

IPMA – HR SOUTHEAST COAST MA
BOARD MEETING

October 13, 2016

Hearth & Kettle Restaurant, Hyannis, MA

Members Present: Anne Clancy, Dennis Deborah Heemsoth, Dennis
Victor Santos, President Laura Scroggins, Barnstable
Jacquelyn Shea, Dennis Tara Way, Barnstable

1. Review and approve minutes of the September 7, 2016 meeting
The meeting was called to order and Victor asked for a motion to approve minutes from the September 7th meeting. Deborah made the motion to approve, Jacquelyn seconded the motion; the minutes were approved.
2. Chapter Logo
Victor asked the group who has the final version of the new logo to make letterhead and envelopes for the chapter. Lynne Poyant, Deborah, Laura and Tara have a copy saved for use. Jacquelyn suggested the use of Vistaprint to make letterhead and envelopes and volunteered to take on the task. The Town of Dennis address will continue to be used and our website address will be added.
3. Website
Tara reported that she has completed a 12 hour course on Web development using Wordpress as the content management system. A binder has been created with course notes to use as a resource for the chapter. Wordpress is more user friendly and easier to navigate than our current platform. James from Bear Star said it would be an easy transition and the cost would be approximately \$300.00 for the conversion. Using Wordpress will give the chapter the capability to have online registration, collect dues online and feature job postings. The board would like to see an email contact made available on the website as well as board member job descriptions. Victor made the motion to approve conversion of the website to Wordpress, Deb seconded the motion; the motion was approved.
4. Kick-off event October 19, 2016 at Lindsey's restaurant
We are currently at twenty three members; Victor notified the group we've gained two more members Maureen Thomas from Truro and Ashley Tanis from Southborough. Fifty eight people have been invited to the Kick-off event. Victor has thought of several more that he will extend an invitation to; WERC, Mass Maritime, and Cape Cod Young Professionals. Victor suggested a student membership offered at a lower price should be considered. The kick-off event will be open to students interested as well.

Victor attended the recent Rhode Island Kick-off event as did Bill Cole. There were approximately 15-20 people at the event. It would be considered a success if we had 20-25 people at our event. Deborah commented that the Rhode Island

chapter is similar in size to our chapter so they are a good barometer. Laura suggested sending an invitation to the Rhode Island chapter to our Kick-off event. The appetizer menu will include cheese and crackers, meatballs, scallops wrapped in bacon, croquettes and stuffed mushrooms. The cost will be per individual, \$20.00/hour for two servers and we will pay for soft drinks. A cash bar will be available to those who would like an alcoholic beverage.

Should we make a follow up phone call on Monday to those who haven't RSVP'd? The group decided a follow up email on Friday would be more timely and efficient than individual phone calls.

Victor will welcome members and guests. Tara will introduce the new website. Board member introductions will be made. If Bill Cole is attending the event he could possibly speak. Events will be introduced and a questionnaire distributed about future programming. Victor showed the group a copy of the Rhode Island chapter's questionnaire and asked for suggestions from the Board on wording. The group was in agreement that the questionnaire was acceptable as is.

5. Update of Eastern Region President's Conference Call

Victor participated in the conference call, he gave the board some of the highlights. A financial report was due by September 30th; Anne said she has already submitted a report to national over the summer. They want our roster, to know who is a board member, taxes and a 990 form. There is also \$2,000 in development funds available to each chapter; the deadline to apply was September 30th. Victor will follow up with Tammy Cunningham our chapter liaison from the executive board to see if the 30th is a firm deadline. There is a feature available to national members called Listserve where members can use the forum to ask questions. A suggestion mentioned was to recognize members for their years of service. We can recognize members in increments of five years of service and honor them with a certificate. Applications can be used for dates and certificates can be presented at our holiday after hours event.

6. Next Training/Professional Development Session: "How to become a more effective HR leader"

Victor will reach out to Jim Wells to see if he knows anyone who may be a suitable presenter. Deborah suggested reaching out to the Connecticut chapter for a presenter. The Hyannis Golf Course has been a successful location in the past so we will continue to use that venue for trainings. Laura will contact the Hyannis Golf Course for the dates of November 28th – 30th or December 1st-2nd for availability. The cost will be \$10.00 for members and \$25.00 for non-members (with a year's membership included). Lynne Poyant has a template for making brochures once she's given the details it's a quick turnaround. Deborah said the custom is to pay for the presenter's transportation costs and a \$50 Amazon gift card as a thank you. Victor will wait to hear from Laura on available dates.

7. Holiday after Hours

The event will include a social from 5:00pm - 6:00pm and speaker from 6:00pm - 7:00pm; the Chapter will provide appetizers. The Pilot House on the canal in Sandwich was suggested as the venue. Laura will call for availability in the first two weeks of January. After the kick-off event survey we may have a better idea of ideas for a speaker. Rogers & Gray was suggested as a sponsor, the cost would not be more than \$500.00, they can have a banner and promotional items and speak about their services.

8. Upcoming Professional development ideas/topics, suggested dates and presenters
Deborah suggested the topic of Health Savings Accounts (HSAs).

9. Upcoming Conferences

2017 IPMA-HR Eastern Region Conference in Saratoga Springs, NY June 4
Victor, Laura and Deborah will be attending. Anne clarified that the chapter traditionally pays for travel expenses but not for hotel or registration.

10. Other Business

Tara suggested that we return to the concept of the monthly meeting being open to all chapter members. Having the meetings open to all members keeps people involved, generates more ideas and allows more hands for volunteering on tasks.

Victor made a motion to adjourn, Jacquelyn seconded the motion, meeting adjourned.

Next meeting Thursday, November 10th at Hearth & Kettle, Hyannis 8:00am