

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
February 2, 2011

I. Call to Order:

The meeting was called to order at 10:07 a.m. by President Sharon Borgardt. President-Elect Linda Zillinger, Past President/VP Membership Dean Perez, Secretary Kelli Brenden, Workforce Readiness/Student Relations Chair Heather Aho, Diversity Chair Norma Hernandez, and Communications Director Stacey Poor were present. Excused were Treasurer Lisa Nyberg and SHRM Foundation Director Sumuer Watkins.

II. Approval of Meeting Minutes

Minutes from the January 5, 2011, board meeting were approved with the addition of Stacey Poor to the slate of Election of Officers.

III. Officer and Board Reports:

President – Sharon Borgardt

- Election of Officers – Sharon stated the swearing in of officers is a formality and we will forego at this time. Election of the officers will take place by using Outlook as a voting mechanism. Stacey Poor and Sharon will work on this further and send out to membership. Dean Perez stated we will need to receive 18 votes for a majority. Linda Zillinger suggested using “Rush Reply Needed” in the subject line of the email.
- Expiration of Officer Terms – Sharon suggested the use of alternate expiration of officer terms or odd/even year expiration of different officer positions. This way there will never be an entire board turnover all at once. The bylaws currently state one year terms and would need to be changed. It was decided to table this topic and revisit at year end with our SHAPE goals.
- Officer Responsibilities
 - LCHRMA website emails: In order to streamline the process, the President, President-Elect, Treasurer and Communications Director will receive the emails from lchrma.org for online registrations. This should also assist with the headcount process for meetings which is due to the Baked Alaska on Monday the week of the monthly meeting.
 - Account Signers: Devra Hermosilla and Cheryl Martin will be removed as account signers. Sumuer Watkins will also be removed as a signer, but will be kept as a board member. The Bank of Astoria authorized signers form was passed around for the appropriate signatures and Sharon will

return to the Bank of Astoria for processing. The following will be authorized signers:

- **President:** Sharon Borgardt
 - **President Elect:** Linda Zillinger
 - **Secretary:** Kelli Brenden
 - **Treasurer:** Lisa Nyberg
- HRCI Certification for 2011 meetings: These credits are not allowed when attendees eat during a speaker's presentation. In order to receive the credit, smaller meetings might work better or if we were to change the meeting times. The half-day workshops may be eligible for the credits. Our current meeting structure has been well-received and there have been no complaints that HRCI credits are not available. It was decided to revisit this topic in the future and not make any changes to our current meeting design.
 - Other: Linda requested the online registration page is changed to allow registration of more than one person at a time. It was decided to not make any changes to registration. Sharon brought up a concern from Website Director, Paul Knoch, regarding payments and determining if there is more value to paying for a chapter meeting in advance or being a SHRM member. Sharon will follow-up with Paul since this was a prior board decision. Sharon reminded the group about the upcoming NHRMA silent auction and now is the time to get started on the basket that highlights Astoria. LCHRMA was given a free registration to the upcoming Stoel Rives conference as a fundraising prize, but the timing of our meetings won't work to use it. LCHRMA will continue to receive quarterly Financial Chapter Support payments from SHRM. SHRM has our proposed bylaws.

President Elect – Linda Zillinger

Nothing to report

Treasurer – Absent

Heather Aho met with Lisa Nyberg prior to this meeting and she provided the Bank of Astoria Signature cards. Sharon noted that she receives the hard copy bank statements from the Bank of Astoria, and Lisa can go online to view the statement. This allows for proper checks and balances. \$769.08 still needs to be transferred from Paypal by Devra. The checking balance as of 12/31/10 was \$1677.20. The savings balance as of 12/31/10 was \$5641.81.

The chapter has one outstanding bill for the Seaside Chamber of Commerce. Paul no longer attends these meetings and would like his name removed as their contact. The chapter will remain a member.

Vice President of Membership – Dean Perez

Dean distributed November and December 2010 membership reports and noted the chapter is up to 38 members which is a 17% increase from last year. Our goal was 31. The next SHRM payment we receive will reflect 38 members. Our chapter is one of three Oregon chapters that had 10% or greater growth. Most chapters are losing members.

Dean still has the key to the LCHRMA post office box. This PO Box is still used for mailed in registrations and other mail. It was decided that Dean will continue to keep this key and Dean will check the box once a week.

Communications Director – Stacey Poor

The flyer for the April half-day workshop was discussed. Dean made a motion to reduce the price to \$50 per person and the request was approved. Sharon will work with Stacey to send a press release regarding the workshop to other communities. The menu for the workshop will be breakfast burritos, muffins, fruit, juice, coffee and tea.

The maximum occupancy for the Bistro at Tongue Point Job Corps is 40 and we have received a large response already. We will have Paul shut down the option to register when the count is 40 or the deadline from the poster has been reached. There can be a waiting list.

Student Relations/Workforce Development - Heather Aho

The scholarship deadline is 2/11/11 and choices will be made by 3/25/11 by mail. The Board will review the applications prior to the March chapter meeting.

Heather will send an email soon with an update on the projector pricing. The chapter may use MTC's until the purchase is made.

SHRM Foundation/Diversity Chair – Norma Hernandez

Nothing to report.

IV. New Business/Announcements:

- Meetings: There will be no April board meeting. The group decided to continue with monthly board meetings at 10am prior to the monthly chapter meeting. The group will have a separate SHAPE planning session. Sharon will send an invitation for a date in February.
- Sharon is unable to attend the March meeting.
- The Career Fair will be held April 13th at the Seaside Convention Center. \$49 will be charged to employers. A motion was made and seconded to donate \$300 to support the Career Fair.

VI. Adjournment:

There being no further business to bring before the Association, the meeting was adjourned at 11:31 a.m.

Next Meetings & Events:

Board meeting: Wednesday, March 9, 2011, 10:00 a.m. – 11:15 a.m.

Chapter meeting: Wednesday, March 9, 11:30 a.m. – 1:00 p.m. Topic: “Conflict, Counseling, and Communication,” presented by Deb Jeffires, HR Answers.

Items needing action, follow up, or further discussion:

1. Send out the slate of officers to the membership for vote – Sharon
2. Research projector costs - Heather
3. Apply for HRCI credits for April seminar – Linda Zillinger
4. Scholarship review - Board

Respectfully submitted,

Kelli Brenden
LCHRMA Secretary

Linda Zillinger, President Elect

Date

Sharon Borgardt, President

Date