





**Board of**

**Board Meeting Minutes**

**Thursday, January 20, 2022**

Sarah called the meeting to order at 1:26pm

Welcomed Hanxiao – referred to our group from another SHRM group

Future meetings – Hybrid/In-Person
 -Virtual through the 1st quarter
 -Will reevaluate for April-May in February

-Sarah Schwemmer didn’t want to be remote last year
 -she is scheduled for February and Kristen wanted to make sure she is ok with a virtual meeting
 -Warren confirmed – Sarah is fine with Virtual platform

1. Membership
 -Numbers are going up
 -Dual membership program forces process of selecting a chapter
 -We have exceeded our goal for 2022
 -There is so much people need now
 -They need to have resources
 -Sarah attended volunteer leadership conference – most IL chapters said they were struggling to retain and get members
 -Lisa said she thought Sue and Sarah have a great and positive personality
 -we didn’t have an issue switching to virtual
 -Programs – great schedule and interesting topics
-Will do 8 eblasts
 -working with Kristen Bartholomew
 -putting together a book club as a member benefit
 -make selection to talk about self learning/development books
 -Beth Hovious will be participating in these with Kevin

-Beth – doing a social/not a social in the Spring
 -maybe do something during working hours but separate from a meeting date

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-Jenine Carin – is she helping Sue and Beth?
 -has sent Sue some candidates for potential new members

2. Treasurer
 - Budget Approval
 -membership dues will offset the deficit that budget shows
 $4,071.87 in positive in 2021

3. Programs
 -Sarah move Legal Update to 1 hour and 30 minutes
 -Can we give board reports virtually going forward to save time at the beginning of every meeting
 -put a summary up so those updates can just be up on the screen
 -Kristen can send board reports with survey
 -Kristen – would Mike be interested in doing a half day legal update?
 -Mike – they just did one with the Illinois Chamber
 -As a firm they do it quarterly
 -if we want to add Fox Valley SHRM to these meetings we could
 -Mike is now the Elgin Chamber of Commerce President
 -they did the small business sexual harassment training
 -putting on a strategic plan
 -set up an HR hotline – chamber members get 1-2 free calls up to 20 minutes a year
 -Illinois Chamber -they would be happy to start up HR group

4. Community Outreach – Carmen
 -Spoken with EEOC community outreach person in Chicago office (Regina) wanted to offer speaking to our chapter
 -EEOC mediator
 -Topics: facing discrimination
 -No charge for an hour or less

 -Mike knows her and thinks she would be a good speaker
 -Kevin – could she be someone for conflict resolution?
 -Mike – conflict resolution with EEOC would be more from their standpoint
-Carmen and Kevin to discuss

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5. Member Benefits
 -Sarah S. asked what time should she connect with Kristen to get connected for presentation
 -Kristen to get Sarah’s email to send her standard presenter info
 -Privacy policy for member contact info

6.Miscellaneous

-Sam voted in as Social Media Director
 -not a voting member of the board
 -as a committee member she doesn’t have to be sworn in
 -she was voted onto the board

-Kevin asked if it was a good idea to have a subcommittee to look at these board position items
 -Sarah has a spreadsheet together, she and Lisa will review and discuss
 -Maybe have members at large

-Susan Brown emailed and asked if there is anything she and her interns can help out with

7. Job Description review
 -Kristen sent these out
 -Still needs to send to the whole group
 -A few more changes needed
 -She will send to Sarah and Lisa for review
 -want to get it finalized and match it up to goals for strategic meetings
 -Compare as they look at bylaws with the positions SHRM wants us to have
 -Sarah and Lisa to review bylaws and send them out to board members for final approval
 -Mike to assist with language as needed

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8. SHAPE Report
 -Membership eblasts
 -Community outreach
 -New member meetings
 -Lisa to get financials
 -Doug Konnet presentation
 -offered SHRM members a discounted cost
 -show our members vs. other chapter members that attended

-We accomplished everything we needed to do
 -will get $1000 from state
 -only 13 chapters that qualified

-Half day legal update
 -Open this up to other groups

-Most meetings are not currently in person
 -Omicron moved everyone to meet virtually
 -Thinks people are holding off until after the 1st quarter

-Hanxiao – her group has had virtual meetings – sent people gift cards to people to order their own lunches
 -Mike suggested supporting local if possible
 -door dash

-Look at budget items
 -see if anything needs to be changed or adjusted

Meeting Adjourned

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