



02/11/2021

Board Meeting Minutes

9:30 – 10:00 a.m. – Zoom

Call to Order – Chapter President Kylie Bayer called meeting to order at 9:28 a.m. via Zoom.

Board members present were; Jill Faughender, Rebecca Cameron, Amy Lake, Janell Simmons, Jason John, Kylie Bayer and Heidi Leggett and Amanda Kellmer.

Approval of Minutes of Meeting – 12/10/2020 – were not distributed prior to meeting, will approve next board meeting.

Treasurer Report – Amy

- ***Not much action to report on.***

SHRM Benefits – Kylie (Express Requests)

- Assign SHRM Benefit for remaining meetings
 - ***Discussed board members to a month to speak about SHRM benefits***
 - ***Rebecca will talk about certification exam and website at the 3/11 program.***

Dual Membership 3.0 – Kylie

- SHRM is releasing a Dual Membership Program that combines SHRM membership renewal with Chapter memberships.
 - This new process is applicable to dues charging and non-dues charging Chapters.
 - If we choose to charge dues in the future, SHRM would collect the dues and send us a check. SHRM absorbs any credit card processing fees and does not pass them on to Chapters.
 - Dual Membership does not support student or global members.
- 2, 1-hour meetings per month (Kylie attends, Jason is alternate, Jill is alternate [anyone is welcome to join, just let me know so I can send a meeting invitation])
- SHRM does most heavy lifting, we need to sign a licensing agreement (legal review may be needed) and promote Dual Membership on our website and in meetings.
- SHRM will frequently send member data for YCHRA so we can easily track our chapter membership.

- Our Chapter members will pay their standard \$219 SHRM renewal fee only.
- Chapter members must us one email for both SHRM membership and for YCHRA.
- We go live in August 2021.
- SHRM’s Dual Membership team can join a YCHRA board meeting if we like (**March** or April)
 - **We are a 100% chapter, so all members must be SHRM members.**
 - **Board agreed we should go for it and it will not go live until August.**

Communications and other Board Member Duties – Kylie/Jason

- Confirm everyone’s assignments duties for 2021
 - Announcements – Jason
 - **Use roster spreadsheet (active/guest) instead of online portal.**
 - **Amy requested a copy of the Treasurer Job description and Jill sent all board members a copy of all board job descriptions prior to the end of the meeting.**
 - **These are also stored on YCHRA website, last updated in 2018.**
- Board documents – Would it be helpful to use Google Drive or another tool to manage documents? Review the Chapter website for its capabilities.
 - **Board will use YCHRA website to manage documents.**

Membership Report – Jill

- **73 active members, 3 members being validated, so a total of 76!**
- **Jill will send an At-large email blast in March**
- Check in on individual board member goals
 - **Board committed to recruiting 1 or 2 new members.**
- Assign member contact campaign to engage members
 - **Nancy from SHRM recommended a contact campaign. Take a list of members and commit to contacting them one time to check in with them. The board discussed the following actions.**
 - **Pick a month instead of implementing throughout the year.**
 - **Choose July or August (generally slower months)**
 - **In communications ask about board participation.**
 - **Come up with a template in June or July.**

Programs Update – Jason & Kylie

- Add SHRM Benefit, Legislative Update, and Member Q&A/Networking to program agendas

February: Building Resiliency (Tammy Eck, Clarity Consulting)
March 3 & 4: Oregon SHRM’s 19 th Annual Labor & Employment Law Conference
March 11: Devin Hughes – Team Building and Leadership
April 15: Jennifer Bouman-Steagall
May: TBD

June: Alan Cabelly
September:
October:
November:
December:

Certification Update – Rebecca

- ***Will discuss next meeting.***

Old Business/Round Table – All Board Members

- Reminder: Phishing scams are common at the beginning of the year. If you receive requests for cash, expenses, gift cards, etc. from a board member please double check that the email comes from one of our legitimate email addresses. Check with the board member directly before following through on a request.
- Consider adjusting Board Meeting schedule for 2021 due to remote capabilities (not fun being on Zoom for 2 hours 😊)
 - ***Board decided to keep meetings scheduled as is going forward.***

Meeting adjourned at 10:04 a.m.