

Columbia Basin SHRM Chapter

May 15, 2008

5:30 p.m. to 6: 45 p.m.

Infinia Corporation

Attendees:

Meghann Stewart, PHR-Chapter President

Christine DeVere, SPHR-President Elect

Barbara Newell, SPHR-Legislative Chair

Dave Husted-College Relations Chair

Traci Sunday-Past President – Excused

Jennifer Poll-Membership Chair

Michael Dinius-Marketing Chair

Connie Carson, SPHR-Treasurer and
Certification Chair and SHRM Foundation
Director

Michelle Stewart-Diversity Chair

Maggie Covarrubias-Program/Professional
Development Chair

Debra Hughes-Secretary-Excused

Xavie Augenblick-Newletter Editor and
Webmaster

Meghann called meeting to order at 5:35 p.m.

Old Business:

Speaker Guidelines: In February, Meghann and Barb worked on the creation of a speaker guidelines form. The purpose of the form was to have it for solicitation purposes for speakers for our spring and fall conferences and also our lunch meetings. This form is similar to what is used as the Call for Sessions with the NHRMA conference. This form will be posted to our Chapter website and will allow all interested speakers the opportunity to complete the form and submit it. This will hopefully eliminate the many phone calls several of the Board Members are receiving regarding potential speakers and trying to return calls to all of them. This will also allow us to see previous work by the speaker and references so that we can ensure we are providing quality speakers for our members.

Meghann has asked Maggie, the Program/Professional Development Chair, to review the form and she did not have any changes. Meghann would like the rest of the Board Members to have an opportunity to review the form as well and give their ideas or suggestions no later than Monday, May 19, 2008. Once all comments are received and reviewed, the form will be revised as necessary and then sent to Xavie for putting it out on the Chapter website.

Board Insurance: This item was tabled until the June Board Meeting.

Chapter Survey: Jennifer has a couple of minor changes she would still like to make to the survey. The plan is to make the revisions by the end of May and get the form to Xavie. Xavie will send the survey out through Monkey Survey tool by the beginning of June. Update report at June Board Meeting.

Vote on Xavie Augenblick's Membership and Webpage program: Meghann noted that Xavie's annual SHRM membership is coming due in the next month and put out for discussion to the Board whether to continue to pay for her membership. Discussion centered around the amount of quality work Xavie does for our website, the amount of time she dedicates to enhancing and keeping it updated, and the cost it would be if we had to hire a third party to handle this task for us.

Motion made by Barb Newell to continue to pay the expense of Xavie Augenblick's annual SHRM membership of \$160.00.

2nd by Connie

Unanimous

The second portion of this discussion centered on the webpage program FrontPage, which is what Xavie is currently using. Xavie informed Meghann that FrontPage will be retired shortly by Microsoft and she is not sure if she will be available to receive the upgrade for the \$100 or if she will have to purchase the program outright which would cost approximately \$300. Xavie had asked Meghann if the Board would reimburse her for the upgrade if eligible to get it, or for partial of the full program cost. Without this program, she will have to totally revamp the website and it would require our website be out of service and under construction for three to four months or longer.

Discussion centered around not wanting to have the website down as we are getting feedback that several members are accessing it and are finding it user friendly and very helpful. We don't want to put it out of service when we are increasing the activity on it. The Board also discussed the Chapter purchasing the program and having the license in the Chapter's name. In this manner, if Xavie decides to step down from her volunteer service on the Board or another person is elected into this position, we don't have to worry about the program leaving the Chapter with Xavie.

Motion made by Jennifer to have the Columbia Basin SHRM Chapter purchase the program FrontPage outright at a limit of \$400.00 with the license being maintained in the Chapter's name and to have Xavie continue to monitor and update the chapter website.

2nd by Maggie

Passed: Unanimous

WSC (Washington State Council) Meeting: Meghann reported that she will be unable to attend the next WSC meeting on June 6, 2008. Christine as President-Elect normally would step in and attend the meetings in the absence of the Chapter President, however, she will be on business travel and unable to attend. Meghann informed everyone that it is part of our requirements in our Chapter Achievement Plan (CAP) that we attend these meetings. The first one was in January and Meghann attended in person. The second meeting was via a teleconference, but it was during the time Meghann and Christine both were traveling to the Student Games and so they were unable to call in. Since we have missed one call in meeting, it is important we attend all of the remaining meetings to ensure our Superior Merit standing.

Meghann also noted the June 6th meeting will be held in Bremerton and that there is a reasonable reimbursement for travel that is provided. She then inquired of the Board if anyone would be able to flex their schedule to be able to attend. Jennifer indicated she would be able to get her schedule altered and should be able to go to this particular meeting. She will confirm this with her manager in the morning and get back with Meghann.

Meghann also noted she had talked with Scott Washburn, our Eastern WSC Representative, regarding sending someone from her Board in her place and asked that he introduce them for her and help them feel at ease. Meghann will relinquish her voting rights for this meeting.

Meghann will also email the directions and agenda to Jennifer within the week.

Standing Items:

Strategic Planning Short Term Goal Reports – review of due dates

1. **Membership Roster-goal date is June 1st.** – Jennifer noted she had emailed LaShonn from SHRM National and requested the Membership Roster. She is supposed to be receiving an updated list shortly. Once she receives it, she will have it set up in an access database to keep everything consistent. Meghann also noted that LaShonn recently accepted a new position within SHRM and noted Jennifer might want to send her another email and copy Dianna Gould to ensure LaShonn is still the correct person to request the information from.

2. **Fall Semester Speakers – due date is May 15th BOD Meeting:** David reported that he received an email from Washington State University Tri-cities with the updated information regarding the topics they need presenters for in the fall. David reported that the dates and topics have been scheduled. The dates are as follows: Sept. 9-10, 17-18, 22-23 in the Tri-cities and then Pullman is handling the dates of Oct. 1-2. David also reported there will be a Career Fair on October 15-16 which the Chapter could potentially have a booth at. He will be forwarding an email on to the members calling for volunteers to present these topics for the fall semester. Meghann noted it would be nice to fill them up with our Chapter members and not with Pullman. David also reported they are interested in learning more about web based applications.
3. **Develop Diversity Plan – due date is June 1, 2008:** Michelle reported she has developed the outline for the plan and wants to keep it simple and to a one page document. Michelle reported that anything much longer or complicated would take the risk of not being read or looked at and then end up a useless document for the Board and its members. She will bring the draft form of the finished document for the Board to review by the June 19th meeting.
4. **Create new Policy/Procedure Binder – due date is June:** Meghann reported she is still working on the binder and switched the due date from May to June. Meghann reported she would like to have this Binder be a quality tool and resource for Board Members and did not want to rush the project and put out a haphazard piece of work to meet a deadline. The binder will be presented for review at the June 19th meeting.
5. **50th Anniversary Celebration: Tentative date was for June Lunch Meeting:** Anthony's indicated that if we have overflow, we can move into their conference/party room in their overflow building. However, there would be a cost of \$1000.00 in meals for the Chapter to be able to use the Banquet room. There was discussion around still having the celebration in June or postponing the event until October to allow more time for planning and locating past Board Members. Michael reported that several of the past Board Members have been named, but not located. The consensus from the Board was to move the celebration to October to allow time to locate the past Board members, create nice quality invitations, send out the invitations and make it a quality event. This would allow the event to not appear rushed. Maggie also noted the speaker for the October meeting is going to be Scott Washburn, our Eastern Wa., WSC Representative and it would be nice to have him in attendance to see the milestones of our Chapter. It also would be after the NHRMA conference and several past Board Members may be in attendance at that as well and can be contacted personally. It was suggested that a Past, Present, Future Theme be used.

Meghann will put something in the next Newsletter in the President's Message indicating the change in date and time for the event. Michael will work with volunteers to begin designing invitations and contacting the past Board members. Michael will also revise his media announcement for the local paper and reschedule getting it out to TCH. Meghann reported Xavie ordered 50 pens with the Chapter logo on them and that the price kept fluctuating with time and Xavie went ahead and purchased only 50 so as to lock in on a decent price, which had increased since we first decided to purchase pens. Michael will hold off on the Press Release he has drafted and make the revisions on the date and other information in the body of the message. Meghann will also review the release and a new time frame will be scheduled for release closer to August/September timeframe. Michael also asked about the possibility of having the announcement placed in the Tri-city Herald and even perhaps televised with a local news channel. More discussion to ensue at the June Board Meeting.

NEW BUSINESS:

Assign mid-term goals if time: This was tabled due to not enough time for sufficient coverage.

Chair Reports:

Treasurer: Connie provided the last bank statement to Meghann. Our finances look really good. The Chapter savings is at \$491.46, the Money Market account is at \$10,797.90 and the checking account stands at \$3,166.19. Connie reported there were two big deposits into the checking account from the fall seminar revenue and a withdrawal for seminar expenses. Everything is flush and looks great.

Connie also reported she has been coordinating with Terry Cox from CBC to see if we can develop our Certification Preparation course through their establishment rather than City University. This would also allow their students to receive credit, the tuition would be reduced and it would be involving our local college. Connie and Terry are working on a proposal for this to take place as early as fall 2008.

Connie also reported that Rich from the Tri-city Herald was still waiting to receive a response regarding the opportunity to provide HR related articles from our Board of Directors to develop more of a local HR presence in the community. Connie noted there was a consensus from the Board members wanting to have the option to approach the TCH with articles or “hot topics” versus having to supply something every month and also to be approached by Rick at TCH if they would like us to supply an article occasionally. Connie will draft a response and Meghann will review prior to sending it out.

Connie noted there was nothing to report for the Foundation.

President Elect: Christine did not have anything to report.

Communications Chair: Michael did not have anything further to report

Diversity: Michelle reported she will be listening in on a Webinar on May 22, 2008 and then another one in July. She reported these are sponsored by the National SHRM and have been really worthwhile. Michelle also reported that she has only heard from one other Diversity person from the WSC. She will take notes on the Webinar and report back to the Board. Michelle did not have anything further to report.

College Relations: Dave reported there has not been anything further to report on Workforce Readiness. He is still trying to get more detailed information regarding definition of what Workforce Readiness entails and activities we can do as a Chapter to support this initiative. Dave reported he attended one conference call regarding Workforce Readiness and noted it is very prominent and projects being carried out for it mainly in the East and South. Dave reported there is a National Website that he is going to spend sometime checking out to gather more resources. Dave did note that it is not just about getting high school graduates collegebound but extends further than that. He noted Washington State University is looking more into this initiative as well. Projects such as Jr. Achievement are in line with the Workforce Readiness and activities many of us are already involved in. Dave reported Diana Gould was capturing and summarizing the information from the conference call to send out to all participants and he is still waiting to receive them.

Legislative: Barb reported that there has been some activity going on in legislation. Barb reported that the Gay Marriage bill did pass in CA and we should be prepared to see something happen similar in WA in the near future. This would have an impact on benefits and other items in our workplaces. Barb also noted that comments for the FMLA revisions have closed and there has not been anything further reported in that area. The new Genetic DNA bill was passed by President Bush which will keep employers from being able to discriminate against an employee with health benefits if they have Genetic DNA.

Meghann requested Barb to present these updates and any new forthcoming information at the May luncheon meeting and to bring any handouts that are applicable.

Secretary: Nothing to report.

Membership Chair: Nothing to report.

Program/Professional Development Chair: Maggie reported she has been successful in securing speakers for the majority of the calendar year 2008. The schedule is as follows:

May – Gallagher – Competitive Benefits

June – Christopher Turner – Leadership in HR

Sept. – 2008 NHRMA Conference will take the place of Chapter Meeting

Oct. – Scott Washburn (WA State Council Representative) and also 50th Anniversary Celebration.

Nov. – Still looking at potential speakers

Dec. – Still looking at potential speakers

Maggie reported she is still waiting for payment for the Spring Seminar from three different companies. Maggie noted she has invoiced them but has still not received the money from them. The Companies with the outstanding balances are City of Kennewick, Benton County PUD, and the Dept. of Licensing. Maggie will send another reminder to each of them and if she does not receive payment, will defer the issue to Meghann, Chapter president to handle the bill collections. The decision was made to not allow attendees to show without payment in hand prior. There will not be any more invoicing post seminars.

President's Post Report: Meghann reported she received four names for volunteering from sending the flyer around at the last Chapter Meeting. The volunteers were for assisting with the HRCI credits and Sponsorships for the Chapter Meetings/Luncheons and also could be used to assist with the 50th Anniversary Celebration.

Meghann noted the HRCI credit was not set up and in place to be effective to receive HRCI credits for the May Meeting. However, the goal is to have everything in place and effective by June Chapter Meeting and at the latest for the October Meeting. (July and August the Chapter is on Hiatus and the NHRMA Conference will be in Sept.).

Meghann reminded everyone to review their goals for their respective Chair positions and to remain focused on the Strategic Planning document/goals and to come prepared to provide updates at the June Board Meeting.

Meghann also requested Connie have her Finance Committee meet to review the processes already in place for budget and financial purposes with the Chapter prior to the June Board Meeting and be able to report the suggestions or ideas for implementation to improve at the June Board meeting. Members of the committee are Connie Carson, Dave Husted, and Barbara Newell. The goal is to have a solid document in place of the Finance Policies and Procedures by September. Connie mentioned she believes this is possible and will work with her committee.

Michelle Stewart asked about Chapter finances and, if we are supposed to be a Not-For-Profit organization, how come there is so much money in our accounts just continuing to grow? Michelle asked if the Chapter might be able to sponsor different activities in the community to show our presence since we have a very diverse Board and one that is very sophisticated. Michelle also asked about National SHRM guidelines regarding spending and where they might be found so she could review them if they exist. The Board Members thought her suggestions and questions were very good and will have more discussions at the June Board Meeting once we get an update from the Finance Committee. This will also become included in our Strategic Plan.

Meghann noted our June Board Meeting will not be held at the Infinia Corporation. Maggie will be on business travel and the building will be unavailable. Michelle Stewart has indicated we can meet at her place of business, NW Ag. Products located at 821 S Chestnut in Pasco, just off of A Street. Meghann will send out an email reminder to all Board Members prior to the meeting. Discussion will take place at the June Board Meeting regarding having another planning meeting in the month of August to stay on track.

Motion made by Dave to adjourn at 6:45 p.m.

2nd by Michael

Passed: Unanimous

Meghann officially adjourned the meeting at 6.45 p.m.

MOTIONS

Policy Items Voted on:	Financial Items Voted on:
	Motion made by Barb Newell: Continue to pay the expense of Xavie Augenblick's annual SHRM membership of \$160.00. 2 nd by Connie Passed: Unanimously
	Motion made by Jennifer: To purchase the program FrontPage outright at a limit of \$400.00 with the license being maintained in the Chapter's name and to have Xavie continue to monitor and update the chapter website. 2 nd by Maggie Passed: Unanimously