 

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

BOARD MEETING (Chapter 202) January 23, 2019 7:30 a.m. - 9:00 a.m. Allan Bros. Coffee House/ Albany, Oregon

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| DeeDee Kaundart | Past President |  |  Claudia Hamilton | Sponsorship Chair |
| Jason Bushnell | President  |  | Jill Sharp | Membership Chair & President Elect |
| Kristen Taylor |  Certification Chair |  | Darcee LaCalli | Legislative Liaison |
| Kathy Westberg | Foundation Chair |  | Bonny Ray | Secretary |
| Lucille Valley | Website Chair |  | Karlina Christensen | Programming |
| VACANT | Workforce Readiness |  | VACANT | Diversity Chair |
| Robin Bilyeu | Treasurer |  |  |  |

Highlight if PRESENT

The Board Meeting began at 7:41 a.m.

**Approval of Minutes:** The Board reviewed and approved the November 28, 2018 minutes.

**President’s Update:** Jason welcomed everyone. He let the Board know that he provided DeeDee with a President gift at the last meeting to thank her for serving in this role.

Position Reports:

Treasurer: Robyn provided a copy of the budget and explained it. It covered December and year to date information. Between sponsorships and Eventbrite we covered breakfast costs. SHRM pays us $1.26 per a member a quarter so we can project their payments. The question came up about if we should set a budget for members paying for the meeting. The group decided that probably not until we have a better idea of how this will work. There was a group discussion about how to talk about the value that our programming. We could budget $1000 for speakers. The group approved the same budget format for next year. If needed we will make adjustments. Robyn is sending invoices from our SHRM e-mail. She also has the paperwork to complete our name change with the State of Oregon. Oregon SHRM has decided that they need to do some budget cuts. So they will no longer cover expenses for Presidents so our association will need to pay for expenses for State Council meeting. We don’t have a travel policy. The State Council policy pays for mileage, if needed hotel and food. It is similar to per diem at the Federal rate. There will be two to three in person meetings a year. Karlina will bring an example of the State Council policy for us to consider adopting. The group approved a motion for this. Robyn asked if we should change the e-mail to reflect the new name. With g-mail you can link the old account to the new account. The new g-mail account should be midvalleyshrm@gmail.com Robyn will e-mail Lucille regarding this.

**Certification:** Kristen was unable to attend but provided a report. We have met our annual certification goal of exceeding our prior year numbers of SHRM certified members. For 2017 we closed with 51 certified. For 2018 we closed with 55 certified. This data has been provided to DeeDee as Past President for the Excel application. Her upcoming focus will be to ensure credit is applied for all programming. Additionally we will educate currently uncertified members as to the benefits of and resources towards certification. The goal for next year is at least one more certified member than last year.

Foundation: Kathy will get together with DeeDee to plan for the year. Karlina said that we will need to raffle off the ticket at the February meeting for the 17th Annual SHRM conference with Stoel Rives. This ticket has a $300 value. Also DeeDee has scheduled Diana Gould to provide a web-ex meeting with Diana to explain the benefits of SHRM membership and the Foundation at the April meeting. Right now she is scheduled to speak 30 minutes. The group discussed this with some concerns about membership expectations and programming that is already scheduled. Could it be rescheduled or could Diana speak another month? The Foundation also has a Veteran’s certificate that you can obtain for free.

Announcement Discussion: Could we make announcements at each meeting? It would be great if Board members send announcements to Jason ahead of time. Also we should think about scheduling e-blasts. We will do table introductions and discussion topics with announcements on them too. We could build prizes in to the table topic questions. Jill will do announcement slides. Bonny will help at some meetings too with this. Karlina will send templates to Jill. Also we could be more intentional about when we send announcements. Maybe twice a month? Jason will talk with Lucille about twice a month communications. Maybe first Tuesday and last Tuesday. It could include announcements, meeting Eventbrite links and key communications.

Legislative: Darcee did not have a report currently.

Programming:

Karlina provided the following update:

* February programming is full- 42 RSVPs already and growing.
* The full year is planned. There is no October meeting as that falls on us hosting the NHRMA conference.
* First additional training is March 6th with the Author of Action- a book on business meetings. We need to promote like crazy. There is another author that Karlina is talking to that if they committed and we paid for it everyone would leave with a copy of the leadership book.
* The Eventbrite pages are built for March and April meetings but we do not want to publicize yet as RSVPs will not be as accurate.
* There was a group discussion about having a meeting at a different location. The Albany Carousal could be an option as another location for a fun event.
* Maybe an event at OSU would be an option with the student chapter too?
* Karlina has a flyer created for 2019 programming that we can hand out at the February meeting. We need to have this on the website too. Board members need to look at the website to see what needs to be added and taken down. Please forward feedback to Jason. We should consider
* Karlina’s staff are working on the logo too.
* Bonny mentioned that programming for NHRMA has been decided. There were many excellent speakers that we might want to access in the future. Also we are in need of Board members to volunteer for the event.
* Karlina is asking NHRMA about helping to pay for hotel for the conference volunteers. This is something we may need to budget for also helping our volunteers with conference ticket costs.

**Past President Report:**

DeeDee provided the following update:

* Updates to Bylaws submitted to Dianna on 1/15/2019
* Shape Report completed 1/15/19
* WebEx with Dianna from SHRM scheduled on 4/10/19 7:30am-8:00am to discuss benefits of SHRM membership and Foundation. We need to put together program information and for E-blast to at large members.
* DeeDee will submit EXCEL report by February 1st.

Sponsorship: Claudia provided the following list of sponsors she has contacted for 2019 so far. She has four so far that have committed.

February- Labor Law 2019 with Randy Sutton----Best Western is helping with hotel rooms if needed this year. Colonial Life might be in February too.

March- Kyle Abrams- NLRB Updates

April- Equal Pay Laws with Laurie Grenya------Barker Uerlings

May- Devin Hughes -developmental or engagement focus

June- Deborah Jeffries- Teambuilding

July- John Berg- Retaliation

August- Stacy Stack:  not confirmed yet Saalfeld and Griggs

September- Nancy Kasmar – Visual Disabilities

October-NHRMA Conference

November- Paula Barran

December- Jennifer Boeman- Steagall----Jennifer Steagall

The Corvallis Clinic agreed to sponsor we just need to choose a date for them.  Maybe March or maybe an evening meeting?

We are trying to target the type of business that provides the day to day things. R-3 Engraving is an idea. No-Dinks is an idea too. Maybe Health clubs like SamFit or Timberhill might want to sponsor. Also it could be a recruitment tool for employers who need to hire they could come and speak.

**Membership:** Jill provided the following update. She expressed that it seems like as we gain we also lose members so it is fluctuating. Kimberly is very responsive and helpful.

New Members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company**  | **Title** | **Date** |
| Andy Villeneuve | Entek | Human Resources Manager | 11/19/2018 |
| Dustin Scott | MECOP, Inc. | Operations Manager | 12/10/2018 |
| Carolyn Gangewer | Viper Northwest | Generalist | 12/21/2018 |
|  |  |  |  |

Members on List without Membership Application (checking with SHRM)

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| --- | --- | --- | --- |
| **Name** | **Company**  | **Title** | **Date** |
| Tammy Hubert | OSU |  | 11/19/2018 |
| Camille Hughes | OSU |  | 11/19/2018 |

Members Removed from List (sending emails)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company**  | **Title** | **Date** |
| Caroline Shriver | Arauco |  |  |
| Patrick Palmer | Selmet, Inc |  |  |
| Daniel Mahoney | The Corvallis Clinic |  |  |
| Ginny Kroshus | OSU |  |  |
| Dorothy Desbusschere |  |  |  |
| Ian Bowler | Axios Corp |  |  |

Website:

Lucille provided the following update- She added the following to distribution list:

|  |  |  |  |
| --- | --- | --- | --- |
| Andy Villeneuve | Entek | Human Resources Manager | 11/19/2018 |
| Dustin Scott | MECOP, Inc. | Operations Manager | 12/10/2018 |
| Carolyn Gangewer | Viper Northwest | Generalist | 12/21/2018 |

She also updated the home page and all other website pages i.e. from MHRA to Mid-Valley SHRM (except logo)

* About Us
* Membership Information
* Sponsors
* Meetings and Events

She updated/posted jobs on our website (3 jobs). She proposed that the Board discuss changing the e-mail with new name and logo.

Workforce Readiness: Vacant Role

Diversity: Vacant Role

Topics for Board discussion: *(decisions/updates in bold)*

* + Chapter name change – Mid-Valley SHRM – Logo? This is completed.
	+ Charge for programming/chapter meetings – Let’s see how evening program @ $25 goes and aim for 2Q – The Board decision is that we will announce this in February charging $10 for our monthly chapter meetings.
	+ Bylaw changes – done (except for Logo) and submitted to SHRM & Secretary of State
	+ Feb 6th event @ OSU Austin Hall to support student chapter. This is a speed dating event to help students learn about HR positions. Jason and Robyn are attending. Other Board members are encouraged to attend.
	+ SHRM VLRC website – understand tools for roles on board (discuss examples) – There are a lot of tools and resources on this. It would be great to have the President Elect do more shadowing.
	+ Vets @ Work Certification Program, SHRM Foundation Scholarships, and Webinars- This allows you to get 10 credits and learn a great deal.
	+ D & O insurance for Mid-Valley SHRM – This would be a smart thing to do in case we get sued this would insure our Board. Karlina will get a quote. We may need to put this in the budget.
	+ April 10 – 7:30 – 8:00 a.m. Dianna Gould virtual presentation to chapter? This was discussed and Jason is following up with DeeDee.
	+ Succession Planning – Create a1-page handover tool for each board position. This would be a great tool for us to create in our roles that we can have as a resource with position changes.
	+ Board vacant positions – Workforce Readiness – Be thinking about someone who would fill that role. Maybe Danea Overman? Diversity is also open.
	+ SHAPE report due Jan 31, 2019. DeeDee completed this!

Next Board Meeting: February 27th, 2019 conflicts with OR SHRM Law Conference in Portland so can we reschedule? The Board decided to reschedule this meeting for Tuesday February 26, 2019.

Meeting adjourned at 9:20 a.m.