

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

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

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

**Visitors:** Tammy DeJong, incoming Board Secretary for 2010

**Meeting was called to order at 7:49am 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
- The minutes from the August and September 2009 Board Meetings were approved
- The Board reviewed an HR Internship Objective document created by Heidi Willey. Discussion was held on developing a report card assessment for students in the program with a target date of July 2010 to submit to SHRM. Motion to move forward on this program was made by Connie Burns; seconded by Trish Forde. Motion carried. Kudos to Heidi Willey for all her hard work on creating the objective document!
- Holiday Social is scheduled for Monday, December 14<sup>th</sup> from 5pm – 9pm at the Rogue Valley Manor. We have budgeted \$835 for the social, which includes \$140 room fee. No host bar will be set up. Gift exchange will take place at the end of the evening for those wishing to participate. Invitations will go out to all at-large and student members. Trish will be in charge of party favors for each guest. Sarah will be in charge of securing five (5) items for a silent auction. Proceeds to go to the SHRM Foundation. Final plans will be discussed at the November and December Board meetings.
- Heidi requested permission to spend up to \$300 for recognition gifts. Motion was made, seconded and passed.
- Incoming President-Elect Gary Galligan took charge of the meeting at 8:21am as Heidi Willey had to leave
- Bios for all incoming Board members need to be returned to Heidi by November 13, 2009
- \$5.00 Chapter meeting fee will be waived for the October meeting for anyone bringing a clothing donation for My Sister's Closet.
- Trish Forde presented a preliminary budget for 2010 based on 2009 income and expenses. A quorum was no longer present, so discussion was tabled to the November meeting
- A \$500 check for SHRM Foundation will be sent with Gary and Heidi when they attend the SHRM Leadership Conference in November
- Board members were given a copy of the membership at-large list. Gail Bradley volunteered to outreach all on the list with chapter affiliation information and to follow-up with Holiday Social flyers.

## **BOARD STANDARD REPORTS**

**Programs:** Ainoura will not be unable to attend the October Chapter meeting. Connie Burns volunteered to introduce our guest speaker..

**Hospitality:** Sarah stated she is in need of door prizes for the October and November chapter meetings. Trish will purchase gift certificates for the speakers for October and November. Sarah also needs sturdy name tags, which Trish will purchase.

**Financials:** Trish presented the financials. She will look into current rates for our CD.

**Legislative:** No report.

**Certification:** Gary has applied for credit for our November program. The Oregon Employment Council programs will not receive credits from SHRM. They will apply for their own credits. Information about these training programs will be added to our website and Gary will send Clair the information for our newsletter.

**Membership:** No report

**Newsletter:** Clair could use articles for the November newsletter. Deadline is the 9<sup>th</sup> of each month. She will need a copy of the Holiday Social flyer to insert. She will also include a reminder of the November chapter meeting date change, due to the Thanksgiving holiday.

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

**Outreach:** No report

**Web Master:** No report

**College Relations:** No report

**Diversity:** No Report

**Workforce Readiness:** No report

**CAP:** No report, but a reminder to all board members to get their CAP requirements completed before the end of the year.

**At Large:** No Report

<b>SPECIAL PROJECTS</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>
HR Internship Initiative	Board	July 2010

  

<b>ACTION ITEMS</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>
Bios and pictures to Heidi Willey	All incoming board members	November 13, 2009

<b>PARKING LOT ITEMS</b>	<b>Person(s) Responsible</b>	<b>Revisit / Due Date</b>
2010 SHRM National Scholarships	All	October meeting
Holiday Social	All	November meeting
Legislative representative	All	October meeting
2010 Budget	All	January meeting

Next meeting scheduled for Thursday, November 12, 2009 at 7:30am at RCC/SOU HEC Building Downtown Medford, Room 228.

Meeting adjourned 9:01am

Respectfully submitted,

Ginger Kentzell  
Secretary