

**RV CHAPTER – SHRM 2009 Board of Directors**  
**Board Meeting Minutes**  
**May 21, 2009**

**Present:** Heidi Willey, Paula Stanbridge, Ginger Kentzell, Trish Forde, Ainoura Oussenbec, Gary Galligan, Clair Steffens, Karen Holt, Lisa Seldon, Connie Burns, Sarah Elkinton, Gail Bradley

**Absent:** Crystal Peterson, Suz Montemayor, Jon Jennings, Janeen Hilbrink, Michael Rees, Joan McBee, Lyndell Smothers, Fred Holloway, Michelle Robinson,

**Meeting was called to order at 7:36am by President Heidi Willey at the RCC/SOU Higher Education Center in Medford. A change to a different room was required during the meeting**

<b>SUBJECTS</b>
-----------------

**NEW BUSINESS**

- **A quorum was present**
- **Minutes from the April 2009 Board Meeting were approved**
- **Further discussion needed on recognition gift for board members who leave**

**OLD BUSINESS**

Through email discussion, the board was unable to come to an agreement on the requirements for granting scholarships for this year's legal seminar. A committee will be formed to look at creating a formal process for application and awarding of scholarship to future chapter seminars.

We will not make any further attempts to merge with the Klamath Basin Chapter until we receive word from them of their interest

**BOARD STANDARD REPORTS**

**Programs:** May Legal Seminar update: 55 have registered with 2 pending. Caterer has been contacted with head count. Karen has 30 membership packets to hand out and she volunteered to help the caterer. Gail volunteered to help at the membership desk. Lisa, Ainoura and Paula will help Sarah at the registration desk. Chapter will hand out a survey at the end of the seminar so we can capture feedback.

**Hospitality:** Sarah has door prizes for the June meeting. Still needs donations to cover July through November.

**Financials:** Paula announced that she will be stepping down from her role of Treasurer to return to school. She stated the position requires approximately 5 hours per month. Policy on check signing will need to be revised to reflect 2 signatures required for checks over \$1,000. Bank statement needs to be balanced by another member of the board. Trish volunteered to assume the Treasurer's role for the remainder of the year. Motion made and seconded to approve Trish as our new treasurer. Signature card at bank will need to be updated.

Connie Burns has completed the audit and presented her findings: our bylaws are not defined enough on how/when an audit needs to be conducted; recommend the chapter have an audit policy.

Treasurer's Report was presented. A new application and a check for \$450 to the IRS were required in our ongoing attempt to complete the 501c6 process. Chapter income last year exceeded the limit by \$1,000. Paula has agreed to stay with this process through completion. Thank you, Paula!

Approximately half the enrollees for the Legal Seminar paid via PayPal; however their report features don't meet our needs. We will look at refining our registration form prior to the August Soul Canyon seminar.

**Legislative:** No Report

**Certification:** Study group is over. Tests will be taken during May and June. Next study group to begin in the fall with testing window December and January.

**Membership:** Karen reported that membership packets will be available at the Legal Seminar for anyone interested. We have 9 new members – membership is up 7%.

**Newsletter:** Clair states that some of the newsletter emails are bouncing back. One belongs to a board member. Karen will outreach her.

**Community Relations (Advertising):** No report

**Outreach:** No report

**Web Master:** No report

**College Relations:** No report

**Diversity:** No Report

**Workforce Readiness:** No Report

**CAP:** We missed "Superior" chapter status by only one (1) point. They incorrectly showed that the Diversity position was not filled, so Trish and Lisa will contact National to find out if we can challenge the report and get it corrected. Lisa will give us a monthly update on our CAP points status.

<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</b>	<b>All</b>	<b>March meeting</b>

**Board members**

<b>Future joint annual meetings with ASSE</b>	<b>All</b>	<b>April meeting</b>
<b>National Chapter quarterly Reports – review w/Heidi</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>
<b>Create Audit Policy</b>	<b>All</b>	<b>Future meetings</b>
<b>Departing Board Member Recognition</b>	<b>All</b>	<b>June Meeting</b>

Next meeting scheduled for Thursday June 18, 2009 at 7:30am at RCC/SOU HEC Building Downtown Medford, Room 228.

Meeting adjourned 9:00am

Respectfully submitted,

Ginger Kentzell  
Secretary