

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
April 7, 2010

I. Call to Order:

The meeting was called to order at 10:10 a.m. by President Cheryl Martin. President Elect Sharon Borgardt, Secretary Linda Zillinger, Treasurer Devra Hermosilla, and Workforce Readiness/Student Relations Chair Heather Aho were present.

II. Approval of Meeting Minutes

Minutes from the March 17, 2010 board meeting were approved and have been posted on the chapter's website.

III. Officer Reports:

President Elect – Sharon Borgardt

Sharon distributed the most recent speaker schedule. We still need a speaker for the August meeting. She has not contacted the speaker Linda met at the NHRMA conference, yet, who would like to speak on "Women and Financial Planning."

Dean complimented Sharon on the great job she has done scheduling speakers for the year. We have some really exciting events coming up within the next few months.

Past President/VP Membership – Dean Perez

- Membership at 12/31/09: 28
- Membership at 4/01/10: 34
- This is a 21% increase!

Congratulations to Dean on doing such a great job!

- We have reached "superstar" status as of today. Dean's goal is to have 35 members by September 2010. He has a new list of at-large members from SHRM. He will send out a letter by this Friday to 40-50 people on the list. He is targeting Astoria, Ilwaco, South Bend, and Banks. The purpose of the letter is three-fold:
 1. Let them know we're here.
 2. We're a rocking chapter.
 3. Target them for the employment law flyer.
- Dean was contacted by the City of Seaside human resources director. She is retiring and there will be an announcement coming out about that position. Dean was asked to sit on the interview panel. They want to hire locally, if possible.

- Devra asked if we could get a list of names of people who attend the chapter meetings but are not SHRM members. Dean does not keep the list. Leslie has it. She is keeping it separate from the chapter roster we all receive.
- Dean is on the planning committee for the Clatsop County Job and Career Fair. The next meeting is next Thursday. We will have two tables for the chapter's booth, so that we can review attendees' resumes.
- Heather reported MTC Works is setting up an interview stream tool they use at the fair. It tailors interview questions to jobs. They will video people and e-mail them feedback after the fair with tips and ideas on how to prepare for interviews.
- Linda asked if the chapter could observe the interviews and give the people immediate feedback.
- Dean has registered the chapter for the fair. Dean and Linda can both be at the chapter's booth all day. Sharon and Cheryl will alternate between their company's booth and the chapter booth.

Treasurer's Report – Devra Hermosilla

Savings balance: \$5,634.13
 Checking balance: \$2,388.07

- Devra sent the chapter's Haiti relief donation to Mercy Corps. The checking balance does not include the Mercy Corps donation.
- Cheryl received a \$187.50 check for the chapter's 4th quarter 2009 SHRM Financial Support Payment. The chapter receives \$6.25 per member, quarterly.

Secretary's Report – Linda Zillinger

Nothing to report.

Student Relations/Workforce Development – Heather Aho

- Heather distributed a draft scholarship application. We need to determine eligibility criteria:
 1. Is it going to be a high school student who is going to college, or
 2. A college students who is enrolled in an HR program in their junior year,
 3. We need GPA and two letters of recommendation.
- Our goal is to award the scholarship by September 2010. Discussion followed regarding awarding the scholarship to a junior at PSU. We will discuss further at this Friday's SHAPE meeting.

IV. President's Report – Cheryl Martin

SHAPE Meeting

- The board will meet at the Supper Club at 11:00 a.m. Friday, April 9 to review the SHAPE.

Career Fair

- The hospital's marketing person will make a sign for the chapter's booth. Cheryl has a table top easel we can put the sign on. We need to use both the chapter and the SHRM affiliate logos on the sign. We will include LCHRMA Resume Workshop on the sign.
- Linda suggested the chapter order a table banner for future events.
- We need to bring candy – Linda offered to purchase.
- The hospital has a balloon tank if we want balloons.

State Council Meeting

- We are hosting the Oregon State Council meeting on May 14.
- The Maritime Museum will give us a \$150 non-profit rate. The conference room is right on the river with floor to ceiling windows.
- Dean encouraged board members to attend all or part of the meeting.
- We will do a press release after the fact announcing we hosted the meeting.
- Peter Pan Deli will do the catering. Sharon has ordered a sandwich tray and salads. They charge \$50.00 for coffee service. We will ask them to provide soft drinks and brownies for dessert.
- The museum will provide a docent led tour after the meeting.
- Cheryl will send Lisa Snively information regarding the meeting location, directions, etc.
- Cheryl will provide name tags.

July 9 Employment Law Conference

- Sharon cannot be at the conference, but she will set up catering with the Uniontown Fish Market.

- Devra has not checked, yet, on the person from their firm to help with registration.
- Linda will help with registration for the 50% scholarship.
- Cheryl will work with the attorneys on the agenda and handouts.
- Devra said the law firm can bring little notepads and pens.
- Sharon will follow up on lodging for the speakers. Board members will have dinner with the speakers the night before at the Bridgewater Bistro.
- Bullard Law will request the HRCI credit.

PayPal Update

PayPal is working well. There is an option to pay online or pay by cash or check at the door. We have added “No shows will be billed.”

V. Old Business:

DISC Profile with Alan Cabelly – Alan will e-mail information to us in May in preparation for the June DISC professional development meeting.

VI. New Business:

Linda reminded the board she will not be able to attend the May 5 board meeting, and someone will need to take minutes. She is training new staff that morning. She may be able to attend the chapter meeting.

VII. Adjournment:

There being no further business to bring before the Association, the meeting was adjourned at 11:20 a.m.

Next Meetings & Events:

Board meeting: Wednesday, May 5, 10:00 a.m. – 11:15 a.m.

Chapter meeting: Wednesday, May, 11:30 a.m. – 1:00 p.m. Topic: Preparing for Earthquake, Tsunami and other Coastal Hazards

Career Fair: Wednesday, May 12, 10:00 a.m. – 4:00 p.m., Seaside Convention Center

Items needing action, follow up, or further discussion:

Send letters to at-large members – Dean

Schedule August speaker – Sharon

Work on scholarship application - All

Buy candy for career fair – Linda

Balloons for career fair??? - Cheryl

Firm up catering with Peter Pan Deli for State Council meeting and with Uniontown Fish Market for Employment Law Seminar – Sharon

Follow up on lodging for attorneys in July - Sharon