## ND State Council Meeting Minutes

# Date: March 26, 2019

Time: 9:00AM-11:00AM CST

Location: Bismarck – Job Service North Dakota, 1000 East Divide Ave

Call-in 1-650-479-3208; Access Code 78379060

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

**Confirmed:** Everyone

**Absent**: Brenda Jonson

**Call to Order**: Jenna Wilm

**Approval of Minutes from January State Council Meeting**: All

* Matt motions to approve; Stephanie seconds
  + Minutes approved

**Review and approval of Check Registrar**: All

* John motions to approve; Stephanie seconds
  + Minutes approved

**SHRM Update**: Dianna Gould

* *Excel award* – Due March 15th, sent in.
* Vote for getting talent back to work
  + Votes are in and we are looking at some point for all of the chapters
  + We will help socialize the idea, ensure communities and States know where resources are. It is not a pledge stating we will hire former incarcerated employees, just that we will take a look.
* *SHRM Scholarship* – encourage people to go out and check it out/pass along.
* Getting money in our chapter and council accounts in mid-April. Payment for chapters in good standing, $20 per person and state council $10 per person. Located on the membership report from 2018.
* *Pinnacle award:* Highlighting what each chapter has done. Put together a 1-page document.
* *Membership goals:* committed to doing an at large survey (Jenna and Jason). Focusing on increasing membership goals. Can use a promotion code for renewing or new members (State20).
* Conference topics from speaker’s bureau

**Operating Procedures Update**: Melissa Drewing

* Currently in-progress/reviewing other chapter’s documents for verbiage. Reviewing spending limits for food and inputting receipt information.

**SAHRA Speaker Request for Funds** April Frank (Carissa on behalf of April)

* *NDSC speaker:* We do this to make sure we are present and available to all councils. They prefer the dollars versus the onsite visit. We need the funds that we have but will discuss this further.

**2019 Conference Discussion**

* *Speakers –* John- Getting more submissions this week. Take advantage of free ones?
* *Vendors –* Sponsor email went out last week to everyone who has ever been a sponsor or vendor; minimal response.
  + We have 3 sponsors (all true came in as gold), bank of ND silver, Voke rehab bronze.
  + We will open vendors in a few weeks. A few others have talked about being a vendor as well this year.
  + Department of Commerce as a vendor. V mobile might be a good sponsor (Michelle will reach out). Medora foundation might sponsor/in communications

**\*Reminder** **– *when talking with speakers about trades, let Rachel and Stephanie know, in order to keep this organized.***

* *Administrative –* Amanda and Brianna connected; “Are we owning registration booth?” Reach out to CBB. Grand Forks CBB will be taking care of this. Admin team will get these details confirmed. They will do the name tags.
  + Need to discuss attendee gifts, and speaker gifts, CBB does put something together at least for the key notes. Conference budget review expenses and establish what Grand forks will assist with.
  + Attendees (notebook, water bottle, etc..). Can we have vendor contribution to gifts/sponsor gifts. Ask vendors about gift contributions and bag stuffing. FMHRA will be helping in some of these areas.
  + Main point of contact – conference email (Stephanie will own this). Our webmail is not available in rich text and wants to convert that.
* *Marketing –* Tammy and Uma point of contact for marketing. The sign in front of the doors, banners, promotions, app, e-blast, and Jason has the banners in his office. The speaker schedule has not been completed with room layout; need this before they can move forward with this. Alerus center has easels that we might be able to use.
* *Technology –* Not a lot of movement.
* *SHRM Foundation –* City of grand forks offers raffle, can submit permit at any time, only $10 (doing bucket and 50/50).Contacting donors early this summer. Figuring out which companies are sending employees. Fargo might be able to do a raffle as well. Washington State on registration had donation box option – had reserved upfront seating and helped with an upfront fundraiser. People that donate to the SHRM foundation “The Circle of Friends” donation minimum required (do they want to donate a basket?).
  + Do we want to do a step challenge? Need a volunteer for this if we do it. John talked about potential tour opportunities. There have been no discussions with any company.
  + Put together a list of potential businesses for tours.
  + Shuttle bus, tour bus, party bus; $5 fee for the day?

**Website/Logo Update: Matt Heinzen:** Jenna Wilm/Jason Sutheimer

* *Workforcend.com –* not live yet. Still in search of a logo. Our website was not ADA compliant.
  + *Logo cont.* – Tai Davison – will be sending some logo samples. Submit final draft to Nicole for approval.

**Membership Surveys:** Jenna Wilm/Jason Sutheimer

* **E-Blast to Members at Large** -Need to establish a goal. Sending a survey out to chapter members and members at large. Put together a survey monkey.
* **Chapter Presidents Distribute -**

**Secretary of State Registration:** Jenna Wilm/Jason Sutheimer

* Reached out to trademark. Received a letter stating we are not a registered organization with the secretary of state. We must be registered before we can register the trademark. Matt will take care of this $120.

**2020 conference Location Discussion:** Jenna Wilm/Jason Sutheimer

* Event Center reached out about conference space in Bismarck. Will bring this to the meeting and ensure that everyone is onboard.
* Mattmotions to approve event center location; Beth seconds.
  + Motion approved
* Safety conference: ATD – still wants to partner with us. Jason will reach out for cost sharing, profit sharing, and establish expectations. Setup meeting for July 10th, Jenna and Jason will attend.
  + Add a safety track that they could run, as well as a training track
  + Vogel law – could do a law track.
  + Create different niche tracks (generalists, etc..).

**Student Conference Update:** Amanda Swanson

* Was on 3/23/19 – SD SHRM was invited, and they won/had more teams than we had. Working together on a 2020 conference/splitting costs.
* May be going away from case competition and move more towards the meeting and panel.
  + Good turnout

**Open Forum:** All

* Fix it initiative – people in our network will post exciting details and others would turn it into a negative; use the fix it SHRM.
* Uma – Certification for military hiring, 10 credits, free,
  + Getting talent back to work
  + Expanding education reimbursement – Hoven and Kramer signed on, using it for loan repayment. Working on immigration – clearing the backlog from India and China; Kramer is working on this.

**2019 SHRM Learning System Champion – Michele Klein**

* Michele looking into facilitating a SHRM class. Reached out to some people from FMHRA. Might not be able to move forward but are looking into.
  + Have to post on our website, send email blasts, would have to purchase 5 learning systems. CDHRA – is currently doing this and has costs savings.

**Adjourn:** *11:36am.* Jasonmotions to adjourn; Brianna seconds.