

## **Yamhill County SHRM Chapter**

### **Board Meeting**

**02/14/2019**

Chapter President Rebecca Cameron called the meeting to order at 9:18 a.m. at City of McMinnville Civic Center.

Board members present were; Jill Faughender, Lisa Clark, Amy Lake, Janell Simmons, Jason John and Kylie Bayer. The following members were absent: Janell Simmons and Anna Lee.

**Minutes:** First order of business was the approval of the minutes. The committee accepted minutes with no correction. Kylie made a motion to adopt the minutes of 11/8/2018 and 1/8/2019, second by Jason, there being no further discussion the motion passed.

#### **Financial Report – Jill Faughender**

Jill reviewed the current financial statements with the board. YCHRA's current bank account balance is \$8,938.64 with one outstanding check to Amy Lake for \$30. Jill has asked that if members are issued a check for reimbursement, that the check be cashed within 10 days.

Jill presented the board a copy of the chapter's 2018 990EZ tax filing that she had prepared and Lisa motioned to approve filing, second by Rebecca with no further discussion, the motion passed.

Jill presented the idea that the chapter makes the annual donation towards the SHRM foundation for \$500 and Amy motioned to approve donation, second by Jason. It was then discussed that the board members make a donation of \$30/member for 2019. Jill attached a copy of the donation form to the meeting packet.

#### **Communications – Rebecca Cameron**

Rebecca let the board know that the membership list is now available on the website, so the spreadsheet is no longer needed. It will also list prospects to active members. Rebecca and Jason went over how to access in website. It is also able to send mass emails to all active members, which will be the preferred communication method going forward. A test email will be sent to all board members. Amy, Lisa, and Jason will also have access to website. All program information will also be sent via the website. Amy will be setting up our next program via Event Brite and the board will be using Event Brite to set up payment for the seminar in May.

#### **Membership - Jason John**

Jason reported that our membership is currently 59, now available to view on website.

At Large Mailings – It was discussed that dates for programs needed to be updated and how many events do we list? It was decided that the length of letter should not exceed one page. Jason will update the mailing and send to the board for approval. It was then discussed how far out of our area do we want to send the mailings out.

### **Programs Update – Amy Lake**

- March & April – Both Alan Cabelly and Erik Kounz have agreed to speak, still working out which month for each speaker and finalize the topics. (Confirmed, just waiting on program information form Erik and Alan.)
- May – ½ day HR Basics Workshop – Barran Liebman – Kyle Abraham
- June – Interviewing for Emotional Intelligence – Deborah Jeffries/HR Answers
- September – Janell will speak with Roger from Express for a recruiting topic.
- October – NHRMA Co-hosted conference so no chapter program this month since our chapter will be volunteering for our portion of the hosting responsibilities
- November – Strategic Planning topic. Jill to reach out to Ike Dixon, PhD, AVP for HR at Portland State University

### **Certification Update – Lisa Clark**

Lisa will be uploading certifications to the website as they come in. The chapter decided to only do SHRM certifications, and not HRCI. Rebecca will be looking into storing programs (past and present) into the website. Stored materials would be the presenter's power points and handouts.

### **New Business – Rebecca**

Oregon SHRM Labor and Employment Law Conference Registration – Karlina reached out to Lisa regarding conference and is good to go.

Strategic Initiatives:

Yamhill/Carlton School District is interested in hosting a job fair and is asking board for volunteers.

IPMA Certifications? Kylie would like to know if the chapter would like to open up our programs to more community members by offering IPMA certifications along with the SHRM certifications. She will look into the cost and come back to us with the cost after researching.

Note: City of McMinnville is recruiting for Park Rangers if anyone knows someone 18 years or older who may be interested.

Meeting adjourned at 9:57 AM

Submitted by:

Amanda Kellmer

Secretary