



STEVENS POINT AREA HUMAN RESOURCE ASSOCIATION (SPA HRA)			
EXECUTIVE COMMITTEE AND COMMITTEE CHAIRS MEETING AGENDA		Meeting Date:	January 9, 2025
		Location:	Google Meet
Call to Order: 3:33 pm		Adjourn: 4:42 pm	
Attendees:	Dana Williams, Are Vang, Bobbi Rice, Lisa Schaufenbuel, Malinda Vance, Kelli Szymanski, Dean Dietrich, Allison Walsch Absent: Krystal Adamski		
Agenda Items		Discussion/Notes	Votes
1. Ice Breaker – What are your NY Resolution? Or holiday story? 2. Call meeting to order 3. Approval Minutes from last meeting		Minutes approved: Dana motioned and Kelli second.	
4. President’s Report (Are) a. Introduce new members – Pres. Elect and Membership b. Thank exiting members. c. Strategy Planning in Feb at Sentry. Please bring one item you wish to accomplish in your role this year; include budgeting #s if applicable. d. Been trying to set-up 1x 1:1s with each board member e. Social media posts-Like/share internal email. We are the “like committee” f. MSTC student group reach outs g. UWSP student group? Sent 2025 flyer to Prof. Martin h. Membership renewal problems? i. Proposal - Job board on our website. Free for members and nominal fee (\$100?) for non-members.		Malinda - president elect, Membership Chair is open due to Krystal not being able to fulfill the duties due to personal commitments. Need to recruit for a new member due to SHRM responsibilities and a major role to be a SHRM affiliate. Will send an email stating we have an opening, in February we can announce it in the meeting. Dana can help fill the void and reach out to Mandy for support and training and if she’d be interested in coming back for a year. Kelli will send out the email in the next few days. Social Media sent thanking exiting members. Are will send out details for SP meeting next month for parking, where to go etc. Looking into doing dinner again but will get back to the team once we have a plan to take orders.	

	Are will be meeting with each of us in a 1:1 to find out personal goals for each role in SPAHRA. Like Committee is those that go out and react, repost or comment/share on our social media posts. Designate a person to head this up who will remind us to go out to do that on LI and FB. Malinda is willing to take this one on for the first year. Kelli will announce when they are out there and Malinda will follow up if not engaged by individuals. MTSC - option to attend and get a slot of presenting SPAHRA for about 15 mins and discuss the membership advantages. If we can get 3 people to attend we'd each present a HR item bullet point. These would be presented to those in the HR program, currently at 20 students enrolled. Kelli, Lisa and Are will attend. If everyone can review the brochure in the Google drive and update where appropriate so we can take to this event. Kelli recommended bringing some SWAG, Dana said we are heavy on SWAG so she can hand off to someone attending. UWSP - Are sent a flyer to a professor there after talking about SPAHRA. Trying to get more attendance at our events by getting the program schedule in their hands. Lisa has not heard back after reaching out to some contacts. If anyone hears about issues with memberships or renewals please let us know here so we can troubleshoot. Job posting board on our website? Need to contact WA to see how to do that and if there is a charge to add a different page for this section. Bobbi will follow up with them and report back.	
5. President Elect (Malinda) a. Orientation/onboarding	Nothing	
6. Immediate Past President (Dana) a. Social Media "like" chair	Link to Dana or SPAHRA for social media platforms. Similar to the Like Committee discussed above. Keeps us as a board connected.	
7. Communications Chair Report (Kelli) a. Social Media content creations	Big thanks to Allison for the posts she created for the next 4 months. She is working on a post for new members but we'll wait till we post about the membership chair. If anyone has any topic ideas for posts or if they want to jump in Canva and create it, it would be greatly appreciated.	

8. Treasurer's Report (Allison) a. Current Balances b. Overview of spending trends c. What expenses have been paid d. Approval on pending expenses?	a. 14,430.15 checking 40,887.38 money market b. See spreadsheet in the google drive folder c. N/A d. N/A	
9. Professional Development/Programming (Lisa) a. 2025 Program update b. When can we request for Jeff Palkowski's presence? c. How is the pre-sign up going?	Lisa is in a good place for 2025, and needs to follow up on some outstanding items. Outliers are the social and the full day event that requires extra planning before finalized. Have a great speaker from another event and she is expensive but she'd be a great speaker. We could ask companies if they would want to sponsor her for us to bring her in for 2026. Full day planning - should we do an early evening social? If so it will require more budget. Still working out the details but wanted to talk to both boards and see if they are interested in doing that. Lisa can send out a one question poll to members if they would be interested in staying to attend. We can investigate the cost this month and in the February meeting announce we will send a poll to find out. No further info on the pre-registration option. No one has registered for the February one yet. May send out a SM post to remind/inform everyone about that ability this year.	
10. Membership Chair Report (Krystal) a. Onboarding? b. Provide renewals/new member report	Will recruit for a new chair, see above notes.	
11. Secretary Report (Bobbi) a. Updates b. Meeting times 2025 c. WA troubleshooting?	Reminder on meetings only being one hour this year since we meet each month. If an item can wait a month maybe not add it to slim the agenda down a bit. If anyone has any items they need from WA, Bobbi will be putting an email together to ask for assistance.	
12. Legal & Legislative Chair (Dean) a. Status of supervisory training? b. Roundtable discussion updates?	Dean is putting together agenda items for Jan and Feb roundtable. Continuing to work on videos.	
13. Other business	NA	