Meeting Location: East West Resorts HR Office

Meeting Purpose: 2016 Planning

Date: February 12, 2016

Present: Jeniffer Murray, Mary Cunningham, Michelle Lovins, Rhea Bonk, Cheri Chavis, Karyne Spadi, Barb Waters, Amy Boggs, Mallanee Montgomery

1. **Welcome & Intro (Michelle)**

* Michelle distributed paperwork: Agenda, 2016 Chapter Planning Document, 2016 SHRM Affiliate Program for Excellence (SHAPE), 2016 SHRM Excel Awards, 2014 SHRM Core Leadership Area (CLA)
* Role Changes – Kimberly moved and Cherie assumed her role. Looking for a volunteer to take communications away from Michelle.
* Meeting Schedule – 3rd Wednesday of every month, will change if needed. Will remain in CMC location, and possibly change location quarterly.
* CLIF report and SHAPE reports submitted
* SuperStar Membership Status – yay!
* CLA call schedule was sent to everyone
* Annual COSHRM Day at the Capitol is on Thursday, March 3rd
* Annual Volunteer Leader Summit in BlackHawk, April 14th and 15th – still need guest speakers
* Bylaws Update – it’s time to update the document, Michelle will contact Scott Ferrin to discuss the process
* Dropbox – save any documents for your CLA to our Dropbox

1. **Financial Updates (Amy)**

* Last year we spent more than we brought in and need to watch expenses closely this year.
* Still have a good balance in the bank –keep $200-$300 in PayPal
* Reviewing expenses month to month will make it easier to track expenses and receipts
* Taxes – Amy has the information she needs
* Still following up on unpaid invoices – finding names and knowing what to invoice
* Karen will do membership invoices, Linda will do program invoices and Amy will track the money coming in. There may be too many parts for the Treasurer to do all invoices, so it is better as collaboration.

1. **Membership Updates (Karyne)**

* There are currently 85 active members, 56 are SHRM members (66%)
* Sending reminders in advance to those who are close to expiring
* Communication is improving on invoicing and payment status
* Possible LinkedIn page for recruiting new members. This would be good for the communications volunteer to do
* Possibly add benefit tiers to add value
* Offer lifetime membership to past presidents
* Membership gifts for new members – will look at this closer to the fall since that is when most of our members expire
* Increased non-member program price by $10, so there is a benefit to being a member.

1. **Program Updates (Linda)**

* Michelle met with Angelo last week. There is interest across a large geographic area.
* Angelo is now over WCHRA and they are interested in partnering with HCHRA for licensing of virtual programs.
  + It may be best to separate webinars and in-person presentations to provide the best experience to the attendee.
  + Suggestion was made that possible we look at utilizing an outside vendor for these trainings.
* Upcoming Programs:
  + I-9 Topic on February 16th –Currently 25 people signed up to attend.
  + Annette Matthies – Aspen Edge Consulting – Discussing topic of Mentoring Millenniums. Are we mentoring our millenniums, but still taking care of the others. How to retain our top talent and keep them engaged.
  + Jack Patterson – HUB International – Creating an Engaged Culture. Willing to present for free.
  + Angelo & Lance – both agreed to present topics for free. Mary inquired about their ability to do seminars in other areas.
  + Times of the Programs – is the time we are doing them still appropriate? Discussed morning sessions, luncheons, or a variety of times to see what works best and would provide highest participation.
  + Linda to contact MSEC regarding employment law update and recommended timing for this topic.
  + Michelle – waiting to her back from COSHRM on whether or not they will host meeting here again. We will wait to coordinate a program for this month until we get confirmation.
  + Barb Waters – Would like to present Competency Based Interviewing. “Tackling Turnover” – It was agreed that this would be our September topic.
* TARGET – by March meeting have all programs mapped out through July.
* COSHRM is working on database of presenters that they intend to share with other chapters. This will help us in the future when trying to choose presenters.

**V. College Relations – Barb Waters**

* Internship Update – they are exploring existing employer relationships to try to get more employers to commit to mentoring the individual throughout an employment process instead of a defined internship. They are changing the focus due to the limited interest from the students.
* Interviewing Best Practices – Competency Based Interviewing as method for reducing interviewing. Discussed this topic and how behavior & situational based interview questions change the interview process and your ability to access the candidate.

**VI. Other Initiatives 2016 (Michelle)**

We need to establish at least 3 -4 initiatives for the year.

* Who are our partners:
  + Career Services – Workplace Readiness
    - Barb to contact Kristen Gauthier-Newbury at CMC to see where services are can be utilized for 2016.
    - My Partner Career Network – will invite Jeremy Reitman to future programs to promote this network.
    - Avon Library Programs – March, April, May are currently booked. Will continue to work with Workforce Center to promote this program and help provide speakers. Would like to track speakers for the year for the SHAPE report. Mellanee to provide Michelle with names of speakers after each month.
  + Health Links
    - Angelo suggested sponsoring a health fair. It was discussed that there are already health fairs in the valley.
    - Continuing an initiative year to year can create opportunities to earn awards for the association.
    - Michelle will reach out to them to come up with ideas. Will look at doing another health program this year in conjunction with COSHRM meeting, if they come again.
  + Vail Centre (Formally Vail Leadership Institute)
    - Crucial Conversations Course – Angelo will be conducting the program in late April through early May. $600 per person. HCHRA has agreed to promote this event.
    - VC is also looking for us to partner in offering an immersive HR executive course.
  + SHRM Certification – Focus on SHRM certification
* WCHRA is interested in partnering with us for a boot camp.
* Lance Richards has agreed to facilitate workshop for certification. Workshop would focus on SHRM certification and use SHRM materials but could be used for HRCI certification as well.
  + Cherie – contact SHRM again to see if learning system can be purchased at a discount without the instructor kit. $460 with discount.
  + Consider charging minimal fee for the class.
  + Will connect with Lance to see what type of schedule works best for him.
  + Will look at dates that work for testing window.

Meeting Adjourned 1:00 pm