

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION

Minutes of Board Meeting

February 9, 2007

A meeting of the LCHRMA Board was held on this date at 4:00 p.m. Those in attendance were: Linda Zillinger, President; Paul Knoch, Vice President of Membership, Linda Ray, Treasurer, Lori Bell, Communications Director and Genevieve Butenshon, Secretary. Genevieve took minutes of the meeting.

1. Installation of Board Member:

Linda Zillinger conducted the formal installation of Lori Bell as the new Communications Director.

2. 2007 Meeting and Speaker Schedule:

Board members discussed options and ideas for speakers and presentations, as well as alternative times for monthly meetings. Paul made a motion authorizing the Chapter to pay for Linda Zillinger's monthly meeting fees. Genevieve seconded the motion and it was carried unanimously. Paul briefly reported on utilizing the option of "Pay Pal" to accommodate meeting registration and payment. He will forward additional information to Board members for consideration. Board members agreed to increase the monthly meeting fee from \$15 to \$17 for pre-registration and \$20 at-the-door registration, beginning with the anticipated implementation of Pay Pal in May 2007. It was also agreed to restructure the regular monthly meeting schedule in order to accommodate HRCI accreditation, beginning with the April meeting, as follows: 11:15 a.m. Registration; 11:30 – 12:30 p.m. Speaker Presentation; and lunch at 12:30 p.m.

3. State Council Meeting Schedule:

Linda Zillinger noted the upcoming State Council Meeting schedule and asked if other Board members would be available to attend. Linda Ray said she could attend the November meeting in Eugene, and Paul will consider attending the September meeting in Bend.

4. Clatsop County Job Fair:

Linda Zillinger reported that she had committed the chapter to participating as a panel for the upcoming Job Fair, and the Board discussed specific ideas and materials. Board members will e mail their individual presentations/ideas to Lori Bell before the next Board meeting for consolidation into a comprehensive handout for job seekers. Members discussed providing attendees with a folder, pen, and bag for the information they collect at the fair.

5. Other Business:

Linda Zillinger noted that she is still waiting for the 2007 Chapter Achievement Plan from SHRM. She also asked Board members to review ideas for the Chapter's web site before the next meeting. Additionally, the Board discussed additions and changes to the membership survey; Linda Ray will create a new draft for review.

There being no further business to bring before the Board, the meeting was adjourned at 5:55 p.m.

Action Items:

Board Member	Task
Lori Bell	Consolidate board members presentation information into a draft handout for the job fair.
Genevieve Butenshon	Contact John Compere re: possible presentation. Design LCHRMA brochure following input from Linda Z.
Sharon Craven	Contact Attorney re: possible ½ day "HR 101" seminar. Contact Deborah Jeffries re: possible ½ day seminar.
Paul Knoch	Contact Marge Cieri re: possible ½ day seminar. Forward information on Pay Pal.
Linda Ray	Contact Tom Bergin re: possible presentation. Contact Terri Opsahl re: Benefits presentation . Look into resources for folders, bags, pens, etc. for Job Fair. Complete draft of membership survey.
Linda Zillinger	Contact Alan Cabelly re: presentation on generational differences. Contact Mary Huber re: "Business Writing" presentation. Contact Randy McClelland re: Pay Pal set up. E mail members re: job fair participation. Look into LCHRMA banner. Send brochure verbiage, ideas, etc. to Genny.
All	E mail job fair presentation ideas to Lori. Think of ideas for door prizes at monthly meetings.

Next Meeting:

Friday, March 16, 2007, 4:00 – 6:00 p.m., at the Bank of Astoria Warrenton Branch Board Room.

Signed:

Genevieve Butenshon, Secretary

Linda Zillinger, President

Date Approved

*Cc: Columbia District Director
Oregon State Council Director
SHRM Regional Manager*