

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
August 4, 2010

I. Call to Order:

The meeting was called to order at 10:19 a.m. by Past President/VP Membership Dean Perez. Secretary Linda Zillinger, Treasurer Devra Hermosilla, and Workforce Readiness/Student Relations Chair Heather Aho were present. President Cheryl Martin and President Elect Sharon Borgardt were excused.

II. Approval of Meeting Minutes

Minutes from the July 2, 2010 board meeting were approved. Linda will send them to Paul to post on the chapter's website. Approval of the June 2, 2010 minutes was tabled until the September board meeting. Linda was not at the June meeting; Dean believes Cheryl took the minutes.

III. Officer Reports:

Past President/VP Membership – Dean Perez

- Stacey Poor has become a SHRM member and a LCHRMA chapter affiliate! Stacey was formerly a student member.
- Dean just renewed his membership.
- Dean received an e-mail from the State Council regarding SHRM's "member get a member campaign." Members who refer an individual for membership will receive a \$10 Amazon gift certificate for each new member up to 5 new members. Members referring more than 5 new members will be eligible for a drawing for a \$150 American Express gift card. The program ran from June 1 – July 31.
- Dean and Sharon will attend the NHRMA conference in Bend on September 29 through October 1. Heather and Devra may also attend. Linda will not, since she went to the SHRM annual conference. Sharon has reserved a six-bedroom house, and rooms are still available for chapter members.

Treasurer's Report – Devra Hermosilla

Savings balance: \$5,637.64
Checking balance: \$2,922.22

- Everyone paid in full for the Employment Law seminar. The money we made will go towards the chapter's scholarship fund.

- Devra is still having trouble with the Bank of Astoria recognizing her as a signer on the account, even though she has signed the required signature cards. They won't give her LCHRMA account information over the phone, and she hasn't been able to apply for a new LCHRMA business debit card.
- Linda suggested she talk to former LCHRMA member Genny Butenshon, who is the current Branch Manager at the bank.
- Dean offered to go to the bank with Devra after the chapter meeting to try to get things straightened out.

Secretary's Report – Linda Zillinger

- Linda talked with “webmaster” Paul Knoch to ask him the best way to add people, who sign up for chapter meetings and events on the website, to our e-mail distribution list, if they are not already on it. Paul suggested we add something to the online registration form that asks: “May we contact you via e-mail about future LCHRMA events?” Anyone who selects “Yes” could be added to the e-mail distribution list for future contact.

MOTION: We ask Paul to add his recommended question to the online registration form. The motion was seconded and passed unanimously.

- Dean asked Linda to also let Paul know the word “Receive” is spelled incorrectly on the online registration confirmation that is being sent out.
- Linda wanted to discuss the new meeting rates that were published on the September meeting flyer and in the meeting announcement in the Coast River Business Journal. During mid-July, there were e-mail discussions among several board members recommending the chapter meeting rates be changed to \$16.00 if a person registered and paid online, and \$18.00 if a person paid at the door. There was no differentiation made between SHRM members and non-members. Linda felt non-SHRM members should continue to be charged a higher rate than SHRM members. Devra concurred. Discussion followed, and it was agreed that having four rates would be too cumbersome. Further discussion with the full board is needed. Dean asked Devra if she would write up a proposal and send it to the board. Then, Cheryl can ask for input from everyone, as soon as possible, so that we can get the information finalized and approved before Leslie sends out the October meeting flyer and press releases.

Student Relations/Workforce Development – Heather Aho

- Heather distributed the revised scholarship application that incorporated the feedback we received from Alan Cabelly. Alan made the following recommendations:
 - We change the application deadline to November 15 to capture new seniors at the beginning of the year.

- We change GPA to “PSU GPA.”
- Electronics is the way to go in today’s world. We can either (1) have an electronic application (students can turn the letters into pdfs) with snail mail transcripts, or (2) have an electronic application and state that a member of the PSU HR group (this would be Alan) will send an electronic transcript. This is an additional step, but it gives us a guaranteed, although unofficial, copy.
- Devra made some additional punctuation and formatting edits during the meeting. Heather will incorporate them and e-mail another revision to the board.

MOTION: We adopt the 2010 scholarship application with the caveat that Heather e-mails the application to Cheryl, Sharon, Leslie, and Sumuer for their review before it is distributed. The motion was seconded and passed unanimously.

V. Old Business:

- We discussed the employment law seminar and what worked and what we could do better.
- Everyone paid – even the people who could not attend at the last minute.
- The food on the breakfast buffet was good. People went back for seconds. The cookies were a hit.
- The price was fair.
- We only need one person to check people in at the door.
- It was nice to be able to offer a partial scholarship.
- Devra suggested we expand where we advertise to draw from outside our usual target range, like adding the Long Beach peninsula, east to St. Helens, and south to Tillamook. Linda suggested we advertise in the *Chinook Observer* and the St. Helen’s and Tillamook papers. Is there a St. Helen’s Chamber of Commerce? Devra said the *Spotlight* is the weekly paper in St. Helen’s and Scappoose.
- Linda mentioned she hasn’t been seeing chapter meeting announcements in the *Daily Astorian*. We need to check with Leslie to find out if she is sending them, and, if so, is there someone at the *Daily A* we can talk to about getting them published?
- Devra suggested we could do more polling of our audience in advance to find out what topics people would like to have presented at the seminar. The Bullard attorneys can present on something other than what’s hot at the moment.

VI. New Business:

- Dean said Cheryl suggested we might want to consider having a thank you dinner for the board in lieu of a holiday social in December. The past holiday socials have only been attended by board members. Everyone present agreed that we all liked being able to bring a spouse or guest to the social, and we would like to continue this, with whatever type of event we decide to hold.
- We reviewed chapter officers for the 2011 board. Cheryl, Dean, Devra, Sharon, Sumner, and Heather each have one more year in their current roles. Leslie and Linda will have served two years in their roles.
- We will need nominations for Secretary, Communications Director, and SHRM Foundation, Diversity Chair.
- Dean recommended we invite Norma Hernandez, Executive Director of the Lower Columbia Hispanic Council, to serve as the Diversity Chair and also find out if she would like to speak on a diversity-related subject at a chapter meeting in 2011.
- Dean is looking for ideas for a gift basket for the NHRMA conference silent auction benefitting the SHRM Foundation. He asked for \$50 seed money from the chapter to buy smoked fish from Josephson's and some wine.

MOTION: Authorize the NHRMA conference committee (Sharon and Dean) to put together a basket with \$50 seed money from the chapter. The motion was seconded and passed unanimously.

- Linda said the chapter donated Astoria gift baskets in the past that included a \$60.00 gift certificate for dinner at Baked Alaska, one night's stay at the Holiday Inn, tickets to the Maritime Museum, and a round of golf, along with wine and canned fish. She suggested maybe the Bridgewater Bistro would comp a dinner, instead of asking Baked Alaska, since Baked Alaska already does so much for us. She said Sharon knew a vendor who would "package" the basket so it looks really nice and mail it.

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, September 1, 2010, 10:00 a.m. – 11:15 a.m.

Chapter meeting: Wednesday, September 1, 2010, 11:30 a.m. – 1:00 p.m. Topic:
Health Care Reform: What Does it Mean for Employers?
Presented by Terri Opsahl

Items needing action, follow up, or further discussion:

1. Contact Paul Knoch regarding adding “May we contact you via e-mail” verbiage to the LCHRMA online registration page and ask him to correct the spelling error - Linda
2. Discuss and finalize chapter meeting fees BEFORE the October meeting announcement is published – All
3. Incorporate Devra’s edits on the scholarship application and e-mail it to Cheryl, Sharon, Leslie, and Sumuer for their review and approval – Heather
4. Make recommendations for next year’s board vacancies – All
5. Contact Norma Hernandez – Dean
6. Put together a gift basket for chapter’s contribution for the NHRMA conference silent auction – Dean and Sharon.