

**RV CHAPTER – SHRM 2009 Board of Directors**  
**Board Meeting Minutes**  
**April 16, 2009**

**Present:** Heidi Willey, Paula Stanbridge, Ginger Kentzell, Trish Forde, Crystal Peterson, Gary Galligan, Clair Steffens, Michelle Robinson, Karen Holt, Lisa Seldon, Connie Burns

**Absent:** Ainoura Oussenbec, Suz Montemayor, Jon Jennings, Sarah Elkinton, Janeen Hilbrink, Michael Rees, Joan McBee, Lyndell Smothers, Fred Holloway, Gail Bradley

**Meeting was called to order at 7:37am by President Heidi Willey at the RCC/SOU Higher Education Center, Room 228 in Medford**

<b>SUBJECTS</b>
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**NEW BUSINESS**

- A quorum was present
- Minutes from the March 2009 Board Meeting were approved.
- Motion made, seconded and approved to roll over our Certificate of Deposit for another eight months
- Discussion on providing \$40 scholarships towards a “new” SHRM National membership at the May Legal Seminar. No quorum present to vote as some board members had to leave the meeting early

**OLD BUSINESS**

More questions were raised regarding our chapter overseeing the administrative functions and finances of the Klamath Basin Chapter, which has 25 active members. Does National have funds to provide for simulcast meetings and programs? RCC/SOU has the capability. What is the interest of the Klamath members in participating on our board and in chapter meetings? Heidi will forward our additional questions to our National representative.

**BOARD STANDARD REPORTS**

**Programs:** May Legal Seminar: For the auction, Trish will look into obtaining a Britt certificate that would allow the winner to choose the program they would like to attend. Caterer has been arranged. Board members were given flyers to distribute and post. Trish won a Gary West gift basket and offered to donate the prize as a raffle or door prize gift.

**Hospitality:** No Report

**Financials:** Treasurer’s report was presented. Our online PayPal account has successfully been set up and we’ve received 3 registrants for the Legal Seminar through this added feature. However, we are finding that we don’t receive any information on the registrants, so we will have forms available at the door to ask them to complete. Paula was informed that our 501(c)6 status request has not yet been assigned to an agent because they are back logged with no anticipated date of assignment at this time. Connie Burns is working on an audit of our 2008 financials.

**Legislative:** No Report

**Certification:** Gary reported he has a regular study group for the upcoming certification exams. He hasn't received credit information for the upcoming Legal Seminar yet.

**Membership:** Trish will get the at-large membership list to Karen so they can be outreached to affiliate with our chapter

**Newsletter:** Clair will need updated email addresses from our members prior to sending out the next newsletter

**Community Relations (Advertising):** Gail stated that she will be attending greeters meetings on a regular basis

**Outreach:** No report

**Web Master:** Ginger stated she had spoken with Fred and he would be able to post the approved meeting minutes on our chapter website.

**College Relations:** No report

**Diversity:**

**Workforce Readiness:** No Report

**CAP:** Lisa handed out workbooks for each board member who held a position with CAP requirements.

<b>SPECIAL PROJECTS</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>
<b>Pictures of board members to Heidi</b>	<b>All</b>	<b>As soon as possible</b>

<b>ACTION ITEMS</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>
<b>How do other SHRM state chapters handle affiliates</b>	<b>Janeen Hillbrink</b>	<b>March meeting</b>
<b>Attendance requirements for chapter activities for Board members</b>	<b>All</b>	<b>March meeting</b>
<b>Klamath Basin Chapter</b>	<b>Janeen Hilbrink</b>	<b>April meeting</b>
<b>Future joint annual meetings with ASSE</b>	<b>All</b>	<b>April meeting</b>
<b>National Chapter quarterly Reports</b>	<b>Trish</b>	<b>Prior to May meeting</b>
<b>Membership at-large list</b>	<b>Trish</b>	<b>Prior to May meeting</b>

<b>PARKING LOT ITEMS</b>	<b>Person(s) Responsible</b>	<b>Revisit / Due Date</b>
<b>Community events funding</b>	<b>All</b>	<b>Future meetings</b>
<b>Monthly chapter meeting sponsors</b>	<b>All</b>	<b>Future meetings</b>
<b>Attracting senior HR professionals to our chapter</b>	<b>All</b>	<b>Future meetings</b>
<b>New chapter member orientation</b>	<b>All</b>	<b>Future meetings</b>
<b>Mentor program for new chapter members</b>	<b>All</b>	<b>Future meetings</b>
<b>Develop a mission statement</b>	<b>All</b>	<b>Future meetings</b>
<b>Publish a list of certified chapter members</b>	<b>All</b>	<b>Future meetings</b>
<b>Board role in legislative issues</b>	<b>All</b>	<b>Future meetings</b>

Next meeting scheduled for Thursday May 14m 2009 at 7:30am at RCC/SOU HEC Building Downtown Medford. The meeting may need to be held in a different room for May.

Meeting adjourned 8:30am

Respectfully submitted,

Ginger Kentzell  
Secretary