

**LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION**  
**Minutes of Board Meeting**  
**June 17, 2009**

**I. Call to Order:**

The meeting was called to order at 4:00 p.m. by President Elect Cheryl Martin. Secretary/Past President Linda Zillinger and Treasurer Sumuer Watkins were present.

**II. Approval of Minutes:**

Linda Zillinger distributed the minutes from the May 20 meeting. We did not have a quorum to approve the minutes, and we will defer approval until the next meeting.

**III. New Business:**

Linda shared a sympathy card for Dr. Nancy Carritte. Dr. Carritte is a past chapter speaker, and her daughter recently passed away from cancer. We agreed to not mail the card until chapter President, Dean Perez has an opportunity to sign it. .

**IV. Old Business:**

Employment Law Seminar Update

- Thirty people have registered for the seminar.
- Cheryl has the hotel rooms reserved at the Holiday Inn for the two speakers and sent them the hotel confirmation.
- We have invited the attorneys and board members to have dinner together at 7:00 p.m. at the Bridgewater Bistro on Thursday evening before the seminar.
- Cheryl needs to contact and firm up catering. Recommendations:
  - Uniontown
  - Baked Alaska
  - Silver Salmon
  - Culinary Caterers
- The contract with the Holiday Inn has been signed for the meeting room. Cheryl will check the room and computer set up the night before.
- We need to make up certificates for attendees. Linda will prepare a draft and send it to Cheryl. Cheryl will print out the certificates in color.
- HRCI has approved the seminar for 3.5 credit hours.
- Christine Lolich has volunteered to do registration, and she will receive a 50% discount on the registration fee. Becky Read received the second discount. We still have a discounted fee available for a third person.

- We need name tags. Cheryl can print them out if she has time, but she needs someone to buy the tags and give them to her.
- We need the attorneys' handouts in advance to photocopy. Cheryl can make copies.
- We need to have an agenda for the day and have it at each place setting when people arrive. Does the Holiday Inn provide pens and/or notepads?
- Sumuer will provide the final registration list that morning and pre-print receipts.
- We will have Dean be the facilitator for the day and remind people to fill out the evaluation form at the end of the last session. Linda has the chapter's evaluation form from the seminar two years ago and will e-mail it to Cheryl to use as a draft.
- Sumuer will call Caroline at the Holiday Inn to arrange payment for the meeting rooms and the attorneys' lodging.
- Questions: Can Leslie send the seminar flyer to post on the NHRMA and Portland chapter websites? Can we send it to the SHRM at-large mailing list? Does Lori have the list?

#### **V. Action Items Assigned:**

- Contact caterers – Cheryl
- Certificates – Linda e-mail to Cheryl
- Pre-print seminar receipts and bring final registration form – Sumuer
- Evaluation form – Linda e-mail to Cheryl
- Check Holiday Inn room set up – Cheryl
- Arrange payment to Holiday Inn - Sumuer

#### **VI. Adjournment:**

There being no further business to bring before the Association, the meeting was adjourned at 4:45 p.m.

#### **Next Meeting:**

There will be no chapter meeting in July due to the seminar. The next regular chapter meeting will be held Wednesday, August 5 at Baked Alaska. Terri Opsahl will present the annual insurance update.

The next board meeting is scheduled Wednesday, June 17 at Baked Alaska.