

**RV CHAPTER – SHRM 2009 Board of Directors**  
**Board Meeting Minutes**  
**February 19, 2009**

**Present:** Heidi Willey, Trish Forde, Paula Stanbridge, Ginger Kentzell, Suz Montemayor, Crystal Peterson, Sarah Elkinton, Gary Galligan, Clair Steffens, Michael Rees, Jon Jennings, Michelle Robinson, Karen Holt, Connie Burns, Lisa Seldon

**Absent:** Ainoura Oussenbec, Joan McBee, Lyndell Smothers, Janeen Hilbrink, Fred Holloway

**Meeting was called to order at 7:42am by President Heidi Willey at Elmer's Restaurant, Medford**

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

- **A quorum was present**
- **Minutes from the November 2008 Board Meeting were approved.**
- **Minutes from the January 2009 Board Meeting were approved**
- **Discussion on where to hold future board meetings. The noise level at today's meeting made it difficult for all to hear. Per an email received from Heidi on 2/23/09, the board meetings will be moved to Room 228 at the RCC/SOU HEC building in downtown Medford.**
- **We received the Chapter Champion Award for supporting the SHRM Foundation. Ribbons were also sent for the Chapter President and our Foundation Board Member**
- **Discussion regarding attendance requirements for board members at board meetings and chapter meetings. It was suggested that if a board member would not be able to attend the regularly scheduled board meeting, they would be required to provide a written report to be reviewed at the board meeting. Heidi will outreach members who have not attended any 2009 events.**
- **Reviewed our chapter Purpose statements. Discussion on developing a mission statement.**
- **Heidi received an inquiry from someone interested in being on our board. Motion made and seconded for Heidi to outreach her.**

**BOARD STANDARD REPORTS**

**Programs:** All programs for 2009 have been scheduled. Reminder given that the March meeting date and place are changed due to our joint program with ASSE. A reminder will be sent to all members.

**Hospitality:** Sarah has received door prizes for the February, March and April chapter meetings. She will purchase a receipt book and a ream of paper for membership packets. She could use some help for sign-in during chapter meetings. Suggestion made that we have one sign-in sheet for members and a separate one for visitors. She will create a Visitor name tag so board members can make them feel welcome and make sure they receive a membership packet.

**Financials:** Paula reported that two changes needed to be made to our 501C application. Motion made, seconded and approved to make the changes. Financial reports and proposed 2009 budget were presented to the Board for review. Due to the economy, we are looking at a

reduced revenue of 25% and an increase in expenses of 5%. We received a check for \$1,000 from NHRMA. Auditor needs our 2008 records. Connie Burns volunteered to help with this.

**Legislative:** Michael began a discussion on what role our board members would like to take in legislative issues. Gave update on new COBRA information coming in the President's Stimulus Plan.

**Certification:** Classes have started and are being held at the RCC/SOU HEC building rooms 127-129. Twelve are signed up and 8 – 10 show up each meeting. Study guides will be orders through the Salem chapter.

**Membership:** Jon reported we have 6 new chapter members. He will do a spring mailing in hopes of recruiting more members to our chapter

**Newsletter:** Clair announced that she will need updated email addresses for all chapter members for sending out the newsletter each month

**Community Relations (Advertising):** A committee for the May Legal Conference plans to meet in early March to put together flyer for insertion in April Chamber newsletter. Projected 2,000 color copies will be needed

**Outreach:** No report

**Web Master:** No report

**College Relations:** No report

**Diversity:** Crystal attended a meeting on Diversity and provided board members with a recap.

**Workforce Readiness:** Suz reported that there appears to be money to help students in the President's stimulus plan.

**At Large:** Lisa reported that some changes are being made in the CAP requirements. She will review and present a report on all changes.  
Trish has book CK Tiffens to cater the monthly chapter meetings for 2009.

<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>Confirm meeting location through 2009 for Board Meetings</b>	<b>Heidi Willey</b>	<b>As soon as possible</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</b>	<b>All</b>	<b>March meeting</b>

**Board members**

**Approve 2009 Budget**                      **All**                      **March meeting**

**CAP requirement changes**                      **Lisa Seldon**                      **March meeting**

<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>Set up paypal on our website for future conference registration</b>	<b>Fred Holloway</b>	<b>As soon as possible</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 March 19, 2009 at 7:30am at RCC/SOU HEC Building Room 228, Downtown Medford

Meeting adjourned 9:06am

Respectfully submitted,

Ginger Kentzell  
Secretary