



Columbia Basin SHRM Executive Board Meeting
5:30 PM, June 19, 2008
NW Agriculture

Board Members in Attendance:

Meghann Stewart	bm.stewart@verizon.net	737.2145
Barb Newell	BarbaraNewell@rl.gov	372.3843
Christine DeVere	Christine_b_devere@rl.gov	378.5333 or 372.0104
David Husted	David.husted@moellerine.com or daveahusted@charter.net	946.0410, ext 323 or 528.6670
Debra Hughes	seaht@q.com	545.3950
Michael Dinius	Michael@p-m-consult.com	628-0278
Michelle Stewart	michelles@nap-chem.com	554-8537

The meeting was called to order at 5:45 pm

Old Business.

Board Insurance. Tabled until next board meeting.

Chapter Survey. The chapter survey is done. Xavie had to consolidate some of the questions in order to ensure we could still use the Survey Monkey for free. Meghann asked if the group wanted to see it one more time and the group agreed Meghann, Jennifer and Xavie could finalize it.

Finance Committee update. Connie has information for the Finance Committee but they still need to meet.

Standing Items.

Membership Roster. Had 179 members which is ten more than last year. Jennifer will wait until the end of summer to see where we fall with At-Large members at that time. She is working with getting set up in Access but it is slow going as she is not familiar with that program.

Fall semester speakers. David needs to send an email to members.

Diversity Plan. Michelle is working on the diversity plan. She was looking at a job description for Diversity Director rather than a plan. She has qualifications, terms, responsibilities and resources and she will add the goals. She is getting involved with the Hispanic Chamber of Commerce and they have networking meetings once a month. She is part of the Pasco Chamber of Commerce. She wants to attend webinars and the Tri City Chamber of Commerce meetings. Debra mentioned that there is an annual Hispanic Tradeshow and Hispanic Radio as well. Between these efforts, we should have the Diversity Core Leadership Area taken care of for the CAP.

Policy/Procedure Manual. Meghann reported the manual has been created and she is beginning to add items to it.

50th Anniversary Party. This is tabled until September. Xavie ordered invitations yesterday. Connie volunteered to mail those out US mail and they will go out August 15th and people should RSVP by September 29th to Connie. They will respond to Connie with questions. The pens came and they look pretty good. Xavie and Ben came up with a good logo. They worked hard behind the scenes. Meghann has a volunteer to help with addressing invitations. Michael will double check with Connie on what Connie thought her role was for the invitations. The group will now need to decide what to do about refreshments in October.

New Business.

WA State Council. Our chapter was recognized for the SHRM Foundation and Michelle gave kudos to Connie. January 20th is HR Day on the Hill. March 18th of next year will be the Legislative Conference. The Council is a non profit organization which was finally incorporated. Do chapters need to? Meghann will look into that. Michelle discussed the Dashboard. The Dashboard update is something WA Council created based on the model from the Snohomish County chapter. As a group they come together and create goals for the chapter and they have a Dashboard for each quarter and it is their way of visualizing their goals. They also have a superior merit process but not quite the same. This is a great tool but we are not there yet. We have always had strategic planning but we recently formalized that.

Tami is to get labels from SHRM re: members at large. Michelle will get with Jennifer to let her know. The Council ran out of time for their meeting but had a presentation re: workforce readiness. The Council really hit on succession planning. If you get the wrong people in the wrong position, it does not work. Some suggestions: Require a resume, look at it for qualifications, require a questionnaire, give tools and mentor them to be successful. They also talked about an annual retreat each year and they recommend recognizing the Board for accomplishments. They stressed that we should not allow people to stay in the same position. And then rotate positions. Treasurer, Membership and President Elect are key positions the President should have served in before becoming President.

Michelle reported we are celebrating our 50th and no other chapter indicated they had done that.

Mid Term Goals.

Board Orientation for new Board members and Chapter Member Orientations. We will be doing a Board changeover in January. Michael drafted a proposal which he will circulate for comment. Please submit your comments to him by the end of July. One document is for new chapter members and the other will be for Board members.

Goal Date = December 1st.

Board Succession Planning. The President Elect is the appropriate person to handle. Christine will take the lead.

Goal Date = End of August.

Monthly Speakers identified through 2009. We will assign at next meeting

Developing a Board Policy/Procedure Manual. Meghann is working on this. She will let us know how we can help. A great step in this is to edit existing Position Descriptions. Meghann will pass what we have out at the next meeting.

Goal Date = November 1st.

Answering Member questions. Michael is the contact for member questions. This goal is completed.

Membership Drive. We will discuss this at the next Board meeting.

Exit Surveys of members. We will discuss this at the next Board meeting.

Annual Survey of Members. This will be done by July 15th.

Get local students to enroll as student members. David will take point.

Goal Date = October 1st.

Find access to court decisions, etc. Barb has access to court decisions but it is through an attorney's website. The Association of WA Business has some items on their website as well. Barb will call Kris Tefft. He said we can use his website.

Diversity Committee. Michelle will take point.

Goal Date = November 1st.

Maintain Superior Merit Status. Continual. Meghann will continue to bring the Binder.

Miscellaneous items.

Speaker. We paid the June speaker, Christopher Turner, \$75 for his discussion on Leadership. Maggie said she would like to have the flexibility to pay speakers without going through the voting process. The finance committee needs to decide is there money in the budget to let her have wiggle room without voting. The Finance Committee should consider this along with income, expenses, guaranteed money, all the things we spoke of before.

Chair Reports.

College Relations Chair. No comment.

Diversity Chair. No comment.

President-Elect. Tammy Finnell replaced LaShonne (who was promoted to another position). The nametags have been ordered. A proof is going to Jennifer. Went with generic board member tags rather than title. Some of Fluor have used our SHRM website to post jobs and some of the links are incorrect. Different employers are updating information. Christine's computer is on the blitz so use her RL account.

Legislative Representative. The heat stress bill passed. L&I has good powerpoint presentations regarding that.

Communications Director. No comment.

Secretary. If anyone is interested in a good web-based performance system for your organization, I saw a demo recently. Also, listened to a new incentive plan which can be used after the FML regulations are in effect. This is for folks who have problems with FML attendance. Concerning the proposed FML regs, if anyone needs a summary, Debra her as she has a good one.

President. There will be no meeting in July. Please use Meghann's personal email to contact her.

Financial Item Voted on:

Christine moved to reimburse Michelle for travel expenses related to the WA State Council meeting. The total bill was \$413.94. The reimbursement amount due from WA State Council is \$136.61 which Meghann will seek from Catherine Dovey. Dave seconded the motion and it was unanimously approved.
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Meghann moved to conclude the meeting at 6:45 and Christine seconded. Motion was unanimously approved.