

**CVSHRM Board Meeting**  
Meeting Minutes for March 5, 2019  
PDCM Insurance  
3:30 PM – 4:30 PM

Kristie covered financials.

- \$9,000 below budget for year based on memberships not coming in.
- Expenses: Jeff Kortez, lunch for February, Paypal fees.
- Touched base with Drew for taxes; set up through Hogan Hansen. They are filing the one form we need each year for free. Drew paid \$99 for taxes last year; requested reimbursement now.

Karla covered membership.

- 143 active members, 7 pending members.
- 24 brand new members!
- 58 members from 2018 have expired. They will not be able to get back in the website to renew. Bryanna will add “renew now” / “already have an account? Click here” to the emails to help with this issue.
  - If we are inviting expired members, include something in email about “you are currently inactive. Please let me know if you would like to sign up and I’ll reactivate your account before you are able to sign up.”
  - Received feedback that the timing of meetings may be an issue. Going to test out a breakfast meeting with PDCM & John Monaghan presenting in September 2019. Lauren will reach out to John.

Kate covered certification.

- For March’s meeting, we have SHRM and HRCI credits.
- Sent Jean’s presentation to Bryanna – Bryanna has flash drive.
- Received SHRM certification for April presentation; HRCI certification pending.
- Sent certification information to Jason M.

Bryanna covered marketing.

- Have the PowerPoint ready for the chapter meeting. If you’d like to add anything, please let Bryanna know.
- Strictly Business – another opportunity for CVSHRM to generate new members, sponsors, general networking. On Tuesday, April 2, at the Casino. Speaker at 2-3. Event from 4-7. Can start setting up at noon, can’t take booth down until 7.
  - Bryanna and Kyle will attend. Sponsorship forms at the table, give a special of \$200 if sign up that night (instead of \$250). Patrick will supply swag and business cards. Patrick will order prize (Ring Doorbell), jar, and candy off Amazon.

Callie covered workforce readiness.

- UNI SHRM wants to have a social with CVSHRM in April – targeting Tuesday, April 23.
  - Will let UNI SHRM pick the place on the Hill, get it reserved. No structure, just mingling. CVSHRM will pay for food/appetizers, everyone will pay for their own drinks.
- Connected with someone who works for Iowa Workforce Development – Douglas Marshall. He sees most issues at women’s centers. Will speak at parole officer brown bag lunches which occur 1x/month, then hoping to have tour of jail and connect with inmates. Will select date now.
- Met with IJAG – trying to figure out their needs.

Molly shared President Elect updates.

- Added a few sponsorships – just need sponsorships for November and December this year.

Next chapter meeting will be March 12 at Elk’s Lodge. Doors open at 11, presentation 12-1.

Jean Duffy – Financial Wellness. Announcements on membership, financials, Strictly Business.

**CVSHRM Chapter Meeting**  
Meeting Minutes for March 12, 2019  
Elk's Lodge, Waterloo, IA

Welcome:

- Kyle Roed welcomed everyone to the meeting.

Announcements:

- Kristie Schreck went over February 2019 financials and the fact that we are \$1,500 down for the month based on missing memberships. Kristie gave a reminder to invite others to join CVSHRM. The financials were approved.
- Kyle Roed gave an update on Strictly Business and encouraged other organizations to sign up.

General:

- Kyle Roed introduced the meeting's sponsor, Jacob Frederick, with Profile by Sanford.
- Kyle also introduced the meeting's presenter, Jean Duffy, who presented on Financial Wellness.

Respectfully submitted,

Lauren Peterman

**CVSHRM FINANCIAL REPORT – FEBRUARY 2019**

	<b>CURRENT</b>	<b>YEAR</b>	<b>ANNUAL</b>	<b>VARIANCE</b>
	<b>MONTH</b>	<b>TO DATE</b>	<b>BUDGET</b>	<b>TO BUDGET</b>
<b>INCOME</b>				
Membership Dues	\$760.00	\$5,630.00	\$ 14,400.00	(\$8,770.00)
Meals/Meeting		\$40.79	\$ 300.00	(\$259.21)
Workshops		\$0.00	\$ -	\$0.00
National/State SHRM		\$12,344.89	\$ 13,000.00	(\$655.11)
Sponsorships		\$0.00	\$ 1,500.00	(\$1,500.00)
Miscellaneous	\$2.64	\$5.57	\$ -	\$5.57
<b>TOTAL</b>	<b>\$762.64</b>	<b>\$18,021.25</b>	<b>\$29,200.00</b>	<b>(\$11,178.75)</b>
	<b>CURRENT</b>	<b>YEAR</b>	<b>ANNUAL</b>	<b>VARIANCE</b>
	<b>MONTH</b>	<b>TO DATE</b>	<b>BUDGET</b>	<b>TO BUDGET</b>
<b>EXPENSES</b>				
Chapter Administration	(\$140.12)	(\$556.01)	\$ (1,300.00)	\$743.99
Chamber Dues		\$0.00	\$ (900.00)	\$900.00
Foundation		\$0.00	\$ (400.00)	\$400.00
Leadership Support		(\$1,904.00)	\$ (6,000.00)	\$4,096.00
Certification Materials		\$0.00	\$ (1,500.00)	\$1,500.00
Meals	(\$1,002.00)	(\$1,718.00)	\$ (9,600.00)	\$7,882.00
Membership Support		\$0.00	\$ (3,500.00)	\$3,500.00
Postage		\$0.00	\$ (100.00)	\$100.00
Scholarship		\$0.00	\$ (1,500.00)	\$1,500.00
Speaker Fund	(\$1,159.92)	(\$1,159.92)	\$ (4,000.00)	\$2,840.08
Student Chapter Support		\$0.00	\$ -	\$0.00
Supplies/Printing		\$0.00	\$ (300.00)	\$300.00
Web Site		\$0.00	\$ -	\$0.00
Sponsorship		(\$400.00)	\$ (500.00)	\$100.00
Misc.		\$0.00	\$ (100.00)	\$100.00
<b>TOTAL</b>	<b>(\$2,302.04)</b>	<b>(\$5,737.93)</b>	<b>(\$29,700.00)</b>	<b>\$23,962.07</b>
<b>INCOME/(LOSS)</b>	<b>(\$1,539.40)</b>	<b>\$12,283.32</b>	<b>(\$500.00)</b>	<b>\$12,783.32</b>

<b>ASSETS</b>	<b>BEGINNING</b>	<b>ENDING</b>		
	<b><u>BALANCE</u></b>	<b><u>BALANCE</u></b>		
Checking	\$13,649.41	\$14,949.49		
Money Market	\$13,781.75	\$13,784.39		
PayPal	\$3,620.53	\$781.03		
Petty Cash	\$3.10	\$3.10		
CD	\$5,763.14	\$5,763.14		
Savings	\$5.00	\$5.00		
<b>TOTAL</b>	<b>\$36,822.93</b>	<b>\$35,286.15</b>		