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| **STEVENS POINT AREA HUMAN RESOURCE ASSOCIATION (SPAHRA)** |
| **EXECUTIVE COMMITTEE AND COMMITTEE CHAIRS MEETING AGENDA** | **Meeting Date:** | July 11, 2023 |
| **Location:** | Zoom |
| **Call to Order:** | 3:12 p.m. | **Adjourn:** | 4:12 p.m.  |
| **Attendees:** | Present: Kelli Francis, Anna Golackson-Timblin, Karla McGuigan, Allison Walsch, Dana Williams, Mandy ReevesAbsent: Marc Bouwer, Dean DietrichGuest: Katelyn Spanbauer |
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| **Agenda Items** | **Discussion/Notes** | **Votes** |
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| 1. Approval of 05/02/2023 notes
 | Kelli (Allison) | 5:0 |
| 1. President’s Report (Karla)

Welcome Katelyn Spanbauer to our meeting! She will introduce herself and her role with the state level. * 1. In reviewing our SHAHRA Annual Calendar
		1. Coordinate Q3 membership quarterly donation drive – group discussion
		2. Schedule Strategic Planning Board Meeting to include: Open Board Positions, Nominations and voting timeline, review current membership meeting venue, and pricing structure, membership drive
	2. SHAPE Goals
	3. Karla/Dana – meeting bi-weekly with Katelyn Spanbauer – our state chapter rep in this area
	4. Social Media – Anna, Dana, and Kelli met to discuss Social Media ideas – would like to discuss with whole group goals and thoughts with this.
	5. New SPAHRA logo
 | Katelyn responsible for the Oshkosh SHRM Chapter 2011. District Director on State Council, 2nd year in North Central Region. Build bridge between chapter to state and national SHRM. Here to assist with our needs. HR Background in manufacturing, now to UW-Madison DoIT.Donation Drive – usually post the Fresh Start poster with the email invite and bring to that meeting. Board member drop it off. **Action: Karla will outreach to the United Way contact about Project Fresh Start for delivery at the end of August. Karla has the poster and the link to the group – will send to the Board. Anna will update with the August invite.** Strategic Planning – in the past been done June/July has been standard. Have everyone come together to have this conversation. Open board for program/planning development. From group perspective. Talk about SHAPE goals at the same time – that way can track progress.**Action: Karla will coordinate an end of day strategic meeting likely at the Y. Karla will coordinate with Mandy for mid-August use of conference room.** Voluntary Leader Conference in FDL for Board Members and State Reps. Previously Boards did attend and was covered by the Chapter (2-3 attendees). <https://www.wishrm.org/2023-Leadership> **Action: Karla will send out the information to solicit interest with a deadline date.** Social Media conversation – need commitment who can be a part of the design and update. Add the website into the mix. CanvaPro might be a good location $120.00/year. Role specific expectations on the website. **To discuss in the strategic planning and vote on.** Next step in promotional materials is to get those on the website. Determine schedule for review**Action: Anna will put the promotional materials on the website.**  |  |
| 1. President Elect (Dana)
	1. Updates
 | Dana had to head out early |  |
| 1. Immediate Past President (Marc)
	1. SPAHRA Website Refresh update
	2. Review Collateral Material – sent an email -Anna updated
 | Absent |  |
| 1. Communications Chair Report (Kelli)
	1. Update
 | No updates |  |
| 1. Treasurer’s Report (Allison)
	1. Updates
 | Checkin – $11,341Money Market - $40,793Propose to move $3,000 to the money market. Action: to be voted on next time.  |  |
| 1. Professional Development/Programming (Dana and Karla )
	1. Updates
	2. Certificate(s) process - was a cert sent out for last meeting
	3. 2024 Programming – who can assist with this as it needs to start asap
 | 2023 programming doneDo have a list/spreadsheet what had in 2023 and 2024. **Action: Mandy will contact Rockman’s and get the invoices. Will take over the food.**Half-day scheduled? **Action: Karla to confirm that Jerry scheduled the half day.**   |  |
| 1. Membership Chair Report (Mandy)
	1. Updates
 | WI State SHRM audit done. Zoom call with National SHRM call audit, doing a new way, send actual requests. Have not yet seen. Another Zoom call next week. Their audit will come up this or next month. Member question about refund $50.00, Board says ‘no’.  |  |
| 1. Secretary Report (Anna)
	1. Updates
 | No secretary updates.  |  |
| 1. Legal & Legislative Chair (Dean)
	1. Virtual Roundtable update from March/April
	2. Updates
 | 3 attendees at last roundtable, ended early. Schedule next roundtable in August or September. Manager learning series? Karla and Dean discussed the program development, get the collateral together for the next roundtable. |  |
| 1. Other business
 | Katelyn about reminder for the state conference, volunteer needs. If register, take a look at the volunteer opportunities, let Katelyn know. You have to register as a volunteer (not on main registration). Katelyn is willing to sit in on Board meetings throughout the year – just outreach. Also able to participate in the in-person strategic planning. **Action: Karla will send Katelyn’s contact information by tomorrow (7/12) –** **ncdistrictdirector@wishrm.org** **and** [**www.linkedin.com/in/latelyn-spanbauer8**](http://www.linkedin.com/in/latelyn-spanbauer8)**Action: Anna will send the meeting invites to Katelyn.** Karla (Mandy) motion to adjourn | 5:0 |