

**Columbia Basin SHRM Executive Board Meeting  
5:30 PM, April 17, 2008  
Infinia Corp.**

**Board Members in Attendance:**

Barbara Newell	<a href="mailto:BarbaraNewell@rl.gov">BarbaraNewell@rl.gov</a>	372-3843
Christine DeVere	<a href="mailto:Christine_b_devere@rl.gov">Christine_b_devere@rl.gov</a>	378-5333 or 372-0104
Connie Carson	<a href="mailto:hetcarson@aol.com">hetcarson@aol.com</a>	736-6001
Debra Hughes	<a href="mailto:dhughes@bft.org">dhughes@bft.org</a>	528-9206
Jennifer Poll	<a href="mailto:Cazier_enterprises_hr@msn.com">Cazier_enterprises_hr@msn.com</a>	948-8886
Maggie Corarrubias	<a href="mailto:mcorarrubias@infiniacorp.com">mcorarrubias@infiniacorp.com</a>	737-2145
Meghann Stewart	<a href="mailto:Meghann.stewart@ksd.org">Meghann.stewart@ksd.org</a>	222-6412
Michael Diniys	<a href="mailto:Michael@p-m-consult.com">Michael@p-m-consult.com</a>	628-0278
Michelle Stewart	<a href="mailto:michelles@nap-chem.com">michelles@nap-chem.com</a>	554-8537
Xavie Augenblick	<a href="mailto:augenbli@verizon.net">augenbli@verizon.net</a>	

The meeting was called to order at 5:35 pm

**Roll call**

**February Seminar Report.** The first report was by Maggie who said that Benton PUD will pay her once we invoice them. She also needs to invoice the City of Kennewick, the Tri City Herald and the Dept of Licensing. The expenses were \$2,442.22. We will make \$1000 after we collect from everyone.

**Speaker Guidelines.** We lost sight of this and need to work on it. Barb will report what Meghann and she had come up with back in December at the next board meeting.

**Board insurance.** This item belongs to Traci who could not attend. There have been some emails between Traci and several companies regarding Board insurance. The first company to give us a quote said we need to do a financial audit. We need that before we go for the insurance. If we have some policies in place, we'll get a better rate. Traci is asking a lot of if/then questions at present. Connie has a connection at LeMaster and Daniels. They said they could do an abbreviated audit (since we only write 2 checks per month). We do not have the activity or assets to warrant a full audit. Connie will look into it.

**Chapter Survey.** Jennifer wants to revamp the questions to have numerical data and then Xavie will take the information and plug it into Survey Monkey. It comes back as a nice little report. We used it 3 yrs ago. Jennifer will distribute the questions to the board once she has changed them.

**Media Footing Report.** This agenda item is poorly worded for what Meghann was meaning to have us discuss. This is the item Connie sent us which was an email from Rick Larsen at Tri-City Herald. The question at hand is whether or not we want to take

on this piece? We need to be cautious about that. One miss and it comes back. What is the middle ground? If we are going to have liability issues, there needs to be a lawyer to confirm whether you can say this or that. How are other chapters doing this? Do they have liability issues? If other chapters have a legal onboard, it would make a difference. The Board decided that we would table the idea of having a monthly column that our Chapter would write. Rather, we will look into being a point of contact for the media if they are working on a story. Christine will be looking into how other chapters handle the legality of this.

Meghann has indicated on our CAP that Michael is the point of media contact for our chapter. Meghann is sending press releases to Michael. The 50<sup>th</sup> anniversary and the NHRMA conference are messages we need to get out. Kelly Knights at Tri-City Herald is very helpful in how to use their publication re the monthly meetings and seminars per Michael.

Though we don't know how we want to proceed with media issues, Connie reminded us that she does need to respond to Rick Larson. Our response would be, we understand your hesitation about local columnists being spotty. Our group discussed it and if you have an HR hot topic, we'd like to be contacted. Connie will draft a response to Rick for the Board to review.

**Requests for HR info from members.** Meghann reported what she and Xavie had discussed at a Saturday meeting they had. We talked about Yahoo Groups. Xavie says she is not a web designer and does not know how to program a blog. The guy who hosts would be happy to program a blog for a fee. The other part of having it on our website is liability. The best way to do it might be to host it on Yahoo Groups. Xavie can monitor it. It will have a disclaimer on the first page. You can put parameters in there. This is just a chat room and not a legal site. We could pilot the group for a year. People would have to create an account in Yahoo. For this to be successful, we would probably have to conduct a training at a luncheon. Xavie encouraged the group to check it out at [YahooGroups.com](http://YahooGroups.com). Depending on the response from the chapter in the survey, Xavie will work on setting us up.

**Issue of newsletter and printability.** The newsletter is not printable because of the program it is established in. Xavie used to do it in Word, but because of SPAM blockers today, over 30 emails would bounce back to Xavie. There is no way to say, "put me through" per Xavie. There is an automatic filter in certain email systems which does not accept attachments or graphics. So Xavie changed to the online version. Some pictures show up and some do not. She can create two versions of the newsletter and forward them in a PDF file and someone else can print them off. One will be web based and the other will be a Word document. Xavie does not mind doing two versions for us. Christine will print it out if Xavie sends it to her. The web version is done in FrontPage. She publishes the newsletter there. Then she would have to create a Word document and reformat it into columns for the 2<sup>nd</sup> version. Christine says we were going to print them off for the lunch meetings. Xavie can take the newsletter, which is HTML, and print it off. It will take 2 hours to create a new one each quarter. Xavie still has the old

newsletter format. It was Word which she converted to PDF. Xavie no longer has a PDF printer. If we can limit it to once a quarter and we get a point, let's do it. On your articles, put the company you work for if you are consultants. Everyone agrees we will try this out for a year.

## **STRATEGIC PLANNING ITEMS**

**Creation of Finance Committee.** The Finance Committee should have three people. David has a CPA background. Barb would like to join as well. Connie will determine how many times they will meet. Meghann says we do not need to make major changes. We need an open book philosophy, need to go through the Financial Management Guide and present a plan to the board.

**Membership Roster.** In progress.

**At Large Mailing.** This should be done by the end of April.

**Fall Semester Speakers.** Nothing to report except that the Business Club is meeting Friday.

Connie had a comment regarding mock interviews. The students did not show up. Meghann will work with David and the WSU advisor to see what happened.

**Legislative Link.** Barb deleted her cookies and the link still did not work. There is something wrong with the link. It works for some people, but not others. Barb, Meghann and Xavie finally realized they were each talking about different parts of the website. Barb was talking about a specific link within the Legislative webpage. Xavie will delete that link now that she knows which one is in question.

**Develop Diversity Plan.** In progress.

**Create a New Policy Procedure Binder.** Meghann should have a binder for us by May 15 or no later than June 1, 2008.

**50<sup>th</sup> Anniversary Party.** Xavie spoke to SHRM national re the logo and their feedback was to tweak it a bit so it looked less like their logo. Between Xavie and Meghann's husband, the 50<sup>th</sup> logo is now on our website.

We need to send an email to chapter members to see if they have contact information for past board members and officers. Once we get that, we can use the volunteers, who signed up at the lunch, to Google these folks or look them up in the phone book. We would like to invite them to attend the June meeting to tell old stories, what was happening when you were an officer, that kind of thing. A personal invitation will go out with an RSVP envelope. Meghann's husband will prepare the invitations in Vector Art. Michael will handle communications to Press. The Tri-City Herald and the Business Journal already printed it. Let's ask for the Sundance Bar and Grill location of

Anthony's for the 3<sup>rd</sup> Wed in June from 11:30 to 1:30. We will also have a speaker. We are not having lunch meetings in July and August. Michael is the contact point for this.

### **CHAIR REPORTS:**

**Treasurer report.** We have \$491.46 in savings; \$10,409.60 in money market funds less \$18.34 writing a check tonight for the seminar person. \$970.16 in checking less \$511. Have not made deposits from the lunch. At \$25,000 we will no longer be non profit so we should stay below that amount. Connie needs a stamp that has our return address on it. Vista print will print for free and you pay postage. Xavie will look into this for us as well as 50<sup>th</sup> celebration items.

**Communications.** Already discussed.

**Legislative.** Already discussed.

**Diversity.** Michelle wants to create a diversity committee. She was not sure of the process for doing this. Meghann explained that per our bylaws, any Chair can now form a Committee of one or more people.

**Webmaster.** We do not have a set name for this chapter. SHRM Columbia Basin, Columbia Basin Chapter of SHRM, etc. We need a formal name. The Board can discuss at our next Board meeting.

**Membership.** Jennifer needs to get an expense approved for nametags. The cost is \$8 per nametag. We need to get rid of the old logo which was phased out in Dec. of 2007. Jennifer is also working on at large mailings.

**President-Elect.** Nothing to report.

**Program/Professional Development.** Maggie just wanted to get a quick sense of whether or not a fall seminar is needed for the chapter. Due to Regional NHRMA being here, it was decided that she does not need to plan for a Fall seminar.

The last item on the agenda was to discuss mid-term goals. Meghann decided it was best to hold off until next time due to the lateness of the meeting.

Motion to adjourn at 7:00 PM. Unanimously approved.

## MOTIONS

<b>Policy Items Voted on:</b>	<b>Financial Items Voted on:</b>
Motion made by Meghann: That the chapter test Yahoo Groups blogging abilities where we invite members in to discuss HR issues with appropriate disclaimers. Second by Christine Passed: Unanimously	Motion by Maggie: That we pay for lunch for former Board members at the anniversary lunch. Second by Michael Passed: Unanimously
	Motion by Christine: That we spend \$150 to get new name tags with the correct logo. Second by Meghann Passed: Unanimously