

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION

Minutes of Board Meeting

April 3, 2006

A meeting of the LCHRMA Board was held on this date at 5:30 p.m. Those in attendance were: Linda Zillinger, President; Sharon Craven, President-Elect; Linda Ray, Treasurer; Brett Marconeri, Communications Director/Press Agent and Genevieve Butenshon, Secretary. Genevieve took minutes of the meeting.

Linda Zillinger reported on a number of items and issues, including her participation in the recent SHRM State Council meeting via conference call, information obtained from other SHRM chapters, and HRCI credits. She distributed copies of "Leaders Edge" for review and noted that the publication is available on the SHRM web site. The board discussed and reviewed current LCHRMA membership/recruitment.

Details of the April 11th high school job fair were reviewed. Linda Ray will present on "How to Fill Out an Application/What to Put on a Resume," Paul Knoch will present on "Interview Tips," Brett Marconeri and Linda Zillinger will be available for mock interviews and resume critiques.

Permanent chapter meeting duties were assigned as follows: Linda Ray and Genevieve will be responsible for registration, Brett will greet members and guests, and Sharon Craven will introduce the speaker.

Linda Ray reviewed the process of the annual joint LCHRMA/Chamber of Commerce Scholarship and noted that applications are currently being submitted. She will inquire if the deadline can be extended for Tongue Point Job Corp students as Tongue Point has not received the scholarship information, yet; the Board agreed to meet on April 24th to review the applications.

Linda Zillinger noted that she will regularly compose thank you letters to monthly speakers; Sharon will send a thank you for the podium donation.

Linda Zillinger reviewed the website update progress and reported that a proposal has been received to continue maintenance at the cost of \$50 per update. The Board discussed various options; Linda Zillinger will further research possibilities and report back to the Board as soon as possible. The Board also again discussed the possibility of obtaining a business debit or credit card; Genevieve will look into options and obtain an application.

Board members discussed various fundraising ideas and options. Sharon reported on prospects of holding a half-day employment law update seminar; she will confirm a November date with the attorneys as soon as possible. In addition, community involvement opportunities were discussed, with a variety of ideas brought forth.

The Board then reviewed the sample SHRM job descriptions, discussing specific applicable duties. Board members are to review and draft their individual job description prior to the next Board meeting.

There being no further business to bring before the Board, the meeting was adjourned at 7:05 p.m.

Action Items:

Linda Ray will forward specific membership update information to Paul Knoch.

Sharon Craven will clarify her own SHRM membership status.

Linda Zillinger will inquire into the possibility of SHRM waiving the membership fee for service members called up to active duty (specifically Dean Perez).

Linda Zillinger will further research website update possibilities and report back to the Board as soon as possible.

Genevieve will look into business debit or credit card options and obtain an application.

All board members will draft their position description prior to the April 24 meeting. Members not attending the meeting will e-mail their draft to Linda Zillinger.

Next Meeting:

Available board members will meet on Monday, April 24, 2006; 5:30 p.m. at Fulio's restaurant, specifically to review scholarship applications.

Signed:

Genevieve Butenshon, Secretary

Linda Zillinger, President

Date Approved

*Cc: District Director:
State Director:
SHRM Area Director:*