

**BOARD MEETING ☐ OCTOBER 19, 2017 ☐ 8:30 AM**

**THE COURTYARD ☐ 5917 STONE CREEK PARKWAY ☐ THE COLONY, TEXAS**

**Board Members in attendance:**

Shanté Jordan-Akafia	Cheree Bontrager	Sandra Duran
Lavern Gaines (TML)	Andre Houser	Paula Kutchka
Christi Kyn	Lisa Norris	Jill McAdams
Veronica Sanchez	Wendy Standorf (Past President)	

**Absent:**

Tadd Phillips (TML Representative)  
Bonita Hall (TMRS Representative)

- I. **President Lisa Norris called the meeting to order at 8:44 AM at The Courtyard in The Colony, TX. The following minutes are presented in the order of the agenda, not necessarily in the order the items were discussed.**
- II. **Welcome New Members and Introductions.** Lisa welcomed the new members and the Board members provided a brief introduction of themselves.
- III. **New Board Member Orientation.** Lisa reviewed the contents of the board member binders. Committee assignments and expectations were reviewed.

***The Board took a break at 10:03 a.m. and reconvened at 10:17 a.m.***

- IV. **Regular Board Meeting.** The regular Board meeting of the Texas Municipal Human Resources Association began at 10:17 a.m.
- V. **Approval of Minutes (June 27, 2017 Strategic Planning Board Meeting at the TML Municipal Center in Austin, TX )** Jill moved to approve the minutes of the Executive Board Meeting held in Austin on June 27, 2017. Cheree seconded the motion. **MOTION CARRIED.**
- VI. **Financial Report & Budget Update**  
Lisa introduced the budget and reviewed the finances. Wendy highlighted that that there was a substantial purchase made last fiscal year which was the conference app. She stated that the app was paid for using existing funds and that no additional funding was needed for this. She further stated that a portion of the cost would be applied to each conference, TxPELRA, Civil Service and Annual. Lisa mentioned that there is an opportunity to sell up to five (5) banners on the app and that the sponsorship committee would be pursuing this. Lisa also pointed out for the new board members that there is a certain amount of money allocated for each workshop and that it is important to stay within that budget. Lisa stated that there may be times that the board will need to discuss an item (with financial impact) outside of a Board Meeting. In these

instances those items may be discussed and voted upon in an email or on a conference call.

**VII. Committee Assignments/Updates & Expectations.** Lisa reviewed the following committee assignments:

- Programs-Shante is the chair. (Lisa asked for a volunteer to co-chair this committee with Shante)
- Site Committee-Jill is the chair and Christi is the co-chair.
- Membership Development-Cheree is the chair and Christi is the co-chair.
- Membership Engagement/Awards- Jill is the chair and Sandra is the co-chair.
- Sponsorships-Wendy is the chair and Lisa is the co-chair.
- Legislative-Paula is the chair and Andre is the co-chair.
- Nominating-Veronica is the chair and Lisa is the co-chair.
- TxPELRA- Andre is the Chair and Shante is the co-chair.
- IPMA-HR Texas-Lisa is the chair and Veronica is the co-chair.
- TML Board Rep-Tadd is the chair and Bonita is the co-chair
- TMRS Advisory-Bonita is the chair and Tadd is the co-chair.
- Resolutions-Andre is the chair and Paula is the co-chair
- Chapter 143 Coalition-Andre is the chair and Paula is the co-chair.

Lisa expressed that she has high expectations for the committee chairs and co-chairs that include the following:

- Involve committee members
- Communicate often
- Work with other chairs
- Use the Master time line and update as necessary (Lisa completed an update as of the end Of October)
- Keep committee members informed of the Master time line
- Provide updates at Board meetings
- Stay on top of the game
- Respond to Lavern

Lisa asked for a volunteer to assist Shante with Programs.

**a. Programs – Shante**

- TxPELRA/Civil Service 2018 (Sugarland) – Shante indicated that the committee has been hard at work preparing for this conference. She has been working with the TxPELRA board in planning this conference. Shante indicated that she has conferred with Lavern on the deadlines for this conference and that the committee will have no difficulty in meeting the publicity and other deadlines associated with this conference.
- Annual Conference 2018 (San Antonio) – Shante indicated that the work has not yet begun for the planning of this conference. The conference will be in San Antonio May 2-4, 2018. There will be a half day pre-conference workshop the afternoon of May 1, 2018 for those that are new to the public sector.
- Nuts & Bolts 2018– Shante clarified that there would be three workshops for Nuts and Bolts. No other report was given regarding Nuts and Bolts. Lisa indicated that she wanted the Site Committee to have dates and locations for these sessions in time for the Annual Conference so that promotional announcements could be made during the Annual Conference. Shante said she would select dates and email those to the Board as soon as possible.

**b. Site-Jill & Christi**

- Lavern indicated that she would get with Jill and Christie to secure locations for 2020.
- No other report was given.

**c. Membership Development - Cheree & Christi**

- Cheree reported that she has begun working on coordinating regional meetings. She said she would use regional connections to establish Roundtable type meetings under the TMHRA umbrella. These meetings would be structured so that TMHRA Board members in that region would reach out to establish a regional contact for each area. The regional contact would establish a timeframe for the quarterly meetings, gather topics of discussion and post topic agendas on the TMHRA website. Lavern mentioned that TML Attorneys are available to help present information at these meetings.

**d. Membership Engagement/Awards – Jill & Sandra**

- A general discussion took place regarding the need to update the date of Awards application for March 1, 2018. There was also discussion of the awards process in general and if the nominees do not meet the criteria for the award that the award not be given. There was no consensus reached on this topic of discussion. A question was asked regarding whether or not nomination process was communicated to City Managers. The response was that it was. A discussion occurred as to whether or not there was any benefit in expanding the notification process to others (in addition to City Managers) such as Communications departments, etc. Lastly, there was a discussion as to whether or not to add another award category for HR Strategic Business Partner of the Year Award. Jill said she would research criteria for this.
- Lisa indicated that she wanted to see more involvement in Membership Engagement around the use of social media, the conference app, etc. Jill indicated this might be difficult for her to take on. Shante said that Craig Barnes (former Board Trustee) wanted to stay involved and this was something he enjoyed and was very good at. She said she would talk with Craig about taking on the communications and social media components.

***The Board took a break at 11:38 a.m. and reconvened at 11:50 a.m. for a working lunch***

**Continued.....Committee Assignment/Reports**

**e. Sponsorships – Wendy & Lisa**

- Lisa stated that she has been working on updating the master spreadsheet of sponsors. She said that she would forward that spreadsheet to the board members and asked that every board member provide at least three (3) potential new sponsors.
- There was general discussion about providing additional sponsorship opportunities in the form of Wifi and room key sponsorships.
- There was a discussion regarding changing the titles of the sponsorship levels from Gold, Silver, Bronze to Platinum, Diamond, Ruby and Sapphire. Lisa said she would work on detailing out the sponsorship levels and benefits. Once it is complete, she will email it to the Board.

**f. IPMA TX Chapter Update – Lisa & Veronica**

- Lisa indicated that IPMA was going to have their strategic planning session on October 27, 2017.
- There was a discussion regarding IPMA's desire to come out of the TMHRA umbrella and that they are working towards getting their 501(c) 3 status.

**g. TxPELRA Chapter Update – Andre & Shanté**

- Lisa indicated that the Austin session was well attended. She also expressed her thanks and appreciation to the TxPELRA Board for having such a good relationship with the TMHRS Board.
- Andre raised a question of whether or not there was a conflict of interest with individuals serving on both the TMHRA and TxPELRA boards. After a general discussion and consultation of the bylaws for both boards it was decided that there was not a conflict.
- Lavern noted that TxPELRA will see an increase in the administrative services agreement with TML.
- There was a general discussion regarding sponsorships and whether sponsorships would or could be broken out exclusively for TxPELRA. It was decided that since the TxPELRA conference was held in conjunction with the civil service conference it would be administratively difficult to divide the sponsorships out.

**h. Civil Service Coalition Update – Andre & Paula**

- Shanté indicated that she had sent the listing of the amendments out to Andre and Paula. She stressed that it would be important to receive input and engage with the Police and Fire Chiefs and Associations. She also stated that since there was a year to prepare that would be beneficial to this process.

**i. Legislative – Paula & Andre**

- Paula indicated that there was no new information to share with the Board.
- Lisa and Paula had a general discussion with the Board on the roles and responsibilities of the committee.

**j. Nominations – Veronica & Lisa**

- Veronica indicated that she had no new updates to share with Board at this time.
- Lisa provided an overview of how the nomination process works.

**k. TML – Tadd & Bonita**

- Tadd was unable to attend the Board meeting. He sent Lisa a report in the form of an email. Lisa highlighted the following from Tadd’s email report:
  1. Tadd attended the TML Annual Conference and attended a few board meetings and board events. He also attended the TMHRA session conducted by Ron Holifield. Tadd indicated that it was a great presentation, well received by the audience and reflected well on TMHRA.
  2. Tadd also reported that in the most recent board meetings there was a great deal of discussion on the tumultuous 2017 legislative session in which certain factions chose to demonize municipalities and paint the 1,000+ Texas cities with a broad political brush as “democrats”. TML staff suggested that the political climate will not change and we can expect more attacks in 2019 along with a fresh push to restrict property taxes. The 2017 session was much less damaging to cities than initially expected.

**l. TMRS – Bonita & Tadd**

- Lisa reported that there were no new updates at this time.

**m. Resolutions-Andre & Paula**

- Andre reported that he attended the TML Committee meeting and there was nothing of interest on the agenda relating to HR.

**VIII. Old Business**

**a. Strategic Plan -**

- Lisa reviewed the Strategic plan and the history of the plan for the benefit of the new board members. She also asked that everyone set goals for their committees as it relates to the strategic plan relative to what we are trying to accomplish as a Board. She asked that everyone email those goals to her by November 15.

**b. CPS-HR spot for Annual?**

- Veronica indicated that there was no need to discuss this as it was previously discussed in email.

**c. Programs-track for CS 101 at TxPELRA/CS and “New to Public Sector HR” workshop in advance of Annual**

- Lisa and Shante commented that these items were going to be new additions to the programming for 2018. Lisa also commented that Shante is working on a fire side chat concept for TxPELRA/Civil Service.

**IX. New Business**

**a. Changes to Bylaws**

- Lisa discussed that she would like to amend the bylaws to state that the Secretary/Treasurer position is also appointed along with the Vice President. Also up for consideration would be that the term of office for the President, Vice President and Secretary/Treasurer increase from one to two years. There was a general discussion of possible amendment language. Lisa also asked Lavern to research the number of trustees, auto accession, term limits for board members and membership size for other municipal affiliated organizations.

**b. Other Business/Items for Discussion**

- Lisa mentioned that Board members are eligible for travel reimbursements for TMHRA related activities. She stated that the maximum travel reimbursement is not to exceed \$1,000 and must be approved in advance. The process is that the Board Member requesting the reimbursement must submit an estimate to the Board President. The President must approve the expense. Receipts must then be submitted to Lavern for payment.
- Lavern reminded the Board that conference expenses were starting to increase and that when booking conference speakers we should try to not offer a complimentary room as this becomes very expensive. She also stated that speakers should book their own room and that comped rooms were only for one night, typically the night before the speaker is presenting.
- There was a discussion of forming a Communications Committee that would be responsible for overseeing the Conference App, newsletter, social media, #tags, twitter, Facebook and email blasts about the HR Round tables. Wendy moved to approve the formation of a Communications Committee. Veronica seconded the motion. **Motion Carried.**
- There was a discussion regarding sponsorship levels and changing the names of the various levels from Gold, Silver and Bronze to Platinum (new level) Diamond, Ruby and Sapphire. Lisa indicated she would get something out to the Board via email regarding these changes in the next few weeks.
- The Board had a discussion on the 2018 membership and conference rates. It was decided that the membership rates would remain unchanged and that the following conference rates would be established:

	<b>TxPELRA</b>	<b>Civil Service</b>	<b>Both</b>
<b>Early</b>	\$200	\$250	\$425

<b>Late</b>	\$275	\$325	\$575
<b>Annual</b>	<b>Member</b>	<b>Non-Member</b>	<b>Pre-Workshop</b>
Early	\$350	\$545	+\$100
Late	\$475	\$545	+\$100
Guest	\$50/2 events	\$50/2 events	

<b>Nuts &amp; Bolts</b>	<b>Member</b>	<b>Non-Member</b>
	\$189	\$189

Andre moved to approve the new conference rates for 2018. Cheree seconded the motion.

**Motion Carried.**

- Lisa discussed that there would be a small change to the TML Services agreement in the form of a decrease in costs from \$36,655.29 to \$36,322.92. Primarily these are a 1% increase in financial services fee from \$1,722.92 to \$1,968.92, the reduction of Nuts & Bolts from four sessions to three sessions, the addition of the “Private to Public Sector” workshop at the Annual Conference and a reduction of TML staff hours from 709 to 700 (\$26,233 to \$25,900).
- The Board had a discussion on the possibility of adding scholarships for cities affected by disasters whereby their HR professionals who wanted to attend a conference but funding would be available could have their registrations comped. The board discussed that there would need to be Board approval and the number of scholarships would vary each year depending on funding availability. It was decided that the Membership Development Committee would move forward by preparing a sample application and establishing the criteria for the scholarships.
- Lisa announced that the next meeting of the Board would be on February 6, 2018 in Sugarland.
- No other new business was brought forth for discussion.

X. **Adjourn** – Lisa asked for a motion to adjourn. Veronica made a motion. Shante seconded it. . **MOTION CARRIED.** Meeting adjourned at 3:35pm

**Respectfully submitted by:**

**Jill McAdams/Secretary-Treasurer**