



**WISCONSIN SHRM STATE COUNCIL  
MEETING MINUTES  
December 11, 2009  
1:00 to 3:00 p.m.  
Radisson Paper Valley Hotel, Appleton**



<b>No.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBLE PARTY</b>
<p>Introductions</p>	<p>Introductions/Welcome/Thank you</p> <p>Conference Call Attendees</p> <p>Kim Hall-Central WI SHRM Sally Field – District Director Kathy Lee – Chippewa Valley SHRM Joanne Jackson – St. Croix Valley Employer Assoc Theresa – Sauk County Personnel Assoc Eileen Schultz – Blackhawk HRA Kim Schultz - LaCrosse Area SHRM Margie Harvey-Workforce Readiness Director Tami Christian – Government Affairs Director Michelle Hauer – Certification Director</p> <p>Oshkosh Area SHRM’s 1<sup>st</sup> official council meeting as a new Chapter.</p>	<p>Kris Hackbarth-Horn</p>
<b>ACTION</b>		
<p>Minutes</p>	<p>Approval of October 16, 2009 Minutes</p> <p>Motion to approve Matt Stollak 2<sup>nd</sup> Jane Berg All approved</p>	<p>Kellie Dunn-Poggemann</p>
<p>Calendar</p>	<p>Approval of 2010 Calendar</p> <p>CLA’s will be joining in for the 2010 executive conference call meetings. The executive conference call meetings will rotate CLAs based upon what is currently going on around the executive meeting date.</p> <p>In February 2010 - Best practice conference calls with be held pulling together statewide chapter diversity directors, workforce readiness, certification, &amp; college relations directors.</p> <p>We look forward to having the HR Student Games at UW-Oshkosh. For the Core Council Meeting on April 16<sup>th</sup> Chapter Presidents are not required to attend. The May meeting will however be required by chapter presidents to attend hosted by their District Director.</p>	<p>Kris Hackbarth-Horn</p>

June SHRM Volunteer Day:

One Day  
Making a Difference  
Improving our Communities  
Changing Lives...

Calling all HR Professionals to action, please give one day of your time on:

Friday, June 11<sup>th</sup>  
or  
Saturday, June 12<sup>th</sup>

and volunteer in your community! Rally your chapter members, your HR team, SHRM friend, or your co-workers and let's give back and change lives!

To find out more, please go to [www.wishrm.org](http://www.wishrm.org) or connect to one our 18 Local SHRM Chapters at:

(List out all our chapters and their website/contact/logo info.)

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Action Items:

- Create a webpage dedicated to the work
  - Promoting the event
  - Listing non-profits across the state
  - Tracking of the hours and actual activities
- Create a sponsorship opportunity/strategy
  - With promotional materials
  - Maybe t-shirts for volunteers
  - Off-set costs of the website
- Create a video of pictures to music to play at the State Conference to recognize the volunteers and their work
- What else?

Contact additional Non-profit organizations for support, Sponsorship opportunity for t-shirts, How can we market?

Forming Committee Now:

Margie Harvey - Workforce Readiness Director  
Jane Birkholz – Lakeshore Area HRA  
Laura Biehn – Oshkosh Area SHRM  
Joanne Krueger – Metro Milwaukee SHRM  
Gina Piarelli – Membership Director  
Jen Jirsa – Jefferson County HRMA  
Tasha Sledge – District Director  
Jane Berg – District Director

2010 SHRM Annual Conference – June 27-30<sup>th</sup>, 2010

To enhance your experience at the conference and in San Diego, please join your fellow SHRM members from Wisconsin at the official hotel of the Wisconsin SHRM Delegation, the Hotel Solamar.

Financials

Approval of Financial Reports/Treasurer Report (5 min)

Cindy Cerro

Council balance currently 137,000 in cash  
 2009 Budget estimated Net Income will be \$20,000  
 Please wrap up all expenses by 12/31/2009.

- State Conference Outcome

	ROL Allocations	Current PL	Total Allocations for Account
4505 Advertising	\$6,402.50	\$675.00	\$5,727.50
4510 Attendee	\$204,393.50	\$785.00	\$203,608.50
4515 bookstore		\$0.00	\$0.00
4525 Exhibitors	\$91,875.00	\$1,250.00	\$90,625.00
4526 Exhibitor meals	\$1,780.00	\$0.00	\$1,780.00
4530 PreConference	\$14,577.00	\$125.00	\$14,452.00
4535 student	\$300.00	\$0.00	\$300.00
4540 Sponsor	\$54,687.50	\$500.00	\$54,187.50
Foundation Vendor	\$150.00		\$150.00
Directory	\$3,500.00		\$3,500.00
	\$377,665.50	\$3,335.00	\$374,330.50
Foundation	Moved in October		\$150.00
Unclassified Lock box			\$244,538.50
			\$129,642.00
			\$374,330.50

- Conference allocation e-mail: projected Net Income for Conference is \$90,000.

Motion to approve Bob Swanson  
 2<sup>nd</sup> Julie Geyer  
 All approved

- Oshkosh New Chapter Development Grant Request Presented by Laura Biehn – Chapter President  
 Currently in the process of planning three upcoming HR programs. Has started collaboration with UW-Oshkosh student chapter.  
 64 total members thus far

Motion to approve by Doug Hamm  
 2<sup>nd</sup> Amy Collett  
 All approved

<p>Bylaws</p>	<p>Approval of Bylaw Changes</p> <ul style="list-style-type: none"> <li>• Elimination of Communications Director</li> <li>• Eliminate the wording 'at-large' in the Membership Director position title.</li> </ul> <p>Motion to approve by Matt Stollak  2<sup>nd</sup> Jane Berg  All approved</p>	<p>Kellie Dunn-Poggemann</p>
<p><b>STRATEGY AND OPERATIONS</b></p>		
<p>Strategic Planning</p>	<p>Strategic Planning: 2009-2010  Work Plan Document Draft  Contact Kris directly if the role given is too large.  CLA involvement for Leadership Conferences</p> <ul style="list-style-type: none"> <li>• Setting the Stage/Focus</li> <li>• Handout – More Clarity to come!</li> </ul>	<p>Kris Hackbarth-Horn</p>
<p>Budget Update</p>	<p>2010 WI SHRM Operating Budget Update</p> <ol style="list-style-type: none"> <li>1. Add rotating Ad on the front page of the website – 6 or so sponsors budget \$8,000...legal partner \$2,000 a piece.</li> <li>2. Fleece Vests for Council – HNI sponsorship - \$500</li> </ol> <p><u>Expenses</u>  Dept 3 - 6308 Director Projects – move to \$1600.00 – not mileage – it is for May meetings.  6340 Mac Regional Support – budget at SHRM now. – removed from budget  Dept 7 Conference Leadership – Diversity Foundation  Government Affairs  Removed from 2010 expenses 3 year rotation.</p> <p>Acct 6725 – Director and Past Director Title  6755 State Director \$500 National SHRM provides support to attend.</p> <p>Dept 13 – State Leadership  7310 DD participation moved to \$400</p> <p>Dept 16 – Web  7600 this will be \$10,000 for 2010 – services through MDS.  7630 eliminate roll into 7600  7620 Website redesign- Skyline services and support – looking at RFP for speakers to figure out how to use for Chapters.</p> <p>Cindy will update changes and then send around to the Council for a vote</p> <p>Review expense guidelines for Leadership and budget –</p>	<p>Cindy Cerro/Officers</p>

combine DD into the numbers.

Bob Swanson discussed the reserve levels at the State Council meeting. The Council financial position is very reliant on the Conference & in years to come we need to find other alternatives.

Transition from Treasurers – Completing an Audit for Council.- Fiduciary responsibility – added to budget at \$2750.00

- New Expense Reimbursement Guidelines
  1. Local Chapter presidents will receive a \$400 reimbursement now for the SHRM National Leadership Conference.
  2. Mileage for council related travel can be submitted after incurring a minimum of 50 miles per trip. The balance of mileage can be submitted at the annual mileage rate of .42 per mile. The maximum mileage reimbursement per calendar year will be \$200.00 per council member. An expense reimbursement form must be submitted detailing the reason for the trip. Council members are encouraged to carpool, when able, to control expenses.
  3. All Core Council members will be covered for attendance at the State Conference for the 3 day event. Those council members in attendance meeting the criteria defined below will have their conference registration fee waived (pre-conference included, but hotels excluded with the exception of those presenting as a Speaker/hosting an event over 2 conference days). For core leadership areas in which assistance is already defined (i.e. Foundation, Certification, Treasurer, Conference Liaison Director, Student Relations Director, Membership Director, State Director and Director Elect) these Directors will work on their events in a particular year. For other Directors, proposals for additional CLA supported events can be made through the Conference Liaison Director for approval. If an event is not an option for that specified year, council members should volunteer through the volunteer opportunities listed during conference registration. A special code will be provided by conference registration.

SHRM National Leadership Reimbursement per position:

Membership Director: each year of 3 yr term – up to \$400

Certification Director: 1 year of 3 yr term– up to \$1100

College Relations Director: 1 year of 3 yr term- up to \$1100

Conference Liaison: 1 year of 3 yr term – up to \$1100

Diversity Director: 1 year of 3 yr term – up to \$1100

Foundation Director: 1 year of 3 yr term – up to \$1100

	<p><u>Government Affairs Director</u>: 1 year of 3 yr term – up to \$1100</p> <p><u>Leadership Director</u>: Each year of 3 yr term – up to \$1100</p> <p><u>Workforce Readiness Director</u>: 1 year of 3 yr term – up to \$1100</p> <p><u>District Directors</u>: each year of 3 yr term – up to \$800</p> <p><u>Secretary</u>: each year of 3 yr term – up to \$1100</p> <p><u>Treasurer</u>: each year of 3 yr term – up to \$1100</p> <p><u>State Director-Elect</u>: each year – up to \$1100</p> <p><u>State Director</u>: each year of term – up to \$400</p> <p><u>Past-State Director</u>: each year of term – up to \$1100</p>	
SHRM Update	<p>SHRM North Central Region Update</p> <ul style="list-style-type: none"> <li>• <i>(on behalf of NC Regional Team)</i></li> </ul> <p>Upcoming deadlines:</p> <p>Chapter Leader Information Form (CLIF) and State Council Leader Information Form (SCLIF) – <b>Deadline was 12/1</b></p> <p>Michael R. Losey Human Resource Research Award – <b>Application Deadline January 19, 2010</b></p> <p>Chapter Achievement Plan (CAP) Online Submission – <b>Deadline January 31, 2010</b></p> <p>State Council Achievement Plan (SCAP) Online Submission – <b>Deadline March 31, 2010</b></p> <p>Meisinger Fellowship for Graduate Study in HR – <b>Application Deadline April 1, 2010</b></p> <p><b>10 CAP – NEW Name/New Program - SHAPE</b>  prepared for 2010 by reviewing the 2010 SHAPE workbook and ordered webcast (available at link below). You will see many of the operational items replaced with strategic objectives designed to increase the visibility and effectiveness of chapters while promoting HRM and the HR profession overall. Use the SHAPE workbook as your chapter/state council's planning guide for the year.  <a href="http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/CHAPAdmin.aspx">http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/CHAPAdmin.aspx</a></p> <p>Laura McIntosh is still working on behalf of the State Council to have Wisconsin host the next HR Regional student games.</p>	Laurie McIntosh
Legislative Conf Update	<p>Government Affairs Regional Legislative Conferences in 2010 Update</p> <p>March 11<sup>th</sup> – Madison – Alliant Energy Center</p> <p>April 29<sup>th</sup> – Manitowoc – Holiday Inn</p> <p>‘ Save the Date ’ coming soon</p> <p>Full Day Conference: 9 am – 3pm or 4pm</p> <p>Exact same revenue share with the chapter presidents as the State Conference</p> <p>2011 add a third conference to the west side of the state in</p>	Tami Christian

	<p>LaCrosse. A special Thank you to GMASHRM for being extremely helpful in all the planning details for the March 11<sup>th</sup>, Madison Legislative Conference.</p>	
<p>Functional Director &amp; Chapter Presidents 2009 Accomplishment Celebration</p>	<p><b>Functional Director &amp; Chapter Presidents 2009 Accomplishment Celebration</b> – Be prepared to share one or two of the significant accomplishments that happened this year!</p> <p>College Relations/HR Games/Conference - Not present  Membership/At-Large - Julie Geyer – membership booth at State conference; excited for Gina Piarulli to take over as the Membership Director.  Certification – best practice spreadsheet has created a better known tool.  Foundation – four chapters increased their foundation donation from 2008 to 2009; Fox Valley, Sheboygan, Central, Fond du Lac. Total amount raised year to date is \$14,691 State Wide.  SHRM DVDs  Leadership – nothing noted  Communications/Website – Not present  Matt Stollak – Northeast – New Oshkosh Chapter – Reconnecting with local chapters – 2 to 3 updates a month  Anthony Dix – Holiday Networking Event with MMSHRM – District Director Survey  Bob Swanson – nominations process – Foundation donation baseball tickets  Doug Hamm – website data – Sheboygan area new Workforce Readiness Director  Theresa Dew – HR people in transition – collaboration between the core leaders &amp; conference committee  Amy Collett – Diversity Director – collaboration between the core leaders &amp; conference committee especially in regards to programming  Evolution of diversity award – individual award winner to now a non-profit organization  Pamela Lassiter– Upcoming diversity director – April 1<sup>st</sup> Event – Employee Law program in the morning – Organizational Diversity building program in the afternoon.  Kari – GMASHRM President– Partner program raised \$32750; \$10,000 more then last year – online directory  Jane Birkholtz – Lakeshore- October Lakeshore Area Professional Day received local news credit– Monthly certified meetings – Lakeshore Technical College new student chapter  Joanne Kruger – MMSHRM – new chapter admin – business development position – setting chapter foundation &amp; improving efficient – end of Jan/Feb</p>	<p>Ryan Derber  Julie Geyer  Michelle Hauer  Amy Collett  Theresa Dew  Doug Hamm  Barbara Stroh  Helen Englebert  Doralyn Retzlaff  Anthony/Matt/  Jane/Sally  Chapter Presidents  Kris</p>

	<p>new website</p> <p>Tom President-Elect – MMSHRM – talented passionate board members – reflects in committee events (programs)</p> <p>Rebecca Eichner– Racine/Kenosha – Lost president, membership drive in October – Dix speaker – 20 new members – 8 students – new student chapter for Parkside – new board members</p> <p>Helen Englebert – Greenbay update – All day strategic conference in May – Leadership – professional development – chapter leadership development – executive committee – Eastern Wisconsin collaboration of all workforce readiness directors</p> <p>Lisa Van Straten– Fox Valley – started new website, branding/marketing the chapter with postcards, bylaw revision, worked with local chamber on wage/benefit survey, community foundation grant fund issued to four non-profit grants, Four strategic meetings held</p> <p>Jennifer Jirsa– Jefferson Cty- added diversity chair – on average 10 UW- Whitewater students volunteer at board meetings, joint meeting was sponsored – 10 scenarios off of SHRM website Awarded a \$500 scholarship to MATC student Awarded a \$1000 scholarship to UW- Whitewater Joined SHRM Linked- In</p> <p>Heidi – Fond du Lac - Development of transitional membership plan, Joined SHRM Linked- In, Social Media Use, New Student chapter at Marion</p> <p>Laura Biehn– Oshkosh – new chapter took July 09-Oct 09 to develop</p> <p>Margie Harvey donated space, chapter was able to build a new website, joined SHRM linked-in, twitter, facebook</p> <p>Jane Berg – District Director - amazing collaboration the success showed at the Leadership Conference – Working with Dodge County SHRM</p> <p>Cindy Cerro – Treasurer – collaboration with MDS, new lockbox</p> <p>Kellie Dunn-Poggemann – Secretary - communication plan &amp; enforcement</p> <p>Kris -</p> <p>GMASHRM – student internship to manage twitter &amp; facebook, making events known in social networking</p> <p>Sally Field – District Director - UW River Falls student chapter two dozen new members, fundraisers, extension person getting together with certification information</p> <p>St. Croix valley networking w/the student chapter</p> <p>Blawkhawk – Elaine Schultz – Food Drives, Nov-joint student event at UW-Whitewater two counties participated</p>	
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	<p>LaCrosse – Kim Schultz– Workforce Readiness reach out 17 programs between Elementary &amp; H.S. Building stronger relationships with student chapters between the three local colleges Appreciate the Council looking at LaCrosse to hold their 2011 Legislative Conference</p> <p>Sauk County – Theresa – increased membership, change chapter name to Sauk Columbia, scholarships, food drive in Nov</p> <p>St. Croix – Joanne – increased membership, tie more to the state shrm, finally got all board positions filled</p> <p>December 16<sup>th</sup> Holiday Social</p> <p>Kim Hall – raffle – shrm foundation or united way – business news in the central wi area, board members writing monthly articles</p> <p>Kathy Lee – CV SHRM – add Foundation Director, two University student chapters Eau Claire, Stout</p> <p>Legislative updates – Feb &amp; Local Senators new regulations for layoffs – meeting with local business</p> <p>Legal director article</p>	
Association Management Team Update	Association Management Team Update	Heather Dyer
Adjournment	<p>Adjournment/Next Council Meeting, March 05, 2010 at UW-Oshkosh.</p> <p>Matthew Kelly ‘ Dream Manager’ Book/Present – remember to Dream Big!</p> <p>Motion to approve Doug Hamm</p> <p>2<sup>nd</sup> Julie Geyer</p> <p>All approved</p>	Kris Hackbarth-Horn

2009  
WI STATE COUNCIL  
ATTENDANCE  
As of 12/15/09

NAME	FUNCTION/CHAPTER	2/20/09	4/14/09	8/05/09	10/16/09	12/11/09
Bob Swanson	Past State Director	X	X	X	X	X
Kristine Hackbarth-Horn	State Director	X	X	X	X	X
Kellie Dunn-Poggemann	Secretary	X	X	X	X	X
Cindy Cerro	Treasurer	X	X	O	X	X
Kristine Hofmann	North Central Regional Administrator	O	O	O	X	O
Laurie McIntosh	North Central Regional Field Services Director	X	X	X	X	O
Julie Geyer	Membership At-Large Director	X	O	O	X	X

NAME	FUNCTION/CHAPTER	2/20/09	4/14/09	8/05/09	10/16/09	12/11/09
Michelle Hauer	Certification Director	X	O	X	X	X
Doralyn Retzlaff	Communications Director	X	X	X	O	O
Theresa Dew	Conference Liaison Director	O	X	X	X	X
Amy Collett	Diversity Director	X	X	X	X	X
Matthew Stollak	District Director	X	X	X	X	X
Helen Englebert	Leadership Director	X	X	X	X	X
Tami Christian	Governmental Affairs Director	X Janine Diana	O	X	X	X
Doug Hamm	Workforce Readiness Director	X	X	O	X	X
Barbara Stroh	Foundation Director	X	X	X	X	X
Anthony Dix	District Director	X	X	X	X	X
Jane Berg	District Director	X	X	X	X	X
Sally Field	District Director	X	X	X	X	X
Elaine Schultz	Blackhawk HRA Chapter President	X Melissa Benson	O	X	X Marsha Bingham	X
Kim Hall	Central Wisconsin SHRM President	X	O	X	X	X
Kathi Lee	Chippewa Valley SHRM President	X	O	X	X	X

Paula Stettbacher	Fond du Lac AHRA Chapter President	X	O	X	X	X
Lisa Van Straten	Fox Valley Chapter SHRM President	O	O	X	X	X
Kari Lauritsen	GMASHRM Chapter President	X Cassy VanDyke	O	X	X	X
Jenny Lowe	Green Bay Area Chapter President	X	O	X	X	X Helen Englebert
Joanne Krueger	Metro Milwaukee Chapter President	X	X	X	X	X
Jen Jirsa	Jefferson County Chapter President	X (Jackie Prey Attended)	X	X	X	X
Laura Biehn	Oshkosh Area SHRM President *New Chapter 10/15/09*					X
Kim Schultz	La Crosse Area Chapter President	X	O	O	X	X
Jane Birkholz	Lakeshore Area Chapter President	X Sheila Schetter	O	X	X	X
Brad Foley	Racine & Kenosha Chapter President	O	O	O	X Rebecca Eichner Pres-Elect	X Rebecca Eichner Pres-Elect
Theresa Schuster	Sauk County Personnel Association Chapter President	X	O	X	X	X
Martha Miller	Sheboygan Chapter President	X Connie Bitter	O	X	X	O

Holly Nobles	SHRM Dodge County Chapter President	O	O	O	O	O
Joanne Jackson	St. Croix Valley Employer Association President	X Kelli Cadwell	O	X	X	X
Brian Formella	Stevens Point Area HRA Chapter President	X	O	O	O	O
Morgan Data Solutions	Administrative Management Company	X	X	X	X	X
Morgan Data Solutions	Administrative Management Company	X	X	X	X	X