

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
November 3, 2010

I. Call to Order:

The meeting was called to order at 10:17 a.m. by President Cheryl Martin. VP Membership Dean Perez, Secretary Linda Zillinger, Treasurer Devra Hermosilla, SHRM Foundation/Diversity Chair Sumuer Watkins, and Workforce Readiness/Student Relations Chair Heather Aho were present. President Elect Sharon Borgardt and Communications Director Leslie Lipe were excused.

II. Approval of Meeting Minutes

Minutes from the October 6, 2010, board meeting were approved with corrections to Sharon Borgardt and Stacey Poor's last names.

III. Officer and Board Reports:

VP Membership – Dean Perez

- Dean distributed an updated LCHRMA officer list. Linda suggested adding the expiration date of each person's term of office to the list. Dean will follow up.
- New Members – New SHRM members who have affiliated with LCHRMA include: Sue Farmer, Executive Assistant/Payroll/HR, Warrenton-Hammond School District; Joyce Aho, Manager, Oregon Employment Department; and Pat Preston, Veterans Employment Representative, Oregon Employment Department. (Way to go, Dean!)

Walt Beck has joined SHRM, but he still needs to complete the LCHRMA affiliation form. Denise Hickman, the new HR Assistant at Columbia Memorial Hospital has joined SHRM; she also needs to complete the affiliation form. Dean will follow up with both of them. Former chapter president Linda Castro is showing as an at-large member. Dean will ask her to complete another affiliation form.

Karen Shinabery is planning to join.

Once all of these individuals have completed their affiliation forms, we will have the greatest number of members since the chapter's inception.

Heather said she has been working on Lisa Nyberg to join.

Dean e-mailed Norma Hernandez, asking her to join. The e-mail didn't go through, so Dean will follow up.

President Elect – Dean Perez reporting for Sharon Borgardt

Stacey Poor is interested in serving as the chapter's Communications Director, preparing the meeting flyers.

Treasurer – Devra Hermosilla

- The current checking account balance is \$2,873.67
The current savings account balance is \$5,640.56.
- We have some significant payments coming up: The scholarship for a PSU HR student, expenses for Sharon's attendance at the Leadership Conference, and Norma Hernandez' SHRM membership.
- Cheryl received a \$500.00 check for the chapter's 2009 Merit Award which she gave to Devra to deposit.
- Devra has left the Bullard law firm to go into private practice with her sister.

New Address: Sigle Law, LLC
 52022 SE 9th St.
 Scappoose, OR 97056

New Phone: 855.962.1454

Secretary – Linda Zillinger

- The Tongue Point Bistro is confirmed for the chapter meeting on March 9, 2011, that will benefit the SHRM Foundation. In the past, the Bistro has charged outside groups \$10.00 per head, but the rate has been reduced to \$6.00 per head. Tongue Point's previous culinary arts instructor, John Newman, prepared gourmet meals, and the current culinary instructor prepares more standard fare.
- Linda e-mailed the board the "old" chapter meeting evaluation form and member survey form to review. The logos need to be updated on both documents. Cheryl will update them and e-mail new documents to the board for review.
- Linda asked if the gift certificate for Paul Knoch had been mailed. Devra reported she got a \$75.00 certificate to the Irish Table and a card and sent them to Paul. (Thank you, Devra!)

Student Relations/Workforce Development – Heather Aho

- Heather reported that Allan Cabelly is out of the office until November 10. She does not know if he made the scholarship available to students, as he has not communicated with her.

MOTION by Perez: We create a back-up plan so that if we do not receive scholarship applications due to a lack of coordination at PSU, we extend the application deadline until February 15, 2011, and award the scholarship Spring term. Second by Zillinger. Unanimously approved.

- Devra suggested if we do receive scholarship applications from PSU this month, Heather scan and e-mail them to the board, so that we can all review them before we meet to discuss them at the December board meeting.
- Heather will create a screening tool using the scholarship criteria and GPA. Devra would like to have life experience included as one of the criteria.
- We will schedule a time to meet to review scholarships as soon as PSU has coordinated at their end. If we receive applications, now, we will need to notify the winner before December 10, because students will be leaving for winter break.

SHRM Foundation – Sumuer Watkins

Sumuer missed the October Foundation webinar. She has been out of town a lot. She is scheduled for the November webinar.

President – Cheryl Martin

- ESGR – The representative is not coming to the meeting today. Cheryl has been e-mailing them trying to get someone to come out. They are supposed to send 10 DVD's which she has not received, yet.
- New SHRM DVD - Cheryl received a SHRM DVD and discussion guide, "Health Care Reform and HR: One Checkup You Shouldn't Miss," presented by SHRM government affairs director, Mike Aitken. Cheryl suggested we show the DVD at a chapter meeting, or she could reserve the conference room at the CMH wellness pavilion.
- Speaker Gifts - Cheryl purchased the book, *History of Astoria*, autographed by the author, from the Maritime Museum. We will have copies available to give to returning speakers who have already received the book, *Columbia River – Gateway to the West*.
- Member Survey & Meeting Evaluation Form - Cheryl recommended we go ahead and use the old member survey that Linda e-mailed to everyone. She will add Linda's e-mail address and have members e-mail their completed surveys to Linda. She changed the logo on the old speaker evaluation form, and we will start using it again at meetings.
- Raffle - Cheryl will make up a flyer for the raffle for the gift certificate for Ashland's Lithia Hot Springs Resort and Gardens. We will donate the funds we raise to the SHRM Foundation. Discussion followed regarding how much to charge for the raffle tickets.

MOTION by Zillinger: We sell the raffle tickets for \$5.00, each, at the next chapter meeting. Seconded by Aho. Unanimously approved.

- Change in Meeting Rates – Cheryl still needs to send out an e-mail blast to all members and guest announcing the new chapter meeting rates, which will become effective January 1, 2011.
- Nominations for Officers – We still need a nomination for Secretary. Sue Farmer comes regularly. Perhaps she would be interested. Linda asked if Sue worked in an exempt position; she believed the chapter bylaws required SHRM professional membership for board officer positions. Everyone will review the bylaws.
- Holiday Dinner – Cheryl has reserved Baked Alaska for 16 people, 7:30 to 9:00 p.m. on Friday, December 10.

President Elect –Sharon Craven (who arrived late)

- Sharon asked if we were going to hold a chapter meeting on December 1. Nothing is scheduled, because we scheduled the half-day seminar on December 3 with attorney David Reiwald. BOLI is holding their annual employment law seminar in Portland on December 1 & 2. There may be a very low turnout for ours. After discussion, we were all in agreement that it would be best not to compete with BOLI. Devra will talk to David, giving our sincere apologies, and, hopefully, we can reschedule his seminar at a future date.

IV. New Business/Announcements:

- Since we are cancelling the half-day seminar, we agreed to hold a December chapter meeting and show the SHRM DVD on healthcare reform.
- Cheryl mentioned the Rogue Valley chapter is showing the DVD at their chapter meeting, and they are offering one HRCI credit. She suggested we do the same. Linda explained HRCI's guidelines required that we cannot eat lunch during the presentation part of the meeting. Cheryl will talk to Baked Alaska to have lunch ready at 11:30 a.m. We will eat and network from 11:30 a.m. to 12:15 p.m. and show the DVD, followed by discussion, from 12:15 to 1:15 p.m. Linda will apply for HRCI credit.
- We will need to arrange for a laptop, projector, and screen to show the DVD. Sharon recommended we purchase a projector for the chapter. Heather offered to get pricing, and we will discuss at the next meeting.

V. Adjournment:

There being no further business to bring before the Association, the meeting was adjourned at 11:23 a.m.

Next Meetings & Events:

Board meeting: Wednesday, December 1, 10:00 a.m. – 11:15 a.m.

Chapter meeting: Wednesday, December 3, 11:30 a.m. – 1:15 p.m. Topic: “Health Care Reform and HR: One Checkup You Shouldn’t Miss.”

Items needing action, follow up, or further discussion:

1. Contact Norma Hernandez about joining the board with the chapter paying her membership the first year – Dean
2. Contact Walt Beck, Denise Hickman, and Linda Castro about completing the LCHRMA affiliation form – Dean
3. Create a screening tool for scholarship applications – Heather
4. Make up a flyer for the raffle - Cheryl
5. E-mail everyone on the membership and guest list announcing the new 2011 meeting rates - Cheryl
6. Update the old chapter evaluation form and member survey with the new logos and send out the member survey – Cheryl
7. Apply for HRCI credit for the December meeting – Linda
8. Contact Baked Alaska to have the meal ready to be eaten at 11:30 a.m. for the December meeting.
9. Review the chapter bylaws to determine criteria for being a board member - All
10. Review SHAPE goals - All