

## **Yamhill County SHRM Chapter**

### **Board Meeting**

**01/19/17**

President Jill Faughender called the meeting to order at 3:00 p.m. in the First Federal Board Room.

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

**Minutes:** The committee did not have a quorum; therefore, the minutes of the 10/27/16 & 11/17/16 meeting were not approved and will be moved to the February Board agenda.

**Board Resolution:** Jill presented a board resolution to authorize 2017 signers on the First Federal checking account and to remove Angela Rideout. Barbara made a motion to adopt the resolution, second by Betty, all present voted yes and the balance of the board will be polled to seek a quorum approval.

### **Financial Report**

Barbara reviewed the Yamhill County Human Resources Association financial reports for October, November and December, 2016. The available cash as of today for YCHRA bank account is \$2,219.44 with one outstanding check in the amount of \$400 payable to the US Treasury for our 503(c) 6 application. Betty made a motion to accept the financials as presented, second by Rebecca Harris, all present voted yes and the balance of the board will be polled to seek a quorum approval.

503(c) 6 update. Barbara and Jill will meet on 01/26/17 at 4:00 p.m. to complete the application. Other board members are welcome to participate.

General discussion followed regarding meeting fees for 2017. Jill made a motion to charge no fees for monthly chapter participation since our treasury can support the \$70 per month for beverage service. Second by Betty, all present voted yes and the balance of the board will be polled to see quorum approval.

General discussion followed regarding budget planning and at what size our treasury needs to reach to begin sending the Chapter President to the SHRM National Conference, a typical perk of the role. It was decided that we will continue to evaluate once our treasury reaches a comfortable level with sustained sponsorships and/or meeting fees to pay the several thousand dollars the conference costs. It was also noted that we will continue to seek SHRM Oregon

State Council grants or from other chapters as needed for travel related to the annual Volunteer Leaders' Summit in Washington, D.C.

Barbara and Betty will work together to create a draft 2017 budget for review and approval at the February board meeting.

**Volunteer Leader Summit Debrief:** Jill reviewed information gained at the SHRM VLS from November. Key information included:

- The Volunteer Resource Center has enormous resources, including free marketing materials. The board members present reviewed the VLRC during the meeting.
- Each chapter is able to send out two SHRM E-blasts to At-Large members each quarter. We discussed using one for our program announcement and a second as a membership recruitment tool.
- Chapters often use survey tools to find out what the membership needs in terms of chapter programming. General discussion followed and it was decided that Jill would create a survey and send the proposed questions to the board for review. The board will then use the responses to plan fall programming.
- Many chapters are focusing on certification for the SHRM-CP & SCP now instead of the HRCI - PHR & SPHR as the test preparation is much different & now that the SHRM certification has received approval from the certification institute it is looking to be the popular certification.
- Legal chapter breakout session reminded chapters on the proper usage of the affiliate of SHRM logo and also reminded chapters that all logo's need to be reviewed and approved by SHRM. The board will seek approval once our updated logo is confirmed. Other legal topics included being aware to not stream video or music from the internet without first paying the licensing fees, place an anti-trust statement on our YCHRA website with templates in the VLRC. Rebecca to follow on this task.
- Chapter work on SHRM Foundation communication and fundraising all year long.
- Chapter boards are taking turns being responsible for identifying a program topic and finding a speaker. The board members present were open to this idea and Betty and Barbara agreed to identify a topic and speaker for the 09/14/17 meeting, Jill and Rebecca agreed to identify a topic and speaker for the 10/12/17 meeting and Jill will follow with Randy Sutton of Saalfeld Griggs PC to see if a Legal Seminar can be planned for the 11/09/17 meeting.

### **Programs Update - Jill**

Janelle has all programs set up for through April, 2017. Jill presented a speaker request from Rose Barker on the topic of Identity Theft in the Workplace. She will be presenting on this topic for the Salem and Albany chapters. The members present requested that Jill book her for the June 8<sup>th</sup> meeting.

## **Logo Review – Jill**

Jill had forwarded to styles of logos proposed prior to the board meeting for review. Members present selected the round logo versus the diamond shape however requested that we make the colors more vibrant so they pop in advertisements, with a focus on the same type of green showing on the McMinnville Chamber website. First Federal's Marketing Specialist will update and Jill will re-forward for a final approval.

## **Communications/Membership Update -**

We have 48 members including one new and 5 that dropped off of our roster at the first of the year. Rebecca is following up with them to determine if they renewed and somehow were dropped from our chapter designation list.

Considerable discussion followed regarding a membership drive and solutions to get our word out and drive attendance at our monthly meetings. Members present recommended a goal of increasing membership by at least 50% in 2017.

## **Other Business:**

It was decided that Betty will function strictly as the Treasurer and we will not have a Diversity Director at this time.

The February Board meeting will be held directly following our 02/09/17 chapter program at Linfield and will last no more than 1 hour. Members present requested that we consider holding the board meeting after our chapter program for all meetings in 2017. Betty to book the Linfield meeting space for the full year, including beverage service.

The drawing for the SHRM Oregon State Council free registration to the Employment Law Conference being held on 03/01/17 at the Oregon Convention Center will be done at the end of the 02/09/17 meeting. The confirmed winner information has to be reported to the SHRM OSC no later than 2/17/17.

There being no further business to come before the board the meeting was adjourn at 4:18 pm.

Respectfully Submitted,

Jill Faughender  
Chapter President