



MHRM Mission Statement: to provide knowledge, skills, and resources while working to enhance personal and professional development.

BOARD MEETING (Chapter 202) January 24, 2018 7:30 a.m. to 9:00 Allan Bros. Albany, Oregon

DeeDee Kaundart	President	Lucille Valley	Website Chair
Kristen Taylor	Certification/Past President	Laurie LeRiche	Diversity/Workforce Readiness
Claudia Hamilton	Sponsorship Chair	Karlina Christensen Lee	Programming
Darcee LaCalli	Legislative	Kathy Westberg	Foundation Chair
Jason Bushnell	Treasurer/President Elect	Jill Sharp	Membership Chair
Bonny Ray	Secretary	Lisa Lindner	Board Audit

Highlighted designates PRESENT.

The meeting began at 7:30 a.m.

Approval of Minutes: The October 2017 minutes were reviewed. Karlina moved that the minutes be approved. Lucille seconded the minutes and they were approved.

2017 final details: CLIF report was submitted on time for the 2018 board roster. SHAPE report is due next week before the 31st. This is mostly done at this point, pending verification of a few minor details.

President’s Report: Proposal to review standard board meeting days/times. Discussed possible other days of the week, consensus is really that Wednesday is the best day. Lucille may need to leave early most meetings due to recent changes in work schedule. We will continue in the current location for future board meetings at this time. Discussion around a member survey to see if there are recommendations for changes or improvement. Privacy and records retention policies were distributed via email for review. These were adapted from the NHRMA policies.

Treasurer’s Report: Jason presented year-end financial report. We had elevated expenses in the final month of the year, but we closed out looking very positive overall. Year-end total assets at 21,787.13. CD’s are set to mature at the end of next month. Recommendation to closely assess the amounts in the CD’s in relation to annual needs for cash reserves. Re-open a 6 mo. CD in the amount of 1000.00 and roll the other existing. DeeDee Moved to open the new, Karlina seconded. This solidly gives us a full year of cash reserves set aside in CD’s. Reviewed upcoming budget for 2018 calendar year. Need to plan for some decrease in expected SHRM payments based on how they are paying for member certification. NHRMA payments are a bit of an unknown for the future. We are set to co-host that conference in 2019, this will be a solid amount. Adjustments were made based on 2017 review and anticipated changes.

February Membership Meeting Logistics: Saalfeld Griggs, Randy Sutton to do the annual legislative update as usual for the February meeting.

Membership Update: 106 members at current status. Our audit finished at 101. At large list has been pulled. DeeDee was going to do a President’s letter to encourage joining. We currently have many local large companies that are not represented among our member base. Consider doing a direct mailing to those company HR departments to even catch those not represented on the at large list. Jill to copy Lucille and DeeDee on new member notifications so we can make sure they get on the group email distribution list. Membership page of the website is mostly updated. Jill to connect with Lucille for needed updates. Looks like pricing and one of the links still needs some work.

to its capacity. Recommend getting more board members crossed trained on website administration so they we are not in a bind with just one person fully trained. Social media pages have been updated. February event email went out earlier this week.

Next Board Meeting: February 28, 2018 7:30-9:00am.

Meeting adjourned at 9:00 a.m.

Month	February 2018	Total
Assets First of Month	14,521.57	20,286.88
+ Current Month Income	125.26	
- Current Month Expenses	(641.82)	
Assets End of Month	14,005.01	19,770.32

	Monthly	YTD	Budget	Month	YTD	Budget
Programs/Activities		INCOME			Expense	
Breakfast Meetings	25.00	50.00	1,000	460.00	710.00	4,000
Sponsorship			2,500			500
Speakers Fees						300
Member & Speaker Gift						1,000
Supplies & Misc				81.82	81.82	750
Board Breakfasts						
Bank Investments						
Bank interest	0.26	0.26	3			
Non-Profit Corp. Fees						
SHRM/NHRMA Payments			4,000			500
Student Conferences						450
SHRM Foundation				100.00	100.00	1,000
Workshop / Member event						
Donations	100.00	100.00	450			

Total: **125.26** **150.26** **10,453** **641.82** **891.82** **8,500**

CD's:

3 mos.	3,109.36	Matures 2/28/18
6 mos.	0.00	Redeemed 2/01/13
12 mos	2,605.95	Matures 2/28/18
	<u>\$5,715.31</u>	