



LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
May 4, 2011

I. Call to Order:

The meeting was called to order at 10:08 a.m. by President Sharon Borgardt. Past President/VP Membership Dean Perez, Treasurer Lisa Nyberg, Secretary Kelli Brenden, and Communications Director Stacey Poor were also present. President-Elect Linda Zillinger, Workforce Readiness/Student Relations Chair Heather Aho, SHRM Foundation Director Sumuer Watkins, and Diversity Chair Norma Hernandez were excused.

II. Approval of Meeting Minutes

Minutes from the March 23, 2011 Board meeting were approved as presented.

III. Officer and Board Reports:

President – Sharon Borgardt

A Chapter Financial Support Check in the amount of \$343.75 was received from SHRM for the 4th quarter 2010. The check was based on 35 members and the Chapter received another \$125 for large net gain of five.

President Elect – Excused

Treasurer – Lisa Nyberg

Lisa reported \$1963.48 in checking and \$3642.92 in savings. The February luncheon made a profit of \$15.75. We still need to make our SHRM Foundation donation from the March meeting.

Vice President of Membership – Dean Perez

Dean has discount cards from SHRM, a special offer for first-time members. These cards provide \$15 savings to incentivize membership to SHRM. The chapter now has 39 members.

Communications Director – Stacey Poor

Alan Cabelly is presenting in June. Barb Bloom from Bullard Law in July.

Student Relations/Workforce Development - Excused

SHRM Foundation Director – Excused

SHRM Foundation/Diversity Chair – Excused

IV. Old Business:

- April 8 HR On Trial event – Lisa has yet to total cost/revenue. 20 people had signed up for the event. Mileage has not yet been paid to our presenter and his assistant.
- Scholarship update – Checks have cleared. Dean will follow up with Alan Cabelly to see if we can get pictures of recipients.
- Bylaws are approved and ready for ratification – can ratify via email. Sharon will send the bylaws out via email to membership requesting approval. For ratification, we need a yes vote of 50% + 1.
- Once the bylaws are approved, Sharon can notify the still pending Board Members via email of their appointment.
- Projector purchase update – Heather still does not have a price. No update as of yet.
- Clatsop County Career Fair update – Stacey reported the career fair went well. Resume screening was very busy. Attendance was up and all feedback was positive. LCHRMA was a \$300 advertising sponsor plus a space participant.

V. New Business/Announcements

- May 6 OSC meeting – Dean & Sharon will both conference call into the meeting. Sharon will report on our speakers for the quarters thus far, revised bylaws, scholarships, 39 members, career fair sponsorship/resume review.
- Is there a cheaper location than Holiday Inn Express for the July 15th event? \$200 for ½ of room or \$350 for entire room. Coffee service was \$75 at our last event. Lisa will check on the Community Room at Clatsop Community College (CCC) for availability. Food and coffee service may be available at CCC. Lisa will email the details when she finds out. Stacey needs to get flyer out by next week. Dean motioned if capacity is 45, can offer food/coffee service, we move to the college for this event.
- Do we need to consider income sources? Sharon was looking on the SHRM website and saw the idea of sponsorship fee for our chapter meetings. Different vendors can come in and speak to the group for 5 minutes for a fee. A proposed fee of \$100 as discussed. We may want to think about a July sponsorship. Knutsen or AFLAC were brought up as potential sponsors. Sharon will work on a one page “what you get as a sponsor” information sheet to distribute.

VI. Other Business/Discussion

- Stacey will continue to do the headcount to Chris at Baked Alaska. Lisa will send a report to Stacey on Thursday before the meeting.
- Friday, November 4th is the OSC meeting – Lisa will look at the college availability. The Maritime Museum was the venue used last time for this meeting and it has already been booked and has doubled in price.

VII. Other Business/Discussion:

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, June 1, 2011, 10:00 a.m. – 11:15 a.m.

Chapter meeting: Wednesday, June 1, 11:30 a.m. – 1:00 p.m. Topic: “Managing your Boss presented by Alan Cabelly, PhD, SPHR School of Business Administration, Portland State University

Items needing action, follow up, or further discussion:

1. Research projector costs – Heather
2. Venue change to Clatsop Community College for July meeting? Lisa
3. Clatsop Community College availability for the November 4th meeting? Lisa
4. Meeting sponsorships – “what you get for sponsorship” flyer – Sharon
5. Bylaw change ratification - Sharon

Respectfully submitted,

Kelli Brenden
LCHRMA Secretary

Linda Zillinger, President Elect

Date

Sharon Borgardt, President

Date