

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
December 1, 2010

I. Call to Order:

The meeting was called to order at 10:25 a.m. by President Cheryl Martin. President Elect Sharon Borgardt, VP Membership Dean Perez, Secretary Linda Zillinger, Treasurer Devra Hermosilla, Communications Director Leslie Lipe, and Workforce Readiness/Student Relations Chair Heather Aho were present. SHRM Foundation/Diversity Chair Sumuer Watkins was excused.

II. Approval of Meeting Minutes

Minutes from the November 3, 2010, board meeting were approved.

III. Officer and Board Reports:

President Elect – Sharon Borgardt

- Leadership Conference - Sharon attended the SHRM leadership conference. It was excellent. Sharon thanked the chapter, again, for their financial support so that she could attend this worthwhile event.
- Speaker Schedule - David Reiwald from Bullard Law won't be available until April to reschedule his half-day seminar on *HR on Trial*. Norma Hernandez is scheduled for January, Pat Preston is scheduled to present in February, and Deborah Jeffries is scheduled in March.

Sharon recommended asking Stacey Poor to present on Time Management at an upcoming meeting. Stacey conducted this training at the credit union and it was very well received. Linda reported that Ron Kramer from Georgia Pacific offered to present on conflict resolution or labor relations on the member survey he turned in.

- Election of Officers – We have three vacancies: President elect, secretary, and treasurer. Linda offered to serve as President Elect. Dean offered to help Sharon recruit volunteers for the secretary and treasurer positions. He has sent Norma Hernandez two e-mails and left her a phone message, but he has had no response. We are still hoping Norma will serve as the chapter's diversity chair. Sumuer will continue as the SHRM Foundation chair. Heather suggested Lisa Nyberg for one of the vacancies. Linda suggested we revise the chapter bylaws so that SHRM associate members could hold board positions. She believes the bylaws state board members must be SHRM professional members.

VP Membership – Dean Perez

- We are up to 36 members. Bravo, Dean! This is our highest membership!

Treasurer – Devra Hermosilla

Sharon gave Devra the bank statements.

- The current checking account balance is \$2,448.67.
The current savings account balance is \$5,640.56. No change since last month. \
- Sharon gave Devra her expense report from the leadership conference, and Devra will reimburse her. This will be a large expense, along with the upcoming board recognition dinner.

Secretary – Linda Zillinger

- Linda has only received five responses to the member survey Cheryl sent out. The five include responses from two board members. Linda asked Cheryl if she would re-send the survey, again, with a shorter turnaround time of four-five days.
- We received approval from HRCI for today's program. Linda needs to prepare and send certificates to all certified members to attend. There are not very many.

Student Relations/Workforce Development – Heather Aho

- Nothing to report. Allan Cabelly has not gotten back to her. Consequently, we will need to extend the scholarship deadline to February 15, 2011, as approved at the November board meeting.
- Heather hasn't had time to research prices on a projector for the chapter.

President – Cheryl Martin

- SHAPE - Cheryl has already started inputting information in the system. Dean recommended that he, Cheryl, and Sharon get together at Cheryl's office to review and enter the information together.
- Gift for Speakers - Cheryl hasn't followed up on our speaker gift yet, for presenters who have already received the book.
- The board recognition dinner will be held Friday, December 10 from 7:30 to 9:00 p.m. at the Baked Alaska Discovery Room. RSVP to Cheryl by Tuesday night.
- Cheryl still needs to send out the new 2011 member/non member rates to all of the members and guests.

IV. ESGR Proclamation Signing Ceremony

Two representatives from ESGR, SHRM member Denneva Coats and her husband, Kim Coats, who served in the Guard for 35 years, conducted the ceremony. A Baked Alaska employee took a photo of the proclamation signing. Linda suggested we send the photo to Paul Knoch to post on the chapter website along with the proclamation.

V. New Business/Announcements:

SHRM is holding a conference call for volunteer leaders. Sharon will participate on December 8. Linda will try to attend, as well.

VI. Adjournment:

There being no further business to bring before the Association, the meeting was adjourned at 11:28 a.m.

Next Meetings & Events:

Board meeting: Wednesday, January 5, 2011, 10:00 a.m. – 11:15 a.m.

Chapter meeting: Wednesday, January 5, 11:30 a.m. – 1:00 p.m. Topic: “Working with Our Latino Community,” presented by Norma Hernandez, Director of the Lower Columbia Hispanic Council.

Items needing action, follow up, or further discussion:

1. Contact Norma Hernandez, again, about joining the board with the chapter paying her membership the first year – Dean
2. E-mail everyone on the membership and guest list announcing the new 2011 meeting rates – Cheryl
3. Follow up on alternate speaker gift – Cheryl
4. Research projector costs - Heather
5. Review the chapter bylaws to determine board member criteria and revise as needed- All
6. Review SHAPE goals – Cheryl, Dean, and Sharon