

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION
Minutes of Board Meeting
May 20, 2009

I. Call to Order:

The meeting was called to order at 4:00 p.m. by Dean Perez, President. Communications Director Leslie Atkinson, President Elect Cheryl Martin, Secretary/Past President Linda Zillinger, Student Relations Coordinator Becky Read, and Treasurer Sumuer Watkins, were present. Dean distributed the meeting agenda and welcomed those in attendance.

II. President's Report:

Dean will track down the minutes from the last meeting when Linda was in New York City.

Cheryl will be handling the planning for the July employment law seminar.

Lori Bell, VP Membership, is working on the membership drive. There are a number of people out there who are SHRM members who are not affiliated with chapters. Dean has set a membership goal of 50 for the chapter.

Sumuer has been doing a really good job with the chapter finances. At the last meeting the board discussed transferring money from checking to savings.

Motion: After the July employment law seminar, we look at the savings balance and consider transferring \$2,500 from savings into a certificate of deposit.
(Moved by Linda; seconded by Leslie; approved by all).

Leslie got the flyer out for the July seminar. It is posted on the website, and registration has begun coming in. An announcement will be in the June Chamber newsletter, and in the Coast River Business Journal.

Linda submitted the application to HRCI for 3.5 credit hours.

III. Treasurer's Report:

- \$2,508.33 in checking
- \$4,618.50 in savings
- \$2000 has been moved from savings to checking.

IV. Other:

Member Recruitment

The board discussed new member recruitment. Becky suggested having a board member speak at a Chamber meeting. Writing a SHRM promo piece for the Chamber newsletter was also discussed.

June Chapter Meeting

We are sold out for Alan Cabelly. We filled up with members, so the announcement capped out at 24 (Alan's request) for the small group break out for the DISC profile. We need three flip charts and markers and flip chart paper. Alan said most people are D's; we'll have a handful of I's, S's, and C's.

July Employment Law Seminar

- The attorneys who are presenting are great and they have great stories to share.
- Dean reviewed the seminar agenda. The day before the seminar, the attorneys are doing a supervisor boot camp at the County. The goal is to have 50 people attend.
- Cheryl will coordinate the logistics the day before. We would like to check the room and computer set up the night before.
- LCHRMA will pay for the attorneys' accommodations for one night and return mileage to Portland. Clatsop County will pay for their mileage to Astoria, since they are presenting at the County the day prior.
- We're planning to serve bagels, yogurt, fruit, coffee, and juice. We'll ask the caterer to bring in soda and cookies at the break.
- We will need three volunteers at the front desk. Dean will be the MC/Introducer. Cheryl suggested we offer a 50% scholarship for people to help at the door.

Motion: In exchange for volunteering, up to three people can attend at half price. (Moved by Leslie; seconded by Linda; approved by all).

Chapter Brochure

Dean asked board members to review the updated chapter brochure and e-mail Leslie with any changes.

College Relations

Becky and Stacey spoke to Tommy Redwine's business class at Clatsop Community College, and two of her students attended a chapter meeting.

Becky suggested we put a cap on student sponsorship. She and student relations representative Stacey Bue will visit Tommy's class once/term. Becky thinks their talks are building momentum and interest is growing. Discussion followed regarding if the chapter should fund student relations as we go. Should we create a Student Relations form for interested students to fill out? The coming year will be a year of building momentum. Tommy Redwine will be attending Alan Cabelly's presentation at the June meeting.

New SHRM Learning System

Dean asked if the chapter wanted to purchase the new learning system. If so, he will ask the State Council if we can request funds from the Council. Linda suggested we request funds from the NHRMA scholarship fund. Dean will follow up.

V. Action Items:

Talk to Sharon Craven regarding the caterer and reserve a room at the Holiday Inn - Cheryl

The board will take the attorneys out to dinner the night before the seminar. The chapter will pay for the attorneys, and board members will pay for their own dinner. Attorneys need to be contacted regarding dinner - Dean

Contact the attorneys regarding their training needs (projector, screen, podium, microphones with clip on mikes) - Dean.

Any additional advertising; press release to the Daily Astorian – Leslie

Follow up with HRCI regarding credits - Linda

Certificates of Completion. (Who has last year's certificate?) – Ask a volunteer

Name Tags – Assign to a volunteer to purchase and bring

Does the hotel provide pens? – Cheryl

Handling registration – Leslie

Talk to Lori about the membership drive – Dean

Talk to the State Council about purchasing a SHRM Learning System for the chapter.

VI. Adjournment:

There being no further business to bring before the Association and no presentation scheduled, the meeting was adjourned at 5:30 p.m.

Next Meeting:

The next regular chapter meeting will be held on Wednesday, June 3 at Baked Alaska.

The next board meeting will be held Wednesday, June 17 at Baked Alaska.

Respectfully submitted by Linda Zillinger, chapter secretary.