

RV CHAPTER – SHRM 2009 Board of Directors
Board Meeting Minutes
July 15, 2009

Present: Heidi Willey, Trish Forde, Gary Galligan, Karen Holt, Suz Montemayor, Gail Bradley, Ainoura Oussenbec, Clair Steffens, Crystal Peterson, Lisa Seldon, Michelle Robinson,

Absent: Ginger Kentzell, Jon Jennings, Sarah Elkinton, Lyndell Smothers, Janeen Hilbrink, Connie Burns, Michael Rees, Joan McBee, Fred Holloway,

Meeting was called to order at 7:41am by President Heidi Willey at the RCC/SOU Higher Education Center Room 228 in Medford.

SUBJECTS

NEW BUSINESS

- A quorum was present
- Minutes from the May & June 2009 Board Meetings approved
- **2010 Board Positions:** Heidi had several email conversations with interested parties on joining the board. If a board member knows of anyone interested in a board position, please let Heidi know.
- We need a President-Elect for 2010 to meet CAP criteria; Heidi is willing to do Presidency again. Gary Galligan is willing to be President-Elect 2010.
- The door prize for the July chapter meeting will be a “Free Registration” gift to Soft Skills for Supervisors in August at Fire Mountain Gems in Grants Pass. For security purposes, attendees will be required to have photo ID.
- Michelle Robinson expressed interest the Webmaster role and transition Community Relations role to Gail Bradley.
- The board motioned and approved Chamber membership renewal. Gail will attend meetings to distribute and promote SHRM programs to Chamber members and in set-up free advertizing in their newsletter.

OLD BUSINESS

BOARD STANDARD REPORTS

Programs: Ainoura requested we change caters for the August seminar. She contacted Cathy of “Your Personal Chef” caters and was quoted a price of \$4.50 per person. The menu includes coffee, tea, fruit, bagels, and homemade pastries. A commitment of food for 60 people was made. Cathy stated, we can change that number with 1- 2 week’s notice. The board granted the request. Ainoura asked the board to help promote the August seminar. It was agreed the current flyer for the August seminar was too busy, Michelle will create our own flyer and add the words “Approved for HRCI” credits. A draft will go to Gail and Gary for approval. Clair will insert final copy in the newsletter. Ainoura asked that the board consider partnering with OEC for the May 2010 Legal seminar. This will enable us to recruit a high dollar speaker on the subject. SHRM will offer HRCI credits as long as it is HR related. Our logo needs to be included on any flyers for this event. “Power-UP” would like to work with SHRM to co-sponsor (not financially) programs using “Power-UP” grant money. They would like to gear programs to “high level professionals” and send out the event to other SHRM chapters to attend.

Hospitality: No Report

Financials: Trish presented the financial report for June, 2009. Trish found out the maximum amount our chapter, as a non-profit, can earn before having to pay taxes is \$25,000.00. We received a check of \$500.00 for “Superior Merit” chapter award. Our ING CD has matured and was rolled over into another CD with ING. Trish asked the board if we want to renew annual membership with the Medford Chamber of Commerce for \$320.00. Membership period is Aug 2009 to July 31, 2009. Discussion ranged from no one is attending the meetings –to- if we do renew we want our SHRM logo in chamber newsletters. Gail volunteered to attend meetings 2x’s a month. She will inquire on the process for free advertising of our seminars and meetings in their newsletter. Motion was made to approve renewal by Heidi and second by Michelle, all board members approved.

Legislative: No Report

Certification: Gary reported the SHRM continuing education credits are in place for the August seminar. The PHR/SPHR certification study group will begin August 31 thru November 30. The study group will meet on Mondays, from 6pm –8 pm at RCC/SOU Higher Education Center, Room 130A, 101 South Bartlett, Medford. Clair will post this information in next month’s newsletter. Gary’s goal for certification is to develop the study group as an accredited college course. He is looking at aligning with SOU’s HR Certification program. Gary will need help with the accreditation. Karen Holt is willing to help with this process.

Membership: Jon was unable to attend. He provided Heidi with an updated membership tracking spreadsheet. The data shows our monthly and year-to-date membership growth. We have surpassed the 10% goal set by SHRM for 2009. Our current status is “Superstar” with 147 members and our growth is up 12.2%.

Newsletter: Clair reported SAIF would like to advertise their programs and vice-versa. Clair will start sending out a reminder email to board members to submit articles, notices, events by the 1st Thursday of each month.

Community Relations (Advertising): No report

Outreach: No report

Web Master: No report

College Relations: No report

Diversity: No Report

Workforce Readiness: Suz reported the there are 6 more weeks to utilized the “Summer Youth Work Experience 2009” program. She reported the Job Council has various job programs to help employers with cost of wages and labor. Currently, the Job Council has several temporary jobs with the Government, Non-profit and local businesses. The jobs range in pay from \$8.40 to \$10.00 hour and last 9-12 weeks.

CAP: Lisa reported that she still needs workforce readiness report from Suz. Lisa will be contacting board members for reports. She reported the electronic entry system is not up and running, she will follow up with Diane on the status. She was told CAP earned points will be out in the 2nd Qtr hand-out, but this process is still up in the air. The “CLIC” program requires 2010 chapter information and annual financials to be submitted by December 01, 2009. Meeting minutes must be posted on website, membership list need for CAP and the Bylaws are due all due December 01, 2009. Lisa will begin compiling data in October, 2009.

At Large: Gail will host a table at the Business Fair on October 3rd, from 9am -1pm, handing out SHRM membership information and help to answer simple HR questions. Michelle will assist Gail at the Business Fair. Flyers for the October clothing drive to be on hand at the SHRM table. The participation is free to Non-Profit organizations.

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

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

PARKING LOT ITEMS	Person(s) Responsible	Revisit / Due Date
Community events funding	All	Future meetings
Monthly chapter meeting sponsors	All	Future meetings
Attracting senior HR professionals to our chapter	All	Future meetings
New chapter member orientation	All	Future meetings
Mentor program for new chapter members	All	Future meetings

Develop a mission statement	All	Future meetings
Publish a list of certified chapter members	All	Future meetings
Board role in legislative issues	All	Future meetings
Create Audit Policy	All	Future meetings
Departing Board Member Recognition	All	June Meeting
Scholarship Committee	All	As needed

Next meeting scheduled for **Thursday August 20, 2009 at 7:30am** at RCC/SOU HEC Building Downtown Medford, Room 228.

Meeting adjourned 8:50am

Respectfully submitted,

Suz Montemayor on behalf of
Ginger Kentzell
Secretary