

IPMA Board Minutes October 11, 2012

The IPMA-HR Greater KC Chapter met on October 11, 2012, at North Kansas City Community Center. The IPMA-HR Greater KC Chapter Board meeting immediately followed.

Board members present: José Portuguez, Lori Briggs, Jan Gall, Marsha Toler, Vickie Lewis, Cynthia Haynes, Sunshine Petrone and Becky Bryan

Board members absent: none

José called the meeting to order. The September 13, 2012 minutes were approved as corrected.

Old Business:

The group reviewed the audit findings and recommendations that Jose had distributed prior to the meeting.

- Marsha will check dividend schedule with the credit union to determine what the minimum balances should be in our accounts.
- A policy needs to be created that states a time period for receipts to be submitted for debit card purchases (not more than 30 days) and if not submitted for debit card purchases, then the card would be revoked from board member.
- There was further discussion regarding receipt reimbursement vs. per diem process. It was advised that Internet charges that are incurred by board members are considered incidentals so the members may conduct business for their employer, but it should be approved by the board on an as-needed basis. Marsha and José will see about obtaining the audit report. No vote will be made regarding per diem until José returns from his trip.
- On the audit information, #6 is done.

President's Report:

José discussed IPMA-HR Greater KC Chapter After Hours. Discussion was tabled for this for a future discussion in January or February 2013. José is checking our membership to check for fees due to National. José will e-mail Irina with an estimate and we can forward her the amount or wait until the spreadsheet is revised. The National membership fee is paid for board members who are not National members.

President-Elect Report:

Lori distributed board member information packets to everyone and updated the by-laws. She discussed the role of the IT person. Lori advised that according to by-laws, we can make IT a permanent position. Someone will have to be responsible for the IT focus to keep it updated. José feels this position should take photos at the conference and events and be able to update our web site with the photos.

Past President's Report:

Jan contacted the Marines for Toys for Tots and they will pick up toys at the November 8th meeting. The Chapter usually donates 2 toys, one for a girl and one for a boy. Lori advised she will pick these up. Jan advised the Marines like gifts for the ages of 10 – 12 years of age. The gifts need to be unwrapped. José asked Jan to make an e-mail to send to the general distribution. This is the fourth year IPMA-HR Greater KC Chapter has participated in this event.

Treasurer's Report:

Marsha Toler presented the Treasurer's Report. There are two checks still outstanding,

- #1119, \$85.32, Charlene Leslie, Dated 12/06/2011
- #1137, \$10.00, Coventry Healthcare Overpayment Reimbursement – Karen Ament, Dated 07/10/2012

We have gained one renewal of membership for Karen Kline for Merriam, Kansas. Karen's membership was the last deposit amount of \$35.00 on 10/05/2012.

Account balances are as follows:

Account	Balance	Comments
Share Account	\$771.71	.06 Dividend
Checking Account	\$7,012.86	
TOTAL	\$7,784.57	

Membership Amount Received to Date minus Paypal Fees of \$20.09 is \$7,384.91.

As of 10/11/12, we have 70 members on our roster. Four have joined since September.

There was discussion about looking into the capability of having credit card payments through the phone like with the payment system called Square. There is an application for the phone to be able to take credit card payments. A receipt could then be e-mailed to the purchaser. The phone has to be linked to a credit union account. Marsha Toler will research this and provide information at the next meeting. Jan advised she will check with someone she knows and give Marsha the information about one of the companies.

Secretary's Report:

None

Program Chair's Report:

Sunshine asked for assistance on getting donated mums for next month's meeting. Sunshine will also send the PowerPoint slides from today's presentation to Lori so that she can post on the website. Sunshine shared some general results of the membership surveys. She intends to send out the summary of results to all board members.

The group discussed the possibility of having additional meeting locations to appeal to more potential members. One suggestion is to choose two Kansas and two Missouri locations and then send out a survey monkey to the email distribution list to get their feedback. We could also use this opportunity to ask if they would be willing to host an event at their job location.

Members-at-Large Report:

Vickie ordered food from Hy-Vee and has paid with credit card with Marsha Toler taking care of the charge by phone with the IPMA-HR Greater KC Chapter debit card. Cynthia has the order lined up for the November 8th meeting at Shawnee Town Hall.

Other New Business

There will be a board meeting on Thursday, November 8, 2012, at 1:00p.m. immediately following the monthly meeting at Shawnee Towne Hall.

With no other business to discuss the meeting adjourned.

Respectfully submitted,

Becky Bryan, Chapter Secretary
Marsha Toler, Chapter Treasurer