

IPMA – HR SOUTHEAST COAST MA
CHAPTER MEETING
October 16, 2017
Hearth & Kettle Restaurant, Hyannis, MA

Members Present: Susan Atkins, Barnstable Laurie Barr, Dennis
 Bill Cole, Barnstable Tammy Cunningham, Barnstable
 Anne Clancy, Dennis Charleen Greenhalgh, Harwich
 Deb Heemsoth, Dennis Justyna Marczak, Barnstable
 Laura Scroggins, Barnstable Jacquelyn Shea, Dennis
 Anne Spillane, Barnstable Tara Way, Barnstable
 Angela Whelan, Barnstable

1. Approve 5/11/17 and 9/28/17 minutes

Laura called the meeting to order and asked the group to approve the minutes of 5/11/17 and 9/28/17. The minutes were approved with a correction to the spelling of Charleen's name in the 9/28/17 minutes.

2. Chapter Compliance Documents

Chapter compliance is a housekeeping project to be done at the start of each year. What is the condition of the fund balance? Has the chapter affiliation agreement been signed by the chapter president and the association. Basically is your house in good order.

3. Treasurer's Report

Anne C. informed the group that our current balance is \$1,946, last July we were at \$4672. Funds are spent on expenses such as seminars, dues, memberships to national, web development, conferences, speaker fees and bank fees. Two checks from the RI conference were never cashed. After following up with Michael Coury the decision was made to take the money back. Our chapter donates a lot of money to forums and conferences. We should have a committee to look at our fees and how we make money. Invoices for annual dues still need to be sent. The fee for a national membership is \$15; please indicate your national membership number on the invoice when paying. We have changed our mailing address, no longer using the PO Box so please check that the correct address is on the website, brochures, letterhead and invoices.

4. Committees

Suggestions drawn from the chapter handbook which can be found on the national website under resources:

Programming (Training and Education) – Jacquelyn and Charleen

Social Events – Angela and Susan

Publicity/Social Media – Lynne

Communications – Tara and Laura

Membership – Bill and Justyna (Put committee options on outgoing invoices)

Budget and Finance – Tammy and Anne S.

Bylaws – Laura and Jacquelyn (We have a year to amend the bylaws)

Go onto chapter websites to see what chapters do, all chapters are a little different. Each committee should have a stretch goal.

5. Philanthropy

Laura suggested this topic may fall under Finance. Homelessness, Habitat for Humanity or a food pantry were some suggestions that came up at the last meeting. We could do a canned food drive at one of our trainings, put together a Thanksgiving basket or sponsor a child through the Salvation Army Dress a Doll program. Deb will look into donating our time with Habitat for Humanity. There is a new development going up in Marstons Mills. Maybe we can volunteer a Saturday? Laurie will look into making up t-shirts for our chapter.

6. Mental Health First Aid Training

We are looking at a date in January or February but not quite ready to secure a date. The trainers need to reframe the program for civilians. The cost is approximately \$70 per person and will be capped at 25 participants. The first week of February is not good. We will need to provide food since it's an 8 hour day.

7. Chapter Development Funds (Eastern Region)

Chapter development funds will be requested to offset the cost of the Mental Health First Aid Training. Once the request is received by the Eastern Region, funds should be distributed at the beginning of November.

8. ADA Training

ADA Training will take place on November 30th from 11:00am – 2:00pm in the Innovation Room at Barnstable County. Justyna is coordinating with Lynne on developing a flyer. We need at least 12 people to run the training; we can do an electronic sign up. Because of the time frame lunch will be an issue. Program committee can work on that, maybe we will provide lunch, charge a fee and make some money off the program since the trainer is coming for free.

9. 2018 Eastern Region Call for Presenters

The Eastern Region has put out a call for presenters at the Maryland conference. If you have a trainer to recommend, someone you've seen at another conference feel free to provide the information. Our chapter recommended Christine Mockler-Kasper as a presenter in Newport. Laura will send out an email.

10. 2019 Eastern Region Conference Host

The board unanimously voted "yes" to hosting the 2019 Eastern Region Conference. Hotel 1620 is the tentative site. Deb's daughter has a professional relationship with the hotel so she will do a referral. Plymouth is a great location as people can fly in from either Boston or Providence. An over the bridge location for the conference may attract off Cape members. Bill suggested "HR in America's home town" as a theme. May is a preferable time frame, the conference can't be with 90 days of a national conference. Check with other regions about their conference dates. We should reach out to the Plymouth Chamber of Commerce and the Town Administrator. Do we have any members in Plymouth at we can use as a resource? Jacquelyn lives in Bourne and volunteered to scout out locations if necessary. What is our process? We need to write a proposal, secure the hotel, dates and a rough budget

(room cost, food and beverage, meeting space, activities). Deb's daughter might be a good resource for costs.

11. Other Business

Anne C. will work on sending out the invoices for dues this weekend.

Laura made a motion to adjourn, Bill seconded the motion, meeting adjourned.

Next meeting Thursday, November 16, 2017 at Hearth & Kettle, Hyannis 8:00am