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**Cyclone Chapter of SHRM  
Meeting Minutes  
March 14, 2013**

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Meeting called to order at 8:05 a.m. by President Julie Moss.

**Present:** 44 Human Resource Professional Members

**Introductions, Announcements, and Accomplishments:**

Introductions of members were completed.

Tabitha Shea led the chapter in a “Time Management” fun activity.

Deb Malsom announced that Manpower has a job opening for a Bilingual HR Representative as well as a Temporary Staffing Assistant. Deb also announced that Manpower is sponsoring a free webinar on March 27, 2013, entitled, “The Future of the Manufacturing Workforce.”

Kevin Stow reported that a Des Moines Partner agency has a HR Officer position available. Please see Kevin and he will share more details with you.

Jeff Staton noted that Kreg Tools in Huxley has a Director of HR also available.

**Chapter Business**

Financials:

The February 2013 financial reports were emailed to members with the meeting announcement as well as posted on the Cyclone Chapter website.

The following financials reports for February 2013 were read as follows:

Checking - \$12,694.65

Savings - \$3,766.46

CD - \$8,455.38

Kathy made a motion, seconded by Kevin Stow to approve the March 2013 financials as presented. Motion Carried.

Minutes:

The minutes of February 2013 meeting were posted on the Cyclone Chapter website with a link provided in the meetings announcement that was emailed to members.

Chelsey Aisenbrey, made a motion, seconded by Steve Fiorello to approve the meeting minutes of February 2013 as presented. Motion Carried.

Membership Report:

Steve Fiorello reported that as of today, we have 71 registered members. Last year we had a total of 109 registered members. Of the 71 registered members, 15 of those are new members. If you have not registered, please do so as soon as possible.

#### Education Update:

Michelle Price announced that today's meeting was approved for 1.5 hours of general credit and that certificates were on the registration table. She noted that the spring testing is May 1-June 30 with applications being accepted through March 22, 2013, or you can pay of late fee of \$75 until April 19<sup>th</sup>.

Michelle also noted that there is a free Webcast on Thursday, March 21, 2013, from 2-3 pm entitled, "How to Pass PHR/SPHR". See the SHRM website for details.

ISU Student SHRM is looking for speakers for their programs. If you have an interest in presenting at the Student Chapter, please see Michelle and she will get you in touch with their Chapter President.

#### Legislative Update:

Kendra Mosman reported that there were two updates that all employers should be aware of that took effect on March 8, 2013. These changes include the updated Federal poster to include FMLA leave requests regarding exigency leave and military caregiver. Also, the U.S. Citizenship and Immigration Services have made the official revised Employment Eligibility Verification Form I-9 available.

#### Foundation Update:

Kevin Stow reported that there are a number of Executive briefings on the SHRM website.

#### Technology Update:

Chelsey Aisenbrey reported that there is one HR position on the Cyclone Chapter website which is a HR Generalist position at Youth and Shelter Services, Inc. If anyone has job openings and are members of the Cyclone Chapter, you can post your jobs free of charge.

#### Diversity Update:

Michelle Stotts had no report.

#### Publicity Update:

Tabitha Shea noted that she would like to take a picture of those members who have recently passed their certification as a way to promote the Cyclone Chapter.

#### Old Business:

Julie Moss reminded members of the SHRM North Central Regional Student Conference & Case Competition on March 22-23, 2013 at Iowa State University. Volunteers are needed for this event.

Julie also reminded members of the State SHRM Conference, October 2-4, 2013, in Coralville, Iowa. Save the date email went out this week to members.

#### **New Business**

Julie Moss reported that one of the 2013 chapter goals is community support with an event in the spring and fall. This chapter has decided to partner with the ISU Foundation for their spring event and will sponsoring a food drive to support Food at First. More information will be forthcoming.

Julie called members attention to forms on each of the tables entitled, Speaker Evaluation Survey. We will be using this form at each of the meetings to get immediate feedback and compile the results. We will send something out by email to evaluate the first two meetings. At the bottom of the survey, is an opportunity to volunteers for various items. Let us know if you are interested in volunteering as we will find a fit for you. We will be forming a special committee in June or July to help with next year's programming.

Again this year, the Cyclone Chapter will be helping with registration. If anyone is willing to take on monitoring the conference registration email account, please see Julie.

Business meeting adjourned at 8:32 a.m.

**Program Summary**

Julie Moss introduced the speaker, Retired Detective Dwight Taylor who spoke on “Drug Recognition”.

**Closing**

Next month’s meeting will be on April 11, 2013.

Meeting adjourned at 10:02 a.m.

Respectfully submitted,  
Cheryl Baker, Secretary/Treasurer