## ND State Council Meeting Minutes

# Date: January 15, 2019

Time: 9:00AM-11:00AM CST State Council Meeting

Conference Call: 1-650-479-3208; Access Code 78379060

**Attending**, Jenna Wilm, Jason Sutheimer, Amber Unser, Kristi Spindler, Tammy Terras, Brenda Johnson, Jess Lupkes, April Frank (on behalf of Carissa), Michele Klein, Amanda Swanson, Uma Hoffmann, Beth Wiegman, John Friend, Brianna Nistler, Steph Winiterquist, Matt Heinzen, Melissa Drewing, Rachel Olson, Dianna Gould.

**Confirmed:** Jenna Wilm, Jason Sutheimer, Amber Unser, Kristi Spindler, Tammy Terras, Brenda Johnson, Jess Lupkes, April Frank (on behalf of Carissa), Michele Klein, Amanda Swanson, Uma Hoffmann, Beth Wiegman, John Friend, Brianna Nistler, Steph Winiterquist, Matt Heinzen, Melissa Drewing, Rachel Olson, Dianna Gould.

**Absent**: None, some prescheduled to attend late/leave early: Uma Hoffman, Brenda Johnson, and Jess Lupkes.

**Call to Order**: Jenna Wilm

**Introduction of Member:** All

**Approval of Minutes from September State Council Meeting**:

* John Friend motions to approve; Beth Wiegman seconds
  + Minutes approved

**Review and approval of Check Registrar through 12/23/2018**:

* Matt Heinzen motions to approve; John Friend seconds
  + Check registrar through 12/23 approved

**SHRM Update**:

* The SHRM update was emailed
  + A copy is also located in the SHRM Dropbox account
  + Learning for new members. January 31st SHAPE will be due for all chapters and state council. Checkoff areas of accomplishments, and best practices. Several people access site so it is not one person’s responsibility.
  + Discount code in meeting minutes notes (State 20) for $20 off. One stop shop for HR info on SHRM resource spotlights.
* A copy is also located in the SHRM Dropbox account

**Review and approval of 2019**:

* Hosting the conference ourselves; Jenna removed chapter payments (share of funds)
* Jenna added website development costs
  + Suggestion to update information stating we didn’t have a 2018 profit
* Beth Wiegman motions to approve, Steph Winterquist seconds
  + Motion Approved

**Review Bylaws**

* No more changes to bylaws for this year

**Operating Procedures Update**

* Ongoing for March meeting
  + Melissa Drewing will provide progress update

**Leadership Conference Update**

* March update

**SAHRA Speaker Request for Funds**

* SAHRA comes to the state council and requests funds for a speaker.
  + It’s their 20th anniversary so they are requesting $600 for a higher-level speaker. They struggle to get the level of programming that the eastern side of the state gets.
* Looking to potentially match state contributions and partnering with the Chamber of Commerce. They don’t spend money on the speakers usually and have just experienced profit loss the last two years.
* Potential for a virtual speaker – will speak with Dianna
  + Beth Wiegman Motions for more information to be presented in March with speaker and total cost commitment; Matt Heinzen Seconds.
  + Motion Passed

**2019 Conference Discussion**

* Key points of contact were formed at leadership and are responsible for creating committees.
* *Speaker updates*- Key notes are in place, and RFP for breakouts went out this morning.
  + Accepting RFPs until March 31st, with decision set for end of April.
  + Total breakouts 35-42. List of individuals from the past were notified.
  + Gary Brad, Tammy Evens and Matt Haven – information in conference folder in dropbox.
* *Vendors* - Jason Sutheimer talking to JobsHQ.
  + Trying to do things earlier this year to promote the conference and vendor. Spoke with other vendors in passing. Still evaluating who would like to help.
  + JobsHQ has offered more services and wants to increase their services and split the partnership, which will drive more HR participation.
* *Administrative*– Brianna will review and reach out to Amanda.
* *Marketing* – Still need to reach out to Tammy.

**\*Still need more participants to help with different areas of the conference.**

**Potential Partnership with ND Safety Council**

* Large safety conference coming up in February and has asked us to partner and re-offer credits.
  + We will have a booth at conference.
* *Safety and HR conference for ND* – Safety council wants to meet to discuss partnership and bring information to their board. They do a lot of the same work which commerce had done for us.
  + Looking at 2020 since they are at final stages of their conference planning
  + They would be a vendor for our 2019 conference.

**Open Forum**

* *Website* – Matt Heinzen provided an update stating the content view will be completed end of this week and working on redirecting information to website.
* *Student Conference* – Amanda met with Barry Hall and will continue to be held there on Saturday March 23, morning to midafternoon, with free registration for students.
  + Info goes out this or next Friday.
  + Taking volunteers for review groups, and still picking a speaker.
  + South Dakota is going to join us.
  + All chapters can send this out to any student in the area; verbiage provided by Amanda.
  + Volunteer signup – via email

**Adjourn** 10:00am. Jenna Wilm motions to adjourn; Amanda Swanson seconds.