

## Yamhill County Human Resource Association

### Minutes of 04/14/16 Organizing Committee Meeting

The organizing members for the new Human Resources Chapter met at the First Federal offices at 4:00 p.m. to complete the chapter affiliation application process with the SHRM Oregon State Council and the Society for Human Resource Management (SHRM).

Members present were; Jill Faughender/Organizing Leader, Angey Rideout, Janell Simmons, Barbara Cole Burr, Julie Mitchell, Lisa Clark, Rebecca Harris, Debra Buerkle and Betty Henninger. Absent was Eileen Kunze.

**Introduction:** Went around the table to do introductions and a brief history of their HR experience.

**Minutes:** Committee reviewed minutes one corrections of taking Debra Buerkle from the attending list. Julie Mitchell made a motion to adopt the minutes, second by Barbara Burr, there being no further discussion the organizing committee members accepted minutes.

#### **Bylaws**

Jill Faughender presented the updated Bylaws for final consideration. Jill Faughender noted that Section 6.2 Officers spells out who can conduct official business on behalf of the YCHRA and specifically the Chapter Officers. Jill Faughender noted that we will need this outlined in order to open a banking relationship. After general discussion, Debra Buerkle made a motion to adopt the Bylaws, second by Julie Mitchell, there being no further discussion the organizing committee members voted in favor of adoption and submission to the Oregon State Council and SHRM for processing.

#### **Petition for Chapter Affiliation**

Jill Faughender presented the Petition for Chapter Affiliation for final consideration. After general discussion, Debra Buerkle made a motion to adopt the Petition for Chapter Affiliation, second by Rebecca Harris, there being no further discussion the organizing committee members voted in favor of adoption and submission to the Oregon State Council and SHRM for processing.

#### **State Council Financial Grant Update**

Jill Faughender reported that the Oregon State Council of SHRM has granted our request for an affiliation grant in the amount of \$1,500.00. The check has been requested and was confirmed as mailed on 04/13/15. Faughender requested approval for Barbara Cole Burr, Treasurer to open a business checking account and to deposit the \$1,500.00 State Council Grant for use in covering chapter expenses.

#### **Job Descriptions**

Jill Faughender provided the members with the full set of Board job descriptions that have been previously reviewed individually by each nominated board member.

#### **Board & Membership Rosters**

Jill Faughender distributed updated board and membership rosters which reflect a total of 31 SHRM members that have elected to affiliate with YCHRA.

The goal is to have about 50 members. Once we receive a chapter number we will focus on a membership drive.

On the board contact list we will add a second phone number column. Please send your two contact telephone numbers to Jill Faughender.

### **Chapter Checking Account**

Discussion was held in regards to bank account, drop box and post office box. After general discussion, Debra Buerkle made a motion to open a bank account at First Federal and authorize chapter officers as authorized signers second by Rebecca Harris, there being no further discussion the organizing committee members voted in favor of opening a bank account at First Federal and all chapter officers will be authorized signers.

### **Chapter Charter**

Jill Faughender presented the Chapter Charter Agreement for final consideration. After general discussion, Angey Rideout made a motion to adopt the Chapter Charter Agreement, second by Janell Simmons, there being no further discussion the organizing committee members voted in favor of adoption of the presented Chapter Charter and submission to the Oregon State Council and SHRM for processing.

### **Other business**

Barbara Cole Burr provided a brief update on the business entity paperwork needed to register with the Oregon Secretary of State to obtain a business registry number which is required to open a banking relationship.

### **Programs**

Janell Simmons provided an update on program conversations with potential speakers. One of the target groups would be small business owners. Janell Simmons presented a survey monkey education program needs survey to email out to the small business owners, chapter members and Yamhill chamber members.

The next board meeting will be determined after we hear back from SHRM in regards to our affiliation packet. The packet will be sent out tomorrow.

### **Adjournment**

Julie Mitchell made the motion to adjourn the meeting, second by Barbara Cole Burr there being no further discussion the committee has made a motion to adjourn. The meeting was adjourned at 5:05 p.m.

Respectfully Submitted,

Lisa Clark  
YCHRA Secretary