

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
March 17, 2010

I. Call to Order:

The meeting was called to order at 4:05 p.m. by President Cheryl Martin. President Elect Sharon Borgardt, Secretary Linda Zillinger, Treasurer Devra Hermosilla, SHRM Foundation/Diversity Director Sumuer Watkins, and Workforce Readiness/Student Relations Chair Heather Aho were present.

II. Approval of Meeting Minutes

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

III. Officer Reports:

President Elect – Sharon Borgardt

The chapter meeting calendar is filled except for the month of August. Sumuer suggested Patrick Overton, the facilitator for the Clatsop Leadership Forum, would be a good presenter. Sharon will contact him.

Secretary's Report – Linda Zillinger

Linda drafted a thank you letter to the Tongue Point Job Corps Center culinary arts instructor and students, thanking them for hosting last week's SHRM Foundation fundraiser. Board members present signed the letter, and Linda will send it. Linda gave Devra a receipt for the \$200.00 check LCHRMA wrote to Tongue Point JCC for the lunches.

Student Relations/Workforce Development – Heather Aho

Nothing to report.

SHRM Foundation/Diversity Chair – Sumuer Watkins

Sumuer listened to a SHRM Foundation webinar last week and reported it was wonderful. SHRM has several presentations available that chapters can use. They can be a great back up to have on hand in the event a presenter ever needs to cancel at the last minute. Sharon said she has some DVD's SHRM sent the chapter several years ago that we could also use. They are very good, particularly the one on Starbucks.

SHRM Foundation scholarship information for members will be available within the next two weeks.

Treasurer's Report – Devra Hermosilla

Devra reported she still does not understand how PayPal is working and how to determine which people have paid their meeting fee through PayPal. Sumuer explained:

- Registering on the chapter's website puts a person's name on one list.
- Paying via PayPal puts a person's name on another list.
- Sumuer would take both lists and create a spreadsheet combining the information.
- Devra should automatically be getting an e-mail when someone registers online.
- With the new PayPal system, people will be able to pay when they register instead of Devra having to e-mail them an invoice. This will be a great feature.

Sumuer determined Devra is missing one of the links she needs to access the registration information, and she will e-mail it to her.

The Bank of Astoria doesn't have Devra listed on the chapter's bank accounts, yet. Cheryl and Devra will stop at the bank after the next chapter meeting to get it fixed.

Dean is still the person who is checking the chapter's PO Box where the bank statements are mailed. He is bringing the bank statements to Devra.

Linda asked who currently had the chapter's debit card that is linked to the LCHRMA checking account. She said it is much easier to pay for the meeting lunches with the debit card than carry around the big checkbook. Sumuer thinks Dean has it. He is out of town this week.

Sumuer and Devra determined the chapter's \$500.00 donation to Mercy Corps for Haiti relief had not been sent. Devra wrote the check at the meeting and will send it.

IV. President's Report – Cheryl Martin

May State Council Meeting

LCHRMA has been asked to host the Oregon State Council meeting on May 14. We will need to:

- Secure a meeting room with a speaker/conference phone large enough for approximately 20-25 people.
- Arrange for a catered lunch.
- Linda said she would ask if we could use the Bistro at Tongue Point, but she did not know if there is a phone hook up.

- Sharon offered to check if the Holiday Inn has a meeting room available.
- If we use the Holiday Inn, would we need to book the second room for lunch? If we had box lunches, we would only need one room.

July 9 Employment Law Conference

- Last year, we had two people help at the door and offered them a 50% scholarship for doing this. Cheryl asked if we wanted to do this, again. Sumuer reported it was extremely helpful to have the extra person during registration as attendees were arriving.
- Linda offered to help in exchange for one of the 50% scholarships. She plans to send her two staff to the conference, but she needs to pay for her own registration, since she is attending the SHRM conference in June.
- Devra said she could bring someone from their office to help.
- We will need to arrange lodging for Barb and Kathy, the two attorneys who are presenting – Sharon will check with the Holiday Inn.
- We need to confirm the meeting rooms at the Holiday Inn – Cheryl will follow up.
- Available board members will have dinner with the attorneys at the Bridgewater Bistro the night before the seminar. The attorneys really enjoyed this last year.
- Cheryl will update last year's evaluation form, and she can make photocopies of the attorney's handouts.
- Last year, the attorney's applied for the chapter's HRCI credit. Will they do this again?

Board Meeting Dates

Cheryl surveyed the board via e-mail prior to today's meeting to determine what day and time work best for the board to meeting. Based on the feedback she received:

- We are going to try combining the board meeting with the regular chapter meeting to see if this works better for folks. The board meeting will be held directly before the chapter meeting. We will try it for a few months to see how it works.
- The next board meeting will be held at Baked Alaska on Wednesday, April 7 from 10:00 a.m. to 11:15 a.m. before the chapter meeting.
- The April 21 board meeting is cancelled.

- Linda reported she would be unable to attend the board meeting before the chapter meeting the first Wednesday in May. Tongue Point holds their quarterly new staff training that day, and she is scheduled to teach a morning session. She should be able to attend the chapter meeting.
- From now on, if board members are unable to attend a meeting, Cheryl would like each person to e-mail her an officer's report in advance.

IV. Old Business:

Upcoming Board Development Meeting with Alan Cabelly

Sharon will contact Alan to find out if there is anything we need to do for him prior to the board development meeting on June 2. Alan is scheduled to meet with the board from 1:30 to 4:30 p.m. to conduct the DISC profile.

V. New Business:

Scheduling a SHAPE meeting

Cheryl would like to schedule a strategic planning meeting for the board on Friday, April 9 from 11:00 a.m. to 1:00 p.m. to review the SHRM Affiliate Program for Excellence (SHAPE) chapter planning workbook and set goals for the rest of the year. Cheryl will call the Supper Club to see if their upstairs room is available.

Clatsop County Job & Career Fair, May 12, 2010

- Cheryl talked to the hospital's marketing manager, and he can create a banner for the chapter's booth.
- We will discuss and firm up details at the April 7 board meeting.

Cell Phone Numbers

All board members need to e-mail everyone their cell phone numbers. Please e-mail to Linda, and she will compile a list and e-mail it to everyone.

VI. Adjournment:

There being no further business to bring before the Association, the meeting was adjourned at 5:31 p.m.

Next Meeting:

Board meeting: Wednesday, April 7, 10:00 a.m. – 11:15 a.m.
 Chapter meeting: Wednesday, April 7, 11:30 a.m. – 1:00 p.m. Topic: A Framework for Employee Relations; Speaker: Elaine Young from Columbia Memorial Hospital

Both meetings will be held at Baked Alaska

Items needing action, follow up, or further discussion:

- Contact Patrick Overton as a potential speaker for August – Sharon
- E-mail Devra the meeting registration link – Sumuer
- Set up Devra on the Bank of Astoria accounts after next chapter meeting – Devra and Cheryl
- Contact Holiday Inn re: availability for May 14 State Council meeting and lodging for the attorneys on Thursday, July 8 – Sharon
- Contact Holiday Inn re: July 9 meeting room – Cheryl
- Update last year's seminar evaluation form – Cheryl
- Send officer report to Cheryl if unable to attend a board meeting - All
- E-mail cell phone numbers to Linda - All