

**RV CHAPTER – SHRM 2009 BOARD OF DIRECTORS**  
**Board Meeting Minutes**  
**August 20, 2009**

**Present:** Heidi Willey, Trish Forde, Gary Galligan, Karen Holt, Gail Bradley, Ainoura Oussenbec, Clair Steffens, Crystal Peterson, Lisa Sheldon, Michele Robinson, Janeen Hilbrink, Connie Burns,

**Absent:** Ginger Kentzell, Jon Jennings, Sarah Elkinton, Lyndell Smothers, Michael Rees, Joan McBee, Fred Holloway

## **SUBJECTS**

### **REVIEW AND APPROVE MINUTES**

- A quorum was present
- Minutes from the July 2009 Board Meeting approved
  - Karen Holt motioned Ainoura Oussenbec second
- Agreed to move all of the special project items and parking lot items off the monthly board meeting minutes

### **ACTION ITEMS:**

#### **2010 Board Election – Ballot to date**

- President – Heidi Willey
- President Elect - Gary Galligan
- Secretary – Tammy DeJong
- Treasurer – Trish Forde
- HRCI Certification Director – Gary Galligan
- Web Master – Fred Holloway
- Newsletter Director – Clair Steffens
- Workforce Readiness Director – Suz Montemayor
- CAP Director – Lisa Sheldon
- College Relations Director – (tentative) Joan McBee
- Hospitality/Foundation Director – Sarah Elkinton
- Community Relations/Scholarship – Gail Bradley
- Diversity Director – Michelle Robinson
- Legislative Director – (tentative) Michael Rees
- Programs Director – OPEN
- Membership Director – (tentative) Jon Jennings
- Director at Large/Membership Committee – Ginger Kentzell
- Director at Large/HRCI Certification - Karen Holt
- Director at Large/Programs Committee – Ainoura Oussenbec
- Director at Large/Programs Committee – Shannon Stuver
- Director at Large/Membership Committee – Connie Burns

Goal is to have the ballot ready by the end of August. Ballot will be done as an on-line survey.

### WEB Site

There was a discussion about purchasing some web software to use for the chapter as we have been using Fred Holloway's. It was mentioned that MS Office has free web software that is easy to use. Michelle will be learning from Fred as a back up web-master.

### August Program

- Only 27 people have signed up to date. This is the break-even point.
- Remember you must have picture ID to enter
- Ainoura will send the list of enrollee's to Heidi to forward to Lyndell
- Great caterer (Your Personal Chef) from Grants Pass makes home-made goodies
- Michelle and Gail will help with registration at the event

### POWER-UP

The people working with Power-Up are very interested in partnering with SHRM for trainings. They will be helping with the May Legal Seminar. They may be able to bring a high profile speaker in from out of the area. They would like to offer HRCI credits for the workshops they offer. Gary mentioned that for outside entities to get credits there is a \$45 fee.

### Programs

- September, October and November programs are all scheduled
- Certification has been approved for 2 of the 3 programs
- December will be the holiday social
  - Planning Committee Chair is Michelle
    - Gail & Connie will assist

### Oregon State Council Meeting

- Janine attended the previous meeting, but is not sure she will be able to serve again next year as the regional representative.
  - Janine said that it will be a requirement for all SHRM Chapters to have a live stream link to the SHRM website on our website
  - Janine notified the State Council that we decided not to incorporate Klamath Falls in our chapter. It is now their decision what to do next
- The next State Council meeting is Friday, Sept 11, 2009 in Roseburg at the Douglas County Courthouse
- Connie Burns will represent the RV SHRM Chapter
- November's meeting will be held in Eugene, still need someone to represent the chapter
- It is possible to receive credits for attending

### Financial Report

- Not much has changed from last month
- Net Income \$4,322.47
- Liabilities & Equity \$15,032.14
- Trish passed around the report

### CAP Report

- Lisa sent out packets to Board Members that have not been present at the meetings but have not had much response
- Don't want to lose our Superior Merit status so need to work on CAP
- September meeting will focus a portion of the meeting on CAP requirements

### HRCI Report

- Gary will be starting the next study group on September 14<sup>th</sup> and it will run into December
- Gary will send out an email to all Board Members of when the study groups are being held
- The last session of classes started with 18 and dwindled down to about 5 or so with only 1 known person taking the test
- Gary will attend the state leadership meeting in November with Heidi
- Janine said she has a set of 2006 study guides that she will give to Gary. Gary will give it to whomever may want them. They are out of date.

### Scholarships

- We have received one application for a scholarship for PHR certification renewal
- It was agreed that we can ok any applications at the next board meeting
- Add to next month's agenda

### Newsletter

- Clair will add the scholarship information to September's newsletter
- Clair will continue to send out an email prior to the newsletter going out for Board Members to submit information they would like in the newsletter

### Outreach/Community Relations

- Gail will continue to represent SHRM with the Chamber and at greeters
- Gail passed out flyers for SHRM at the last greeters meeting

No Reports from: Diversity, Membership, Legislative, Hospitality, Web Master, College Relations, Workforce Readiness

Meeting Adjourned – 8:37 am