

**HRA-ECI**

**November 2019**

## **November Meeting:**

### **NOVEMBER MEETING**

**Minimum Wage In-  
crease**

**Friday, November 8  
11:30am—1pm  
First Mid Bank  
1421 Charleston Ave  
Mattoon, IL 61938**

**Lunch: Scottys Box  
Lunch**

**RSVP By 4pm  
Wednesday,  
November 6**

**Don't forget your  
business cards!**

### **Speaker: Alex Hagen**



### **Presentation: Minimum Wage Increase: Overview, Pen- alties, Timeline and Concerns for Business Owners**

***Alex Hagen is a partner at West & Company, LLC based out of the Mattoon Office. West & Company, LLC is recognized as being in the top 1% of all CPA firms in the nation. They have offices in Effingham, Sullivan, Greenville, Mattoon, Edwardsville and Champaign.***

***Alex is a Mattoon native where he currently resides with his wife and three kids. He attended Lakeland College and Southern Illinois University Edwardsville where he received his bachelor's and Master's degrees in Accounting. After college, Alex began working at West & Company in 2008. He is a member of the IL CPA Society and American Institute of Certified Public Accountants. He currently sits on the board of the Mattoon Chamber of Commerce, Mattoon Emerging Leaders, Coles County Class E and the Mattoon Area Community Foundation.***

## 8 Ways to Make Meetings Work!

According to Dan Pink, 55 million meetings occur in US workplaces every single day. Below are 8 tips to make meetings more efficient and effective.

1. Have an agenda— Meeting leaders should send an agenda for the meeting in advance. This will help participants come prepared for each meeting.
2. Make strict adherence to time, attendance and punctuality nonnegotiable— Make sure those that are required to attend show up on time. If they do not, it can slow down the meeting due to having to recap what topics that person missed.
3. Control discussion flow— The leader must control the flow of conversation to keep the meeting on topic and be able to hear everyone's input or ideas.
4. Leaders save options for last—Leaders should listen and process. The more a leader facilitate and the less they decide, the better the meeting's return on investment.
5. Confirm the other person's position before you disagree with him or her—Make sure participants listen and understand everyone's opinion. This leads to less assumptions being made and reduces the need for arguments or disagreements.
6. Before closing the meeting, recap the key takeaways—Always confirm the key takeaways and whom will be in charge of what part. At this time ask if there are any takeaways being missed so everyone has a clear objective when the meeting is finished.
7. Shortly after the meeting, the leader should write and distribute a summary—This spares a lot of post-meeting effort to keep everyone on the same page.
8. Include the Meeting Summary of the prior meeting with the next meeting agenda— This helps keep the focus of the objectives. It also helps build accountability without being heavy-handed.

To read the full article click [here](#)

**Watch your email this week! We will be sending out a survey to gauge the type of speakers everyone is looking for, what credits are needed and a couple of other housekeeping questions!**

**Are you or anyone you know wanting to join the HRAECI SHRM Board? If so, contact a current board member for more information!**

# Attention HR Professionals!

## Are you interested in becoming a National SHRM Member?

### There are several benefits to becoming SHRM certified

1. Compliance Resources—Receive alerts on federal, state and local employment laws
2. HR News—Stay on top of critical HR issues through e-newsletters, webcasts and *HR Magazine*
3. SHRM Connect—Build your network and get HR questions answered in SHRM's online members-only community
4. Ask an HR Advisor—Get help with your HR questions via phone, chat or email
5. Templates & Samples—Save time with 1000s of customizable templates, policies, forms and presentations

### Application Process

1. Visit [portal.shrm.org](http://portal.shrm.org)
2. Create a user account. Enter your name as it appears on your unexpired original government-issued ID
3. During an open registration window, select SHRM-CP or SHRM-SCP certification exam
4. Complete the application form with your eligibility, job and demographic information
5. Sign the affirmation statement agreeing to abide by:
  - SHRM Code of Ethics
  - SHRM Privacy Policy
  - Policies and procedures outlined in the SHRM Certification Handbook
6. Submit payment for your exam
7. Upon verification and/or successfully completing an audit, you will receive an Authorization to Test letter via email within 10 business days
8. After receiving your ATT letter, schedule your exam with SHRM's test delivery vendor

For more information visit [www.shrm.org](http://www.shrm.org)

## Upcoming Meetings

**December Meeting: Friday, December 13, 2019**

Christmas Party

Firefly—Effingham

Regular Time: 11:30am—1pm



Ashlee Stanfield, President  
Haley Helton, President- Elect  
Candice Fletcher, Vice President of  
Membership

Morgan Benline, Treasurer  
Jennifer Parker, Secretary  
Dustha Wahls, Legislative Officer  
Beth Glanzer, Past President

**NOVEMBER 2019**

**Let us know if  
you're interested in  
joining the board!**

**Visit our HRAECI Website and Facebook! You can  
view all of our Newsletters, see upcoming events,  
post a job, and much much more!!!**

[http://hraeci.shrm.org/](http://hraeci.shrm.org)

<http://www.facebook.com/hraeci.shrm.org>

If you have any jobs you would like to  
be posted please send them to  
[hraeci@yahoo.com](mailto:hraeci@yahoo.com) or a Board Member

