**ND SHRM State Council Meeting Agenda**

Date: January 28, 2021

Time: 11:00 a.m. – 12:30 p.m.

TEAMS Meeting

**Attendance:**

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| Jason Sutheimer , Nicole Mikkelsen, Jenna Wilm, Mellissa Nordsven, Mandie Begin, Raquel Nachatilo, Scott Wirth, Rick SandwickApril Frank, Michele Klein, Ashley Nordstrom, Sheila Neuleib, Erica Schmidt, Travis Wilson, Tai Davidson, Ben Zietz, Rachel Olson, Faith Stipanovich |
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| 1. **Call to Order: 11am by President Jason Sutheimer**
	* MISSION: Supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.
	* VISION: Promotes and advances human resources throughout North Dakota
 | Jason Sutheimer |
| 1. **Announcements:**
	1. Welcome to new members
	2. Thanked everyone for time and volunteerism
 | All |
| 1. **Approval of Minutes: (Next meeting)**
 | All |
| 1. **Treasurer’s Report:**
	* Review & Approval of Check Register (Next meeting) We were at $104,000- waiting on one bill for next year
 | Mellissa Nordsven |
| 1. **SHRM Update:**
* **Thanked volunteer leadership group for supporting SHRM and the State Council, local chapters.**
* **Regional council business meeting next week. WebEx, not pre-recorded.**
* **Important Dates: 2020 Year End Report is due January 31. If completed both parts one and two, work on submissions for Excel Awards for March. Apply and add other initiatives to continue to earn higher awards.**
* **SHRM Annual Conference still TBD, policy conference is now online 100%, pending for Chicago/Annual.**
* **SHRM Pinnacle Award application due September 1st. SHRM 2020 WebEx Series for Pinnacle Award, to allow the winners to share their initiative, as well as submitting applications and how to get them submitted well.**
* **Volunteer Leader Business Meeting Nov 11-13, week earlier than normal, currently scheduled in person in National Harbor. Possibly will be moved to live and virtual blend or virtual, but currently planning for in person. SHRM chapter requirements available 2021 document.**
* Some changes regarding membership requirements. This year membership and certification directors will be asked going forward to be SHRM members , in the future, will be required to be members and required to be certified or working towards certification.
* 4th Qtr chapter support payments being worked on. Can request membership roster at any time. Some chapters request it monthly.
* Check your website for the SHRM affiliate logo (campaign in a box assistance available).
* Jason to order name badges.
* Can post state and chapter conferences on the website (state affiliate conferences). VLRC has a lot of resources and tips for virtual events, learning library with three part onboarding, etc. Most of Cliff information in system, but still about 1300 being entered in by hand.
* If some volunteer leaders are not receiving their communications, be sure to contact Faith to let her know. Faith is available for questions, via email. Feel free to invite to Chapter meetings or board meetings as well to discuss SHRM.
 | Faith Stipanovich/Jeremy York |
| 1. **Old Business:**

2021 Leadership Conference * Last year we had considered incorporating the Leadership Conference into the state conference, but that based on location, could experience a lack of east or west state members not able to attend.
* Unfortunately this was unable to happen in 2020, so potentially virtual ½ day early in this year option.
* Discussion included consensus amongst chapter presidents that virtual conference would be helpful, and opportunity of break out rooms for difference position so that individual conversations with same role can occur.
* Zoom has that capability and options. Currently state council does not have a Zoom account, utilizes Microsoft Teams, but could be cost-effective if we did month to month. Teams has added that functionality with the ability to automatically assign people to rooms, up to 50 rooms. Contact Tai for access to Microsoft Teams. Can also use Faith’s WebEx account to help us out.
* Potentially a speaker with some credits rolled into the conference.
* March/April time frame anticipated, Jason to work on the virtual leadership conference. Professional development to be looped in also.
 | Jason Sutheimer |
| 1. **New Business:**

Budget Approval 2021 HR Conference * Approx $104,000 bank balance.
* Interest earned not significant, state conference and SHRM certification initiatives and SHRM sharing are our income generators for the council.
* Student conference doesn’t usually make money, and we’ve used funds to help pay for that, plus chapter donations- typically in April. Could we pair this with the leadership conference, and give them access to processionals in the area as well.
* Proposed budget $77,000. Expenses ongoing are SHRM regional business meetings and conference expenses (outlined in budget provided). Virtual opportunities allow for some cost savings. Last year we planned approx. $70,000 cost and $70,000 income for conference- kept the same. Held some funds for potential speaker at ND Leadership conference.
* No Chapter payouts added for this year, but if profit from conference, would consider that. In past, 15% of profit paid out in conference if made money, divided up by how much each chapter member spent.
* Travel reimbursement was up $4000, and we took it down to $3,000, with the extra $1,000 towards Teams cost for less travel.
* Discussion/review of each line item.
* Operating on a negative budget, but in the past, we haven’t gone over a lot on expenses. Put estimates out there for 2021 conference. All keynoters from 2020 contracts agreed to move to 2021 with no charge.
* Question for Faith if theSHRM Foundation contribution from the council needs to be increased by a certain percentage every year? Faith advised use to be required, but that percentage was taken out, with just a request to make a contribution as a part of SHRM. State council can set a goal to continually raise it, but not required. Does donation from silent auction the conference also goes towards that. Are we obligated to do both the donation and the silent auctioin donation? “SHRM foundation champion” level is for those who do both. Contributions and fundraisers provide more soft credits (board members and chapters), it is up to each council. Considered potential cost savings if we eliminated this line item and could still provide silent auction donations.
* Give Smart is a way to do online auctions throughout the year and giving throughout the year- pending an update if this will still be offered for the state council.
* Volunteer leader summit is now a meeting (not summit)- correct on needed on documents

**Motion to approve budget: Ben /Rick Seconded the motion- hearing no additional discussion or opposing comments, motion carried** **2021 HR Conference: Hosting again in Bismarck- mid September dates were already taken. Options included end of October and August. August 30-Sept 2 2021 current selected dates.** * Discuss potential of in person conference versus virtual, or both.
* Concerns regarding Labor Day and conference timing with attendance
* Discussion around attendee safety and community vaccination levels
* Council asked Jason to check with the facility regarding moving the date to October, or potentially later in September. Intent of more time to plan as well as date concerns being near a holiday weekend. Potentially conflicting timing as well with late October and benefit enrollment.
* Discussion of 2022 dates and rotation between ND cities, or keeping it in Bismarck. Nothing is lined up yet. Reviewed the Holiday Inn in Fargo considerations for difficulties in prior years when paired with the Governor’s conference. Concerns over venue space and attendee size, but without Governor’s conference, less attendees will negate this issue.
* The council conversed on in person versus virtual options, and anticipation of the readiness of the HR community to partake in networking in person again. Determination was that it would be difficult to gauge at this point, and that offering both, if possible, was a tentative solution.
* Grand Forks 2019 conference had attendance of approximately 450, but before that, Commerce counted volunteers in the numbers. Due to COVID considerations, estimate to aim towards 300-500.
* Suggestion presented to cap attendees up front, council was highly receptive and approving of this concept.
* Elimination of travel expenses on some for virtual option choices
* Currently 3-5 breakout rooms, discussed opportunity to do 3 breakout rooms for speaker quality and expense.
* Discussion of adding a conference chair role to the council, for a project manager capacity. Considered that the involvement of council members in the conference planning helped to justify the comping the fee for the conference for the council. Council members were previously chairs of subcommittees and helped support the chapters. The chairs and committees would meet biweekly.
* With some chapters being smaller than others, the volunteering time commitment was discussed for chapter level assistance. Some volunteering options don’t include a large time frame, and those are easy to offer, such as gift bag prep, registration table, etc. Request made for clear outlines of conference volunteer opportunities with time commitments assessed. Sign up Genius has been used in the past for room monitoring sign up.
* Utilizing the membership of the state for potential volunteers.
* Additional discussion of needing to determine multimedia needs at venue and abilities before commitment to virtual process. Concerns from the group presented of a hybrid conference feeling like the work of two conferences.
* Jason to follow up with venue on multimedia options and share with the council.
 | Jason Sutheimer/Mellissa NordsvenAll |
| 1. **Introduction & Council Reports: *\*New introductions for this meeting, council reports at subsequent meetings.***
2. Director Elect
3. Past State Director
4. Secretary / Treasurer
5. AVHRA
6. CDHRA
7. FMHRA
8. GGFHRA
9. SAHRA
10. Certification
11. College Relations
12. Diversity
13. Governmental Affairs
14. Membership
15. Professional Development
16. Public Relations & Technology
17. SHRM Foundation
18. Workforce Readiness
19. SHRM
 | Nicole MikkelsenJenna WilmMellissa NordsvenMandie BeginRaquel NachatiloScott WirthRick SandwickApril FrankMichele KleinAshley NordstromSheila NeuleibErica SchmidtBrandy MillerTravis WilsonTai DavidsonBen ZietzRachel OlsonFaith Stipanovich/Jeremy York  |
| 1. **Future Meeting Topics:**
* Further discussion on State Conference planning
 | Jason Sutheimer |
| 1. **Adjourn**
* **Thanking everyone for volunteering and encouraged everyone to contact Jason if they need help or have questions.**
* **Motion to adjorn: Nicole Mikkelson, Seconded by Jenna.**
* **Adjorned at 12:32pm**
* **March 9 next meeting- virtual**
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| **DATE** | **EVENT & DETAILS** | **TIME****(All times Central)** |
| January 7, 2020 | ND SHRM Council Meeting – Budget Approval / Welcome**Host:** ND SHRM**Location:** Conference Call / Skype  | 9:00am-11:00am  |
| March 9, 2021 | ND SHRM Council Meeting**Host:** AVHRA**Location:** TBD, Fargo, ND **Rooms:** TBD | 1:00am-3:30pm (Council Meeting)3:30pm-5:00pm (Chapter Meeting) |
| May TBD – SAHRA is looking at different meeting location, dates & time\ | ND SHRM Council Meeting**Host:** SAHRA**Location:** TBD, Dickinson, ND **Rooms:** TBD | 10:30am-12:30pm (Council Meeting)12:30pm-2:00pm (Chapter Meeting) |
| June 10, 2020 | ND SHRM Council Meeting**Host:** GGFHRA**Location:** TBD, Grand Forks, ND**Rooms:** TBD | 9:30am-11:00am (Council Meeting)11:30am-1:00pm (Chapter Meeting) |
| August 10, 2021 | ND SHRM Council Meeting**Host:** FMHRA**Location:** TBD, Fargo, ND**Rooms:** TBD | 9:30am-11:00am (Council Meeting)11:30am-1:00pm (Chapter Meeting) |
| August 30, 2021  | ND SHRM Council Meeting – Conference Preparation**Host:** CDHRA**Location:** Location TBD, Bismarck, ND**Rooms:** TBD | 6:00pm–8:00pm (meal provided) |
| August 31, 2021 – September 2, 2021 | 2020 Workforce & HR Conference**Host:** ND SHRM**Location:** Bismarck Event Center, Bismarck, ND **Rooms:** TBD | 6:00pm (August 30) - 12:00pm (September 2) |
| TBD | 2021 Leadership Conference**Host:** TBD**Location:** TBD **Rooms:** TBD | TBD |

**2020 ND SHRM State Council**

**Meeting Schedule**