

Yamhill County SHRM Chapter

Board Meeting

8/25/2016

Chapter President Jill Faughender called the meeting to order at 4:03p.m. via telephone conference call.

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

Minutes: First order of business is the approval of the minutes. The committee accepted minutes with no correction Julie made a motion to adopt the minutes of 07/21/16, second by Betty, there being no further discussion the committee members accepted minutes.

Financial Report – Barbara

Barbara reported the YCHRA bank account balance as of 8/25/2016 is \$1,431.20.

Barbara provided this information in a new monthly YTD report. This report meets the legal requirements in which we must operate under as a non-profit.

Barbara received advice from a non-profit consultant which recommended YCHRA change our filing status with the IRS to a 501.C.6, a non-profit with collections under \$ 10,000.00 annually instead of 501(c)3. This would grant the YCHRA chapter an exemption from filling taxes annually. There is an initial filing fee of \$400.00 to file with IRS/government. Barbara to further research and make a presentation for board approval in September.

Jill requested feedback about reducing the meeting fee for board members to attend our monthly educational programs from \$15.00 to \$5.00. After discussion and general agreement, Jill made a motion to have the monthly education program fee to be \$5.00 for board members, second by Julie, during the discussion Barbara stated she agreed with the fee amount, however, had concerns about the significant percentage of program fees coming from the current board members and the \$400.00 cost for filing with the IRS that it might be too soon. Jill felt with future sponsorships and with our expected level of expenses we could move forward with the \$5.00 fee. The committee stated we could change the fee amount if in the future we needed to go higher or lower based on the financial stability. After the discussion the committee accepted the \$5.00 fee starting with the September Chapter meeting with the option to evaluate a change in the future if needed.

Programs Update -Janell

The August Chapter program evaluations were recapped by Janell. The program facilitator Jennifer Bouman did an excellent job of presenting on FLSA. All comments on the evaluation form were good and the evaluation forms have been forwarded to Jennifer. Janell felt positive with her interaction with Jennifer and believes she would be willing to come back next year with another topic.

September's program will be presented by Kyle Abrams. Kyle will be presenting "Marijuana in the Workplace. Kyle has asked for 4 complimentary tickets. These 4 individuals are from the community and would be a great asset to our chapter. The committee agreed to give Kyle 4 complimentary tickets.

October's program will be presented by Debra Jefferies with HR Answers. Debra will be presenting "HR Trends".

YCHRA At-Large Letter

Jill reached out to SHRM and received an approval of the At-Large Letter submitted by YCHRA. Her plan is to send the At- Large Letter out next week. She received the list from SHRM and has identified 117 members we could reach out to in the area. She will send out the At-Large Letter, a designation form and provide them with our contact information. Jill asked for approval to move forward with this process and authorize the purchase of stamps, paper and envelopes if needed. She confirmed that she will try and locate supplies from her work and spend the least amount on behalf of the YCHRA board. The committee agreed to have Jill move forward with her plans and the purchase of supplies as needed. We currently have about 33 members. This campaign should be a great way to increase our membership numbers.

New Business

Barbara asked about purchasing metal SHRM Board Member name takes and a possibility of getting binder identifiers with the YCHRA logo. Jill asked Barbara to find out the cost of generic SHRM Board badges and then the committee can review these costs. Jill then asked Julie to see what she could do with the logo for binder identifiers and a table tent for the registration desk at the meeting. Julie will email the logo to the committee and Jill will print the logo on card stock for binders and table tents.

Jill provided Rebecca the supplies and items needed for the next Chapter education program. Jill will be unable to attend the next meeting as she will be attending the NHRMA Regional HR Conference in Bellevue. Rebecca will bring the items and Janell is going to run the meeting.

Jill asked Betty to reach out to Rebecca in regards to the invitation and the meeting being sponsored by John Davidson with Davidson Benefits. Betty will confirm with John that he will

be there or a representative will be there to speak for approximately 5 minutes at the beginning of the program.

Jill asked Barbara to provide all future sponsors a bill for the \$175.00 that the Board agreed to sponsor the program.

Jill requested feedback on having every other board meeting via conference call. General discussion followed and it was agreed that this is an efficient method for conducting our board meetings. The board will move forward with meetings via conference call every other monthly meeting.

There being no further business to come before the board a motion to adjourn at 4:33 pm was made by Barbara, second by Betty the committee adjourned.

Respectfully Submitted,

Lisa Clark
Board Secretary