

Yamhill County SHRM Chapter

Board Meeting

6/23/2016

Chapter President Jill Faughender called the meeting to order at 4:01pm in the First Federal Board room.

Members present were; Jill Faughender, Barbara Cole Burr, Betty Henninger (remotely called in), Rebecca Harris, Janell Simmons and Lisa Clark. Absent were Angey Rideout, Debra Buerkle and Julie Mitchell.

Minutes: First order of business is the approval of the minutes. The committee made one minor correction to the minutes after the correction Rebecca made a motion to adopt the minutes of 05/26/16, second by Barbara, there being no further discussion the committee members accepted minutes.

Treasurer Report - Barbara

Barbara reported the YCHRA bank account balance as of 6/25/2016 is \$1,225.45.

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Barbara presented a draft Financial Policies & Procedures Manual and the committee went through each section and highlighted concerns. Discussions were held specifically on petty cash and it was decided not to keep petty cash at this time. We will request in the invite for participants to bring exact change or check. After reviewing and discussing the Financial Policies and Procedures Manual, Janell made a motion to accept the Financial Policies and Procedures with the proposed changes as discussed, second by Lisa, there being no further discussion the committee members accepted the attached Financial Policies and Procedures.

Currently the Chapter has not established a formal budget nor do we have enough financial reporting data to develop one yet so the board agreed to review budget discussions in the late fall after we have a number of meetings and better understand chapter revenue. At this time the board will continue to closely monitor any expenses and to seek sponsors to help offset the cost of the chapter continental breakfast expenses.

Programs Update -Janell

Meeting Debrief

Rebecca presented program evaluation comments; topic was good, the presenter was good and fair, good food and good takeaways. Program evaluations forms will be brought to the meetings and a free program attendance will be drawn at each program meeting using the evaluation forms. Barbara and Rebecca will run the registration table at each meeting, collecting money and giving out name tags and receipts. Rebecca will create name tags from the RSVP list on labels for each meeting.

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Betty will work with Linfield on the catering order. Jill will create a standing day use form for each meeting set-up requesting round tables with 5-6 people at each table, no person's back to the speaker, laptop with projector, and microphone.

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An email will be sent out on the Monday of the week of the meeting informing the board everyone's action item for the meeting and confirming details of the event.

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Program Ideas

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Janell brought up the August meeting and do we want to do FLSA subject? Janell will ask Jennifer Bouman what topic she will like to present. Jill asked Betty to reach out to Janell after the meeting and give her the new Assistant Dean at Linfield College contact information for a possible diversity topic. Janell will also reach out to Debra Jefferies to confirm a topic. The rest of the year's programs are much confirmed.

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July 14th Meeting update

Meeting announcement for July will be sent out Monday, June 27th by Rebecca.

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Communication Update - Rebecca

Rebecca reported that we currently have 31 members as of 6/23/2015.
Betty had another referral. Betty is rocking it out on referrals and networking.

There being no further business to come before the board the meeting was adjourned at 5:02 pm.

Respectfully Submitted,

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Lisa Clark Board Secretary