

**LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION**  
**Minutes of Board Meeting**  
**July 15, 2009**

**I. Call to Order:**

The meeting was called to order at 4:30 p.m. by Dean Perez, President. President Elect Cheryl Martin, Treasurer Sumuer Watkins, Secretary/Past President Linda Zillinger, and Student Relations Coordinator Becky Read were present.

Excused: Communications Director Leslie Lipe, VP Communications Lori Bell, SHRM Foundation/Diversity Chair Sharon Craven.

Dean distributed the meeting agenda and welcomed those in attendance. The minutes from the May 20 (no quorum at the May meeting) and the June 17 meetings were approved.

**II. President's Report:**

Dean talked with Dianna Gould, SHRM Field Services Director for the Pacific West Region. She continues to be impressed with our chapter and the level of contributions we make to the SHRM Foundation.

State Council Meetings - Dean recommended Cheryl start attending, or participating by phone, in the SHRM Oregon State Council meetings in preparation for taking over as the chapter's President in January. The Council has gotten stronger under Alan Cabelly's leadership. Dean will serve as the Council's Columbia District Director in 2010.

Chapter Membership Drop - Dean is concerned about the chapter's drop in membership (19%). The Central Oregon chapter is increasing their membership and being very supporting. The letter to the at-large SHRM member list is done. It needs to be merged. Labels are printed. It needs to be signed and the labels posted. We need to include the calendar of events and the chapter designation form with the letter. Linda suggested perhaps a student in the Job Corps finance and business vocation could help with the mailing. She will talk to the center director to find out if it is possible.

The Central Oregon chapter has sponsors for their meetings. The sponsor has a table at the meetings and pays \$250.00. Many people want to be sponsors at the meetings. This enables the chapter to charge much less for their meeting fees.

Melissa Flores is our new SHRM membership coordinator.

**III. Treasurer's Report:**

We received our CAP payment from SHRM. Sumuer will deposit it in the savings account.

#### **IV. July Employment Law Seminar Update:**

Sumner will be the third scholarship person. Shannon Jones from Columbia Memorial Hospital will arrive early with Cheryl and help put packets on the tables.

The attorneys are bringing a laptop. They don't need a podium. They are making their own copies. They will arrive on Thursday for a 4-hour Supervisor Basics seminar at Clatsop County; the cost for this is \$1,500 for two attorneys. They will stay overnight on Thursday and do the chapter seminar on Friday.

Cheryl reconfirmed registration for the attorneys' hotel rooms for Thursday night.

The hotel does not provide pens or notepads for the seminar attendees. Cheryl will buy pens and bring them. Dean has nametags and markers.

Cheryl printed out evaluation forms and certificates of attendance. She confirmed the catering with the Uniontown Fish Market for continental breakfast in the morning and cookies and soda at the break.

The hotel will set up the projector screen and registration table.

Interested board members will take the attorneys to dinner tomorrow night. The chapter will pay for the attorneys' dinner, and board members will pay for their own.

Dean would like to check the meeting room with the attorneys around 5:30 to 6:00 p.m. on Thursday evening, make sure the tables are set up, and put the agenda, evaluation form, and handout at each place setting.

Cheryl will contact Caroline at the hotel to make sure we can access the room.

Becky will help at the registration table. We will put out the certificates at the end.

The board reviewed the seminar agenda Dean prepared, along with a copy of the attorney's presentation.

We have 32 people registered; we are hoping for 40.

#### **V. Adjournment:**

There being no further business to bring before the Association, the meeting was adjourned at 5:30 p.m.

#### **Next Meeting:**

The next regular chapter meeting will be held Wednesday, August 5, 2009 at Baked Alaska. Terri Opsahl will present an annual benefits update. Leslie has been on her honeymoon and will get out the meeting flyer as soon as she returns.

The next board meeting will be held Wednesday, August 19 at Baked Alaska.

Respectfully submitted by Linda Zillinger, chapter secretary.

*LCHRNA Chapter Meeting July 19, 2009*



Page 2