).

[Click here](#) to read what the [2016 When Work Works Award Winners](#) are saying.

[Apply today](#) to become recognized as a top employer





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

**SHRM17 VOLUNTEER LEADER RATE LOWEST AVAILABLE:** In appreciation of your hard work and support as a SHRM Volunteer Leader in 2016, SHRM is pleased to offer you a discounted conference registration rate. The discounted rate for the SHRM 2017 Annual Conference & Exposition is \$995. This is the lowest individual rate for the 2017 Conference -- but it's only available to you at that rate through February 3, 2017. Please don't miss out on your chance to register. To receive the discounted rate for Volunteer Leaders, be sure to register by February 3, 2017. Registration is quick and easy! Visit the [Annual Conference web site](#) and register online.

**2016 IMPORTANT DATE:** December 1, 2016 is just around the corner. What is important about December 1? It is the date the State Council Leader Information form (SCLIF) and the Chapter Leader Information form (CLIF) <https://community.shrm.org/vlrc/resources-shrm/forms> are due into SHRM. This is a list of as many of your 2017 board members that have been identified to-date. I know that some of you may still be finalizing your boards but at least submit one name (i.e. for those submitting the SCLIF submit your 2017 State Council Director and for those submitting the CLIF most of you know who will be your chapter president for 2017) and that will fulfill the SHAPE requirement. If you finalize your board after that date just update the respective SCLIF or CLIF.

### **SHRM FOUNDATION: SHAPE deadline for submitting Foundation donations is December 31<sup>st</sup>**

To be eligible for an Excel award, your chapter/state council must make a donation directly to the SHRM Foundation (see SHAPE item 5).

- View updated contribution reports by visiting [shrmfoundation.org](http://shrmfoundation.org) and click on "Volunteer Resources." These reports, updated bi-weekly, include all gifts from chapters/councils and all gifts made by chapter members or members from your state.
- Visit [shrmfoundation.org/donate](http://shrmfoundation.org/donate) to learn how to donate online, via phone, or by mail. **BEST PRACTICE:** Send in a small donation now and meet the SHAPE requirement. Another donation can be done later in the year but you can know that you are covered with that particular requirement. It is easy to forget so just helping you out by this friendly suggestion.

### **Important Dates from the SHRM Foundation**

- **November 10<sup>th</sup>:** SHRM Foundation CLA Webinar - Last Call: How to turn in donations and plan last-minute fundraisers
- **November 19<sup>th</sup> & 20<sup>th</sup>:** For those individuals attending the Volunteer Leader Summit - support the SHRM Foundation by participating in the HeadshotLOUNGE







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- **December 31<sup>st</sup>:** Deadline to submit all donations to the SHRM Foundation to count toward 2016 SHAPE

**E-BLAST HOLIDAY BLACKOUT PERIOD** - Due to staffing issues during the holidays, SHRM will not send any e-blasts on behalf of Chapters or State Councils from **December 17 until January 5**. Request for e-blasts to be sent by December 16 must be received by December 5 to comply with the 10 business day lead time. For those planning to have an e-blast launch immediately after the blackout period on January 6, requests must be in by December 26. To access the e-blast forms, [click here](#).

**USING SOCIAL MEDIA FOR STATE CONFERENCES:** Looking for a quick checklist of social media related items to complete prior to and during your next conference or meeting? Well, here it is. It is called the State Conference Social Media Checklist and you can find it on the VLRC at

](<https://community.shrm.org/vlrc/communityresources/resources/viewdocument?DocumentKey=d1ae9af1-bef0-4b17-840f-7018d303f07a&tab=librarydocuments>).

### COMMUNICATING FLSA **Forms**

#### Memo to All Employees Regarding the FLSA Changes

**2017 IMPORTANT DATE:** January 31, 2017. The day that the State Council and Chapter SHAPE reports are due. The SHAPE submission form for both the State Council and Chapters is scheduled to be available after the Volunteer Leader Summit. Best practice is to have a password that is shared with all your board members so each individual that is responsible for a specific role or initiative can input the information. Don't let the responsibility fall on one leader's shoulders as you belong to a board and all board members should be empowered and accountable. It is best to copy and paste the information from a Word document into the SHAPE form in the event there are any problems with saving the information you put in.

**SHRM COMPETENCY-BASED EDUCATION FOR CHAPTERS: Need a program for your monthly chapter event?** Free competency-based education programming is now available to SHRM affiliates with the click of a button. "[Five Habit of Destructive HR Leaders](#)" is the first in a series of multi-media presentations that chapters can use to help their members brush up on HR competencies from the SHRM HR Competency Model. Designed to assist SHRM Chapters in their training needs at chapter meetings, this presentation is intended to be 1.5 hours in length and features Alex Alonso, SHRM Senior VP, Knowledge Development. "This program is the embodiment of SHRM's drive to help our members increase their HR competencies," said Elissa O'Brien, SHRM-SCP, SHRM's VP of Membership. "Our hope is that our chapters will be able to incorporate this training in their chapter programming schedule."

**2017 REGIONAL COUNCIL BUSINESS MEETING:** Please plan and budget for you State Council Director, State Council Director-Elect and your State Council Workforce Readiness Director to attend the 2017 Regional Council Business Meeting in San Diego, CA Feb. 10-11, 2017. Registration is currently open.





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**2017 MEMBERSHIP DUES ARE CHANGING:** 2017 members will see an increase in dues from \$190 to \$199 for an annual professional, associate or general membership. This adjustment will be effective for membership dues that have start dates on or after January 1, 2017. The rate offered to chapter members who receive a discounted SHRM membership first-year rate (0118 promotional code still in effect) will be \$185. Increases will also be realized in the following segments:

- Student Chapter Advisors will move from \$100 to \$110
- Chapter Management Professionals (CMPs) will move from \$100 to \$110

The following rates remain unchanged: Student membership is \$40. Transitional membership after graduation is \$90/year for first two years after graduation before moving to the full professional member rate of \$199.

**SHRM-HOSTED WEBSITE:** Use this to create and maintain your chapter membership roster. Check out this resource page <http://hosting.chapters.shrm.org/support-request-forms>

**MAC Report (Mike Letizia absent)** – Anne expressed appreciation for Mike Letizia’s role and support of the Alaska State Council over the past years. He ensured our input and voices were heard. We will be welcoming Roshelle Pavlin as our representative for next year, 2017.

**Past Director (Nancy Miller)** – Reminder about the State Conference next year in May 18 – 19, 2017. Any social media posts that you would like to have posted, feel free to forward to Nancy.

**Director’s Report (Anne Sakumoto)** – I will be attending the Volunteer Leadership Summit in November. I’ll be completing the SHRM State Council Leader Information Form. If there are any questions, I’ll reach out to the volunteer leaders to check your contact information. Currently I am working with Project SEARCH on seeking employment opportunities and increasing financial literacy for high school students with disabilities. I will be touching base with individual directors to go over 2017 board positions.

**There were no other comments.**

**Adjournment:**

**The meeting was adjourned at 1:05pm.**

**Prepared by:**  
**Emi Aubertine**  
**Treasurer/Secretary**

