

LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION

Minutes of Board Meeting

July 28, 2006

A meeting of the LCHRMA Board was held on this date at 4:20 p.m. Those in attendance were: Linda Zillinger, President; Sharon Craven, President-Elect; Brett Marconeri, Communications Director/Press Agent and Genevieve Butenshon, Secretary. Genevieve took minutes of the meeting.

1. New Business:

Linda discussed the upcoming SHRM requirement to review and update Chapter Bylaws. She distributed copies of the SHRM Chapter Bylaws Checklist, Model SHRM Chapter Bylaws, as well as the current LCHRMA Bylaws. Each member was assigned a section to review and update (using MS Word, Times New Roman, 12 point) and then e mail to Linda no later than August 11, 2006. She will then compile and provide a draft for review at the next Board meeting. The assignments are as follows:

Article Number:	Board Member:
1, 2, 3 & 10	Linda
4	Paul
5 & 6	Sharon
7 & 11	Genevieve
8,9,10, 12, 13, 14	Brett

Genevieve reviewed plans discussed at the meeting with MTC Works for upcoming Employer seminars; further information will follow as soon as possible. The Board discussed ideas and options for soliciting donations for the NHRMA Conference; action items listed below. Linda noted that LCHRMA membership has increase to 21. She also reported that Dean Perez had e mailed his thanks for the State Council sponsorship of his SHRM membership.

The Board then discussed various topics for future chapter meetings, expressing the desire to appeal to a broader audience. A number of ideas were reviewed; board members will follow up with specific resources.

2. Old Business:

Details of the November 3, 2006 Employment Law seminar were discussed, including location, refreshments, topic selection, registration and advertising. It was agreed that Sharon will reserve a meeting room at the Seaside Best Western and clarify with the law firm specifics about mileage reimbursement, room requirements and meal expenses. Sharon reported also that she is in the process of determining HRCI credit availability. Additional action items noted below.

Linda reported that five people had signed up for the Study Group; it was agreed to charge \$100 for LCHRMA members and \$125 if a participant was not a LCHRMA member. Linda also reported on updates to the website, including additional links. Paul inquired if Randy could monitor how many “visits” are made to the website; Linda will follow up. Paul distributed the updated Member and Guest lists; various specifics were reviewed and discussed. Linda noted that the personal donations to the SHRM Foundation should be made at any time; she will bring the applicable forms to the next Chapter meeting. The Board agreed to increase the Chapter donation to \$125.

Lastly, Linda briefly reviewed the CAP goals and reiterated the requirement that Board members attend a SHRM Volunteer Resources webinar as soon as possible.

There being no further business to bring before the Board, the meeting was adjourned at 6:05 p.m.

Action Items:

Board Member	Task
Genevieve	Contact previous LCHRMA secretary for prior minutes, documentation, etc.
	Contact Hotel Elliott for NHRMA Conference donation
	Contact Cascade Centers EAP for possible presenter
Brett	Contact Shirley Dahlsten for NHRMA Conference donation
	Contact Lisa Nyberg for mailing lists, etc. for use in advertising Nov. 3 seminar
Sharon	Contact Holiday Inn Express for NHRMA Conference donation
	Reserve location for Nov. 3 seminar
	E mail list of topics to attorneys presenting Nov 3 seminar; clarify misc. expenses
Paul	Contact Gearhart Golf Course for NHRMA Conference donation
Linda	E mail SHRM Foundation “bullet points” to Board members for NHRMA Conference donation information
All	Bylaws review, SHRM Volunteer Resources webinar

Next Meeting:

To be announced via e mail.

Signed:

Genevieve Butenshon, Secretary

Linda Zillinger, President

Date Approved

*Cc: District Director
State Director
SHRM Area Director*