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**Board of Directors Minutes**

**December 10, 2019**

**Noon**

**Lock 16 Café, LaSalle, Illinois**

**Attendees**: Heather Hammitt, Jen Wier, Minnie Andriotis, Julie Duff, Kyle Foley, Rob Lentz, Jennifer Sowers, Jenna Wier. Absent: David Barnes, Renee Birkenbeuel, Kim Bima, Pat Walters

1. Approval of September 2019 Meeting Minutes

* Minutes were approved by Board

1. President’s Report- Heather Hammitt
   1. # of paid members, % SHRM national, thanks a latte, 2020 renewals

* In 2019 we were at our top with 57 Paid Members
* For 2020, we have 41 Paid Renewals, 15 that we hope to renew/be replaced (2 that are leaving the area and have provided future contacts for members), 1 that we know isn’t renewing &
* 7 new Members through “Thanks A Latte” campaign
  1. 2020 Board
* Everyone is staying for 2020 but will have openings in 2021
* Heather will send an e-mail out to the Membership about upcoming Board Openings & Volunteer Opportunities
  1. Logowear?
* The board was in favor of getting logo wear, but not everyone was interested in a t-shirt. We thought maybe a t-shirt for the member and the board members could get something else. Possibly a polo or if they wanted something different they could get an allowance of the cost of the polo and pay the difference for what they wanted.
* The suggestion was made to get quotes form Knoblouch Advertising and Creative Apparel in addition to the quote we already have from the Locker Room.
  1. SHAPE (due 01/31/20); CLIFF (submitted 11/29/19)
* Heather submitted CLIFF, Jen & Heather will get together on SHAPE.

1. Past President’s Update- Jen Wier-Buck
   1. Review of by-laws

* Jen can’t locate the by-laws and isn’t sure she ever had them. Jen & Heather will work to reach out to other Chapters, State Council & SHRM for help with this.
* Once Jen & Heather have located/updated the by-laws Heather will send out to the Board for approval.
  1. Takeaways from Leadership Conference
* Membership was the big take away, growing together is the campaign.

1. Treasurer’s Report- Minnie Andriotis
   1. Plan for preparing year-end financials/support for SHRM audit

* Ending Balance is $4,121.00
  1. Tax return issues
* Minnie to reach out to Vicki Chesi for tax filing.
  1. Reassess current bank relationship
* The board was in favor of moving the account, but The Treasurer was not. Minnie stated that if we move the account out of Princeton then we need to look for new Treasurer.
* Jen suggested to revisit at midyear in 2020 and the Board was in favor.
* Heather requested that Minnie send PDF’s of bank statements to review, we want to gauge if the financial support from SHRM is worth the financial investment the chapter is responsible for annually with SHRM Foundation Donations, VLBS expenses, State Conference expenses, etc.

1. Membership- Julie Duff
   1. Follow-up plan for non-renewed members
   2. Substitution policy for non-members attending in place of member

* The Board agreed that we wouldn’t put a substitution policy in place but that we would follow the Guest policy that we’ve already been using.
  1. Payment process
     1. Steering all new members to CheddarUp for payment
        1. No longer offering mail option, must pay online or in-person at meeting to Membership Director for better tracking
* The Board is in favor of moving away from checks and pushing everyone towards online payment.
* We will continue to have pay at the door as an option for monthly meetings.

1. Update on Veterans Job Club Initiative- Jennifer Sowers & Pat Walters
   1. Who has earned the Vets Certification?

* We didn’t visit the Vets Certification during the meeting.
* Job Club hasn’t been successful, but Jennifer is working on some ideas for 2020 with linking Vets with the Career Fair in April and other events at IVCC.
* Heather asked Jennifer to get us information on “Dress for Success” and see if this is something that the chapter could partner with IVCC on.

1. 2020 Programming & Recert Credits Recap- Kyle Foley & Rob Lentz
   1. Status of HRCI and SHRM Recertification Pre-Approval Process

* Kyle has the first 6 months of the year booked, he has been working in partnership with Rob, Jen & Heather to get the required information on programs/speaker bios for HRCI/SHRM & Eventbrite.
* Rob reported on HRCI & SHRM and the process with each.
* Rob needs the help of Jen & Heather to get HRCI updated and to complete our application with them.
* HRCI has its challenges, we need to submit each program at least 4 weeks out.

1. Fundraising Update- Kim Bima
   1. 2020 Fundraising

* Kim will start to look for donations for 2020.
* Rob suggested that we submit a request to Walmart for a donation. Rob will get us the link to where we need to go.

1. Review & Discussion of Any Other Strategic Plan Items Not Covered

* We didn’t have time at the meeting to review but Heather will revisit and see what next steps are.

1. Other Business

* Chamber eBlasts, we seemed to have higher attendance with the eBlasts that we did last year. Heather will take initiate eBlasts for key programs in 2020. The Board approved the eBlast fees.
* Revisit Chamber relationships, do we still have a membership with Princeton? We need to look at Streator & Mendota to see if we have to pay for eBlasts with them or if it’s free.

1. Adjourn

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Acting Secretary, Jen Wier Date

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