

# **LOWER COLUMBIA HUMAN RESOURCE MANAGEMENT ASSOCIATION**

## **Minutes of Board Meeting**

**March 16, 2007**

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

### **1. 2007 Meeting and Speaker Schedule:**

Board members reviewed a draft of monthly meeting presentations scheduled thus far and discussed additional possible presenters and topics. Linda Zillinger noted that the Astoria Warrenton Chamber of Commerce newsletter included a flyer regarding a seminar on employee drug use; she will e mail the specific information to LCHRMA members.

### **2. Clatsop County Job Fair:**

The Board discussed specific plans for participation in the April 24, 2007 Clatsop County Job Fair, including leading an Employer Panel. Genevieve, Linda Ray, Linda Zillinger and Lori Bell all confirmed that they will be present. Linda Ray reported that she had ordered 1000 folders; the Board discussed ideas for inserts, including information on job hunting, preparing applications and resumes, preparing for the interview, etc. Linda Ray will coordinate the insert printing. Linda Zillinger noted that she will e mail LCHRMA members to see if others are available to staff either the LCHRMA table or participate in the panel. Linda Ray also volunteered to purchase balloons and candy to distribute.

### **3. Website/Meeting Registration:**

The Board further discussed the option of utilizing PayPal, especially for advanced payment of meeting registration. Lori stated that she would take over the registration duties. Board members agreed to proceed with the monthly meeting fee increase to \$17 for pre-paid registration and \$20 for at-the-door registration, once PayPal is implemented.

### **4. State Council Meeting:**

Linda Zillinger reported on various topics discussed at the recent State Council Meeting, including upcoming conferences, new CAP notifications and the SHRM branding initiative. She also noted that Paul Knoch has confirmed that the Cannon Beach Conference Center will be available to host the May 11, 2007 State Council Meeting.

## 5. 2007 Chapter Achievement Plan:

The Board reviewed the 2007 CAP, noting specific items for consideration, as well as assigning web cast viewing. It was agreed to complete all web casts by August 2007 and to e-mail Board members once a web cast has been viewed in order to avoid unnecessary duplication. It was also noted that elections for 2008 chapter Officers should take place in October, as we need to report 2008 officer to SHRM by 12/01/07.

## 6. Other Business:

Linda Zillinger reported that the Chapter's membership is up to 26. Linda Zillinger gave Genevieve the original Chapter Bylaws for retention as well as Board position descriptions. Lori will forward the Communications Director Position Description to Linda Zillinger as soon as possible. Linda will review and forward to Genevieve. Linda Ray noted that the annual LCHRMA High School Scholarship process should be initiated as soon as possible; she will look into adapting the SHRM Scholarship application for the Chapter's use.

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

### Action Items:

<b>Board Member</b>	<b>Task</b>
Lori Bell	Forward job description to Linda Z Print LCHRMA Brochure
Genevieve Butenshon	E-Mail LCHRMA Brochure to Lori Bell
Linda Ray	Complete draft of membership survey Purchase items for Job Fair Look into possible speaker on Workers Compensation issues
Linda Zillinger	Contact Sharon Craven to follow up with Debra Jeffries and Tom Bergin E -mail LCHRMA members regarding Job Fair participation E-mail LCHRMA members info on the Chamber's drug and alcohol seminar
Sharon Craven	Contact speakers to finalize annual meeting schedule as soon as possible.
All	View web casts as time permits

Next Meeting: To be announced.

***Signed:***

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*Genevieve Butenshon, Secretary*

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*Linda Zillinger, President*

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*Date Approved*

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