

Yamhill County SHRM Chapter

Board Meeting

5/26/2016

Agenda:

Jill Faughender called the meeting to order at 4:01pm.

Members present were; Jill Faughender, Angey Rideout, Barbara Cole Burr, Betty Henninger, Rebecca Harris, Julie Mitchell and Lisa Clark.

Minutes: First order of business is the approval of the minutes. The committee took a couple of minutes to review the minutes and Lisa made a motion to adopt the minutes, second by Angey Rideout, there being no further discussion the committee members accepted minutes.

Jill brought forward Eileen Kunze's resignation from the Legislative Affairs position and this resignation has been accepted.

Communications: Rebecca Harris

Website Development

The committee made the decision to have one Google email account for the committee. The secretary will check this email account weekly. YCHRA@google.com. New member's notifications will go directly to Rebecca Harris via the SHRM website. The domain will be YCHRM.org.

Logo Review & Approval

Jill presented the chapter logo designed by Angey Rideout. Jill made a motion to adopt the logo presented and, second by Rebecca Harris, there being no further discussion the committee members accepted chapter logo presented.

Rebecca reviewed requirements of website and is working with SHRM to build the design. Board had discussion on each question brought forward and further research must be completed to finalize design. Rebecca will continue to give us updates and ask questions to the board as we move forward through this process.

Treasure Report – Barbara

Expense Reimbursement Guidelines and Forms

Jill presented YCHRA expense report and asked Rebecca to create a forms tab on the website. Minutes and other documents will be stored on the website so everyone has access to minutes and documents. This will help with document retention and provide up-to-date information to the board and members of YCHRA.

Draft Budget

Financial policies and procedures manual will need to be adopted at next meeting by the Board. Jill handed out an example and asked board members to please read and have notes for discussion at next meeting.

Jill presented Yamhill County Human Resources Association Budget form and would like to discuss at next meeting for approval. It is important to have a budget and make sure decisions made by the board are in alignment with the budget.

Meeting Participation Fee Discussion

Discussion was held on price structure. Julie Mitchell made a motion to charge \$5.00 for student member, \$15 for SHRM members and \$20 non-members and, second by Angey Rideout, there being no further discussion the board members approved the fee structure.

The board needs to be mindful of dietary needs – gluten free and dairy free food should be provided for the breakfast meeting.

Certification Credit

Julie looked into the HRCI credits and SHRM credit. Discussion was held on certification credit for events. SHRM is free and HRCI is currently charging \$60.00 for pre-approved credits for chapter programs. Jill made a motion to use SHRM as the pre-approval organization and to re-visit HRCI in the future and second by Angey Rideout, there being no further discussion the committee members accepted SHRM as the primary certification credit to be offered.

June 9th Program.

RSVP for June 9th is currently at 25.

Jill presented YCHRA Program Evaluation Form and a healthy discussion was held on the form. We will be using the form at the June 9th program. The board will review the evaluations forms at the following meetings.

Meal Report – food provided by Linfield. Betty will confirm with Linfield on gluten free options.

Next time maybe put dietary needs question on the RSVP.

Jill covered the certification requirements. To remain in good standing with SHRM certification must be handed out at the end of the program. Discussion on name tags was held and Barb has some at home and will provide for first meeting.

Core Leader Areas- SHRM Contacts -Oregon State Council Roster

Jill handed out a contact list of Oregon State Council core leaders and encouraged us to reach out to our state and other chapter's counterpart to get ideas and best practice solutions for our new roles on the YCHRA board. She strongly encourages us to use these resources to help with this set-up period.

Future Chapter Programs

Board reviewed what had been confirmed so far this year. Board would like to get input from members and find out what the hot topics currently are. Further work and ideas are needed to finalize further programs by the board.

Formalize Board Meeting Schedule

Lisa asked for the 4th Thursday meeting to be changed. She has a conflict at work. It was decided to move the meeting to the 3rd Thursday of each month from 4-5 pm.

There being no further business to come before the board the meeting was adjourned at 5:20 p.m.

Respectfully Submitted,

Lisa Clark
Board Secretary