

# LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION

## Minutes of Board Meeting

November 19, 2008

A meeting of the LCHRMA Board was called to order on this date at 4:10 p.m. Those in attendance were: Dean Perez, President; Genevieve Butenshon, President-Elect; Sumuer Watkins, Treasurer; Carol Snell, Vice President-Membership; Linda Zillinger, Past President; Sharon Craven, Secretary; Becky Read, Student relations Chair. Lori Bell, Communications Director was excused.

### 1. Officer Reports:

Genevieve reported that she has scheduled many speakers for 2009 and turned the schedule over to Cheryl Martin of Columbia Memorial Hospital, who will assume the position of President-Elect in 2009. Genevieve will provide topic ideas to Cheryl. SHRM has approved Diana Gould to speak in the fall. Cheri Faulk of Bank of Astoria has agreed to speak sometime in 2009, too.

Linda discussed a SHRM Foundation fundraiser and suggested having it at the Tongue Point Job Corps Center Bistro. She suggested charging \$20 for the event, with \$15 going to the Foundation and \$5 going to the Bistro to help cover expenses.

Sumuer reported that LCHRMA netted a profit of approximately \$300 from the November 13 presentation by Judy Clark, although funds still need to be donated to the SHRM Foundation, as requested by Judy in lieu of a speaker's fee. Sumuer also reported that LCHRMA received Chapter Champion Status in 2008 for our donations.

Carol reported that she has reported three new LCHRMA members to SHRM: Teresa Sims, NW Oregon Housing Authority; Raedetta Castle, TPJCC; Leslie Atkinson, Clatsop County. Dean commended Carol for her membership work in 2008.

Dean reported that Leslie Atkinson will be taking over the LCHRMA newsletter and meeting announcements in 2009. He advised the Board that the LCHRMA bylaws require officers to be professional level SHRM Members. Since Leslie is an associate member, Dean made a motion for an exception to be made to the bylaws to allow associate member Leslie Atkinson to serve as the Communications and Newsletter Chair for the calendar year of 2009 – 2010, filling a two year term. Linda made a motion to approve the motion and Genevieve seconded the motion. Motion carried.

### 2. New Business:

Dean reported that the bylaw changes were approved by SHRM and ratified by the chapter. Dean will sign the bylaws and forward them to SHRM.

Dean reported that LCHRMA achieved Membership Super Star status due to our membership growth. He added that Carol's membership status contributed to our success

and thanked her for her efforts. SHRM also acknowledged their appreciation of the self-audit Carol conducted.

Dean reviewed the third quarter scorecard showing total members and noted that LCHRMA was the only chapter in the Oregon State Council that received Foundation Champion designation. LCHRMA will be recognized for this designation at the National Leadership Conference in Washington, DC. Dean gave Linda high praise for her efforts on behalf of the SHRM Foundation.

Dean announced that he is unable to accept the position of Oregon State Council Treasurer since he is still the LCHRMA President and explained that the State Council does not allow one officer to have this level of responsibility.

A LCHRMA roster was distributed and Dean noted that we now have 33 members (two are student members and one is a multi-chapter affiliate).

The 2009 list of LCHRMA officers was distributed and board members were asked to coordinate transition into their new positions.

Some of the Chapter Achievement Plan (CAP) goals were reviewed and it was noted that Sumuer needs to submit the annual chapter financial report to SHRM by December 31, 2008. Dean will complete the CAP document and email it to the officers to review before submitting it to SHRM before the December 31, 2008 deadline. Several Board members agreed to complete items on the CAP checklist. The Board is hopeful that Superior Merit can be achieved.

Becky asked for guidance on student relation objectives and was advised that the objective is to advance the human resources profession. Becky reported that Stacey Bue (Student Relations Coordinator) has established working relationships with Tommie Redvine of Clatsop Community College and needs guidance on working with the students, from whom she has received good response. The Board agreed that the chapter should be ready for the students and welcome them. Suggestions included: an HR round table; creating HR internship opportunities; sponsoring a student job shadowing day; sponsoring SHRM memberships; helping students develop an HR career path; HR related scholarships; educating students that SHRM affiliation looks good on resumes; developing a college team for HR games (copyrighted by SHRM).

### **3. Old Business:**

Dean advised that the chapter will work on a LCHRMA recruitment letter in January, 2009.

There being no further business to bring before the Board, the meeting was adjourned at 5:45 p.m.

**Next Meeting:** Wednesday, January 21 at the Baked Alaska.

***Signed:***

---

*Sharon Craven, Secretary*

---

*Dean Perez, President*

---

*Date Approved*

*Cc: Columbia District Director  
Oregon State Council Director  
SHRM Regional Manager*