

Yamhill County SHRM Chapter

Board Meeting

4/13/2017

Jill Faughender called the meeting to order at 9: 41 a.m. at Linfield College.

Members present were; Jill Faughender, Julie Mitchell, Rebecca Harris, Jason John and Lisa Clark. Absent were Barbara Cole Burr, Janell Simmons, and Betty Henninger.

Minutes: First order of business is the approval of the minutes. The committee accepted minutes with no correction. Rebecca made a motion to adopt the minutes of 3/9/17, second by Julie, there being no further discussion the committee members accepted minutes.

Approval of change in Officer Appointments

Jill welcomed Jason John to the Board as the SHRM Foundation Director. Jason is a mid-term appointment to replace Debra Buerkle who resigned. Jill reviewed the organization and board responsibilities.

Financial Report

As of 03/31/17 the YCHRA account balance was \$1,657.05. Jill recommended that we order less coffee from catering since we are having quite a bit of excess. She will work with Betty and Barbara to adjust the next catering order for May. She just purchased some breakfast bars for \$19.00 and this should last several meetings. The last account transaction for the previous month was a \$400.00 one- time fee for a the IRS 501(c)6 application which was mailed on 02/06/17. Jill reported that we received notification on 03/06/17 from the IRS that the application had been received and if the application falls into the category of one that can be processed based on information submitted we should receive a determination letter within approximately 90-days.

Jill then gave an update on the 2016 YCHRA tax filing status. Jill has completed IRS Form 990-EZ for tax year 2016 and passed the draft tax return to our treasurer for review on March 21st. The tax return must be filed no later than May 15th.

There was further discussion about having enough monies to send the President Elect to DC annual Volunteer Leader Summit in November. We are expecting member share funds from SHRM, have not received any to-date in 2017 so Jill will be following up with SHRM to check status. The fee income from the HR Basics seminar in August should help boost our treasury since the speaker and space are at no charge.

Communication/Membership Updates - Rebecca

Rebecca reported no additional membership changes. Rebecca reported that she has sent several chapter application packages and will follow-up to check status.

Programs Update –Jill

The committee held some discussion on having all of 2018 programs planned by September or October of 2017 with expected program fees. This practice makes it easier on the program coordinators and is easier to promote for the year. As board members please think about programs you may be interested in for 2018 and recommended speakers.

Here are the current programs 2017:

05/11/17 – Creating a Culture of High Trust

06/08/17- Identity Theft in the Workplace

08/10/17 – HR Basics Seminar – (All Day – 7 CEU hours)

Jill reported that we have arranged to hold the HR Basics Seminar at the DHS meeting space on Norton Lane, out on Hwy 18. The space has great parking and is easy to find. Next step is for Jill to meet with Mac Chamber leaders on May 9th to work out the conference fee sharing details and marketing plan. The board discussed whether to provide lunch and everyone present was in agreement that we should. Board members will try and recruit a sponsor for lunch.

Discussion where also held on looking at doing a social event in November at a winery. The committee should also look for possible sponsorship for this event as well.

The board decided not hold a program in the month of December.

New Business

No new business was brought forward to the board.

There being no further business to come before the board the meeting was adjourned at 10:09 am.

Respectfully Submitted,

Lisa Clark
Board Secretary