

## **Yamhill County SHRM Chapter**

### **Board Meeting**

**4/13/2018**

Chapter President Rebecca Harris called the meeting to order at 9:39 a.m. at Linfield College.

Members present were; Jill Faughender, Jason John, Rebecca Harris, Lisa Clark, Janell Simmons, Amy Lake and Amanda Kellmer. The following member was absent: Barbara Cole Burr.

**Minutes:** First order of business was the approval of the minutes. The committee accepted minutes with no correction. Jason made a motion to adopt the minutes of 3/8/2018, second by Janelle, there being no further discussion the committee members accepted minutes.

#### **Financial Report**

Jill went over the Yamhill County Human Resources Association financial report. The chapter current bank account balance is \$6,859.98. The account looks healthy with the funds coming in for the full day seminar held in June. HR Basics attendance is looking great.

Expecting \$6.25 per member for fourth quarter 2017 from SHRM. National has had a delay in getting funds out. We should be looking great after the chapter receives 2017 fourth quarter and 2018 first quarter. National usually pays within six weeks after the quarter ends.

990EZ form completed and due next week. Jill has completed the form and has all the supporting documents. In the form the chapter has to describe funding source and expenses with supporting documentation. Our current funding sources are HR Basics and grants from regional and national chapters. The committee reviewed the form and authorized Jill to file the tax return.

#### **Membership - Jason**

Jason reported our membership is currently at 56. There were some people added and some that left the chapter. Members leaving have different reasons one person moved out of state.

#### **Programs Update – Amy Lake**

List program

5/10/2018 – Building Engagement to Connect Purpose – Devin Hughes

6/14/18 – Full Day Seminar – HR Basics II (32 registrations to day and catering contracted)

July – Possible Social Event

August – No Meeting

9/13/2018 TBD

10/11/18 - Why do we need to prepare – Craig Durbin

Amy is going to reach out to Dianna Gould, Pac West Director for SHRM to see if she is available to present on Strategic Planning for our September 13<sup>th</sup> meeting.

Janell will reach out to her Workers' Compensation carrier to see if they would be willing to present to our group.

#### **Communications – Rebecca Harris**

Rebecca report that things are pretty steady and had no updates at this time. She used both meeting announcement formats for this month's program. She will continue to fine tune them.

#### **Certification Update – Janell Simmons**

No updates at this time.

#### **Strategic Initiates:**

School to Work Activities Update – Lisa Clark

4/23/2018 – Mac High Career Readiness Class mock interview.

5/09/2018 – Mac High is looking for presenters to do 4 X 20 minute information sessions during job fair – tips on resumes, interviews, thank you notes etc. & business who want a booth.

Directors were encouraged to participate and to please reach out to Maria Sandoval-Perez at the High School directly.

The committee agreed that we should publicize HR position openings in the community in our monthly announcements e-mail. The company will need to give us the open position posting with contact information and details of the position. We would then just send the notification out to our current member list however not participate in the recruitment activities.

There being no further business to come before the board Rebecca made a motion to adjourn at 10:05 a.m., second by Amy the meeting adjourned.

Respectfully Submitted,

Lisa Clark

Board Secretary