

# SHRM Oregon State Council Meeting

## January, 2017

### MINUTES

FRIDAY, JANUARY 6, 2017      10:00 AM – 3:00 PM      BROADWAY COMMONS/SALEM

<b>MEETING CALLED BY</b>	Stacey Brown, State Council Director
<b>TYPE OF MEETING</b>	SHRM Oregon State Council Bi-Monthly Meeting
<b>FACILITATOR</b>	Stacey Brown, State Council Director
<b>NOTE TAKER</b>	Jill Faughender, State Council Secretary
<b>ATTENDEES</b>	OSC members present were: Stacey Brown, Shauneen Scott, Scott Cantu, Jill Faughender, Nikki Schutte, Deborah Jeffries, Markus Brown, DeeDee Gordon, Jane Allen, Maiya Hall-Olsen, Laurie LeRiche, Natalie Eggert, Kristen Taylor, Ian Wiggins, Dee Hart, and Beth Harrison.  Present by teleconference were: Sharon Borgardt, Stephanie Smith, Joe Rossi, Katie Tank and Kathryn Reinhardt.
<b>MEMBERS ABSENT</b>	Alan Cabelly, Micky Dryden, Dianna Gould, and Tim Rasch
<b>ASSOCIATED DOCUMENTS</b>	Treasurer's Report and Financials, 2015/2016 Budget Recaps, Minutes of 12/02/16

### Agenda Topics

WELCOME, INTRODUCTIONS STACEY BROWN

Called to Order at 10:03 a.m. at Broadway Commons in Salem, Oregon.

#### OPENING

Welcome!

Introductions followed with each Council member sharing their current role and prior role incumbents providing helpful information about the 2016 initiatives.

COUNCIL OPERATIONS STACEY BROWN

#### REPORTS

**Secretary:** Jill Faughender

Approval of Minutes: Minutes of 12/02/16 were presented for approval. Motion by Natalie Eggert to accept the minutes as written, second by Kristen Taylor, motion carried.

#### CHAPTER REPORTS      Chapter Presidents

**PHRMA, Nikki Schutte, Chapter Director**  
Reporting Period: 12/02/16 – 01/06/17

##### Current events & news:

- We won the Pinnacle Award for our new Member Development program which includes our Mentorship Program, EP (Emerging Professionals) and HR Think Tank (used to be Book Club)!
- Our programs for 2017 are almost all planned out. We have a few spaces, but for the most part, we are all planned!

- Our Strategic Management Conference Planning Committee is also doing a great job in getting the conference planned for May 2017 with amazing speakers.
- Chapter is evaluating putting on a mock trial for a chapter education event as well as a “how to network” class.
- Chapter is supporting a certification study group with an emphasis on the SHRM certification exam only; however still offer HRCI recertification credit for monthly chapter meetings.
- Nikki shared that PHRMA is evaluating a partnership with Brand Love to provide live streaming of chapter meetings to provide the opportunity for those in the outlying areas to attend virtually and possibly archiving the meetings and making them available for a fee.

SHAPE initiatives & updates:

- We are still 100% chapter affiliate and have turned in our CLIF and our annual membership roster to SHRM.
- We will be holding 2 SHRM Certification Study Groups next year.

Best Practices and other good stuff I want to share:

- We have revamped our Annual Sponsorship Packages and have already started to collect sponsors for 2017. This helps our cash flow early on in the year and helps sustain us throughout the year.

Chapter Requests for support or help from OSC:

- None.

**MHRA, Kristen Taylor, Chapter President**

Reporting Period: 12/2/16 – 01/06/17

Current Events & News:

We held our regular chapter meeting on December 14<sup>th</sup>. Mrs. Claus presented on the leadership secrets of Santa (AKA Pam Griffith, M.H.R., PHR, SHRM CP). Meeting was reasonably well attended despite Mother Nature’s attempt to thwart us with her icy assault on the Mid-Valley. The program was fun and interactive. MHRA is currently exploring new venues to hold monthly chapter meetings. We received notice that our current venue is only available through March.

SHAPE initiatives & updates:

2016 SHAPE and EXCEL applications have been submitted. We had a very strong year and expect to maintain our platinum status. 2017 initiatives will be brainstormed at our board meeting on the 25<sup>th</sup> of this month.

Best Practices and other good stuff I want to share:

The VLRC has posted the new Chapter 2017 planning documents if you haven’t seen those yet.

10 out of 12 programs are scheduled for 2017. 2016 SHAPE has been submitted and the chapter is on track to win a Platinum award again for 2016. General discussion followed regarding the types of initiatives the chapter has done to work towards the award. Kristen noted that each board position is responsible for developing and ensuring follow-thru on an initiative each year.

What other Chapters need to know:

Bonny reported that submitting the SHAPE and EXCEL data was pretty painless. If you’ve never done it before and are potentially procrastinating, fear not.

Questions about/I need help with....

I’m aware that each chapter gets one free registration to the State Council Conference. Do we get an actual physical ticket/registration card, or do I just let you know who will be in attendance from our Chapter? We are going to raffle this at our January 11<sup>th</sup> meeting as a Foundation fundraiser.

**SHRMA, Shauneen Scott, Chapter President**

Reporting Period: 12/2/16 – 01/06/17

Attendance at meetings has been dropping off and a survey has been sent and reviewed. A small response was received and no specific barrier to participation was noted, however a review of the frequency of communication is underway. Shauneen noted that the chapter has reached out to the Salem Chamber of Commerce to reach small business and that the chapter can put a small meeting notice in the chamber newsletter for free.

**DCSHRM, Stephanie Smith**

Reporting Period: 12/02/16 – 01/06/17

No Report since 12/2/16 meeting. Board meets next week.

**LCHRA, Beth Harrison, President**

Reporting Period: 12/02/16 – 01/06/17

Current events & news:

- SHRM Foundation success \$6,161 raised and was named #6 in the nation for chapter donations
- January Membership meeting will be 401K legislative changes and best practices

SHAPE / Excel initiatives & updates:

- No board meeting due to weather
- Worked on budget for 2017
- Met with U of O Flexible MBA program recruiters about how we can work together

Best Practices and other good stuff I want to share:

- Welcomed three new board members
- Beth reported that the chapter will be holding a half day event in February with a Diversity theme. The chapter also plans to partner again next year with the Regional Safety Organization to co-sponsor the Safety Conference.
- Chapter membership is now over 300 members, and the chapter has been actively using SHRM resources such as e-blasts and at-large membership lists in addition to a tactic where an at-large members name tag for a chapter event is coded with a special color which triggers board members to seek them out and talk about the benefits of chapter level participation.
- Beth shared a successful HR Internship Program sponsored by the chapter, which provide \$2,500 paid internships for those interested in HR who work for a company in a learning role. Half is paid at the beginning of the internship and half after a written report on the internship is submitted and reviewed.
- The chapter is hosting a quarterly HR after Hours event which is focused on young HR Professionals at 5:00 p.m. in the evening at the Oregon Wine Lab. A general conversation theme is provided and then the discussion flows naturally.
- Beth expressed interest in partnering with other chapters to bring in higher profile speakers and asked that other chapters share program ideas and speaker lists. Deborah Jeffries reminded the participants that she is collecting these lists and will share them out once she receives and compiles the list.

Chapter Requests for support or help from OSC:

- Recommendations for speakers

**Rogue Valley, Joe Rossi, Chapter President-**

Reporting Period: 12/02/16 – 01/06/17

Current Events and News:

- As we transition into our 2017 year, we're in the process of planning our January Board of Director (BoD) Kick-Off Dinner to be held on January 26<sup>th</sup> at the Rogue Valley Country Club, from 5:30-8:30pm.
- Our 2017 Monthly Program series is starting with a January program in titled "The Diversity Dilemma" presented by our own RV-SHRM BoD member John Underwood, HR Director at Timber Products. This engaging and interactive presentation will challenge HR professionals with assumptions about race and sexual orientation in the workplace. Our 2017 Monthly Program presentation line-up is almost complete, with 9 out of 10 Presenters confirmed.
- Joe reported that he had an excellent board transition from prior to new board by ensuring that each prior member met and shared full information on their role, where they were at year end in terms of their role and initiatives.
- The chapter is increasing monthly meeting fees from \$10 to \$20 for members and \$15 to \$25 for non-members.
- The chapter is still formulating plans for a SHRM certification study group and will be reaching out to Deborah Jeffries for ideas.

SHAPE Initiatives:

- Workforce Readiness: Planning continues with our Career Networking Expo scheduled for May 13, 2017. Sponsored by RV-SHRM, we're collaborating with our local Job Council, Junior Achievement, and Oregon Employer Council chapter. We're estimating about 80 business/company participants, with over 500 job seekers to visit the event from 9am-1pm that day.
- Membership: Three 2017 initiatives have been discussed and agreed upon, including initiating a quarterly BoD Lunch and Learn SHRM Membership Presentation with selected Rogue Valley companies HR Department staffs.

Best Practices and other good stuff to share:

- 2017 RV-SHRM BoD Transition: Joe Rossi (President) and Kathryn Reinhardt (Pres-Elect) have conducted several substantial BoD transition meetings as a precursor to formalizing an annual RV-SHRM BoD Transition Program. Discussions have included the following BoD positions: Treasurer, Membership, Programs, SHAPE, and Workforce Readiness. Our plan is to expand this to all BoD positions in terms of Knowledge Transfer Protocols, and review a revised annual timeline to effectively accomplish this.

Chapter Requests for support and other help from OSC:

- None at this time.

**LCHRMA, Ian Wiggins, Chapter President**

Reporting Period: 12/02/16 – 01/06/17

Current Events & News:

January general meeting was a teaser for Crucial Conversations and Ian shared that the chapter is working with two temporary agencies to advertise LCHRMA meetings to their customer list and that the chapter will host a Crucial Conversations 2-day workshop in Astoria on April 27<sup>th</sup> and 28<sup>th</sup> at Clatsop Community College. Price has been set at \$350 which will include materials. The same course offered in Seattle is \$1500-\$1700. We are seeking 35-40 participants. Requesting a grant for 25 sets of materials to offset some of LCHRMA's overhead costs. Ian noted that the event will precede the Crab, Seafood and Wine festival so hotel accommodations will book up early.

February 8<sup>th</sup> general session is on internal investigations led by Denise Downs of Denise Downs Consulting.

SHAPE initiatives & updates:

- Our Diversity Director is reaching out to business groups on the fringe of our territory to generate more interest in LCHRMA events and have temp agencies and other business organizations promoting our events.
- Our board has decided to host a certification course in 2017. More discussion to occur at our January meeting.
- We have submitted an "Ask the Expert" column in the *Coast Business Journal* answering generic HR questions.

Best Practices and other good stuff I want to share:

*None at this time*

What other Chapters need to know:

- Ian shared a flyer with a potential Diversity speaker and topic, Gideon Mukwai who presents on Crossing Cultures with a Story.
- Ian shared that he is considering adjusting sponsorship rates and requested feedback on chapter sponsorship pricing structures. Nikki will share PHRMA's and shared that they moved to an annual sponsorship fee schedule.

Questions about/I need help with....

- Discussing hosting a networking fair. I would love to hear your experience and advice if you have done this before.

**HRACO, Katie Tank, Chapter President**

Reporting Period: 12/02/16 – 01/06/17

Current Events & News:

- We held our annual member appreciation luncheon in December. We like to have one meeting each year that is really about socializing and getting to know each other better without formal speakers. Our membership tends to like the holiday break and it was a fun event.
- Katie reported that membership increased 17% to 176 members in 2016 and that the chapter started a LinkedIn group and that the chapter does not charge meeting fees for members. The chapter Law Update seminar was successful with 120 attendees, providing funding for chapter activities.
- The annual fundraiser luncheon in December included asking participants to bring gift cards to donate to Saving Grace, a local non-profit.
- We are also in the process of finalizing speakers and programming for the 2017 NHRMA conference. We have put together a fantastic agenda with engaging topics and speakers.
- All 2017 chapter programming is set with July and August off due to historical low attendance. All sponsorship slots have been filled.
- The chapter partnered with OSU to provide a SHRM certification study group and 9 out of 9 attendees passed the exam.
- Katie reported that the NHRMA conference received over 100 speaker submissions and has put together a great program and the planning is on track for the September regional conference.

SHAPE initiatives & updates:

- We did our first fundraiser at our annual December luncheon to raise money for Saving Grace, a local non-profit organization who supports local abused women and children.
- Our board will meet this month to discuss SHAPE initiatives for 2017.

**YCHRA, Jill Faughender, Chapter President**

Reporting Period: 12/02/16 – 01/06/17

Current Events & News:

We took December off and will be back into our normal monthly meeting routine in January. Upcoming meetings include:

- 01/12/17 – Creating a Culture of High Trust
- 02/09/17 – Having Difficult Conversations
- 03/09/17 – Generations in the Workplace
- 04/13/17 – Mediation Skills

We continue to work on a possible HR seminar for local businesses in Yamhill County in conjunction with the Chamber of Commerce.

SHAPE initiatives & updates:

Continued focus on recruiting new members and retaining existing board members in 2017 and on submitting our SHAPE.

**ADVANCING THE PROFESSION**

**CLA  
REPORTS**

OSC Directors

**Director Report: Stacey Brown**

Stacey Brown asked the OSC Core Leaders to provide their current report if any, noting that many core leaders are new to their roles at the start of this year and share about the individual roles, providing helpful hints and feedback.

**Treasurer Report: Jane Allen and Nikki Shutte**

Jane presented the final 2016 financial report for council review. Jane noted that we use a cash basis accounting method and so she has highlighted in peach revenue/expense items received or paid in 2016 that are for our conference in 2017 including \$5,000 down payment on speaker free and the \$1,000 sponsorship fee for the 2017 SHRM Student Conference. The OSC year-end account balance was \$77,803.37 with a year-to-date cash reduction of \$8,518.56.

Jane reported that Shauneen and Jill will be auditing the 2016 expense reports on 02/28/16 prior to the OSC meeting at HR Answers.

Jane requested approval to reflect Stacey Brown, Nikki Shutte, Scott Cantu and Deborah Jeffries as the authorized signers on the Oregon State Council checking account and certificate of deposit at U.S. Bank and to remove Myda Jane Allen and Melissa Vigil as authorized signers effective 02/28/17.

Shauneen Scott made a motion to approve a resolution to reflect that Stacey Brown- OSC Director, Nikki Shutte- Treasurer, Scott Cantu- Past Director and Deborah Jeffries- Certification Director and primary contact on the OSC business registry. Second by Nikki Shutte, motion carried. Secretary Jill Faughender was directed to create a resolution and deliver to Jane and Nikki for use in changing signers at US Bank.

Jane reported that the tax return is in process and that she will be submitting the OSC Secretary of State Business Registration renewal this month.

Jane reported that OSC received \$3,957.70 conference share which is intended to be distributed to the chapters under the new NHRMA chapter share program.

Jane asked for assistance in getting a jpeg file of the OSC logo to the SHRM Student Conference organizers. Markus offered to send the file.

**Membership Report: Jane Allen/Shaneen Scott**

Shauneen Scott provided feedback that it is important to understand the SHRM membership lists and how names come on and off and how to work the lists, especially for renewals. Natalie Eggert noted that she renewed after expiration and that SHRM dropped her from the Lane County chapter roster so this is an area to watch as well. Jane will be meeting with Dianna Gould next week to learn more about the latest membership initiatives and will share out to the chapter membership directors.

**Communications: Micky Dryden**

Stacey Brown reported that Micky is currently working to update the OSC Webpage and asked council members to log on and

confirm their information is correct on the website.

**Legislative Affairs Director: Karlina Christensen**

Karlina Christensen-Lee is on maternity leave and unable to attend and so Jill Faughender, former Legislative Affairs Director shared the important role that the Chapter leaders play during the Oregon Legislative session. Jill encouraged all Chapter Leaders and OSC Core Leaders to join the SHRM Advocacy Team, often referred to as the A-Team as well as to be prepared to quickly forward out legislative issues to chapter membership. This will be a long session in 2017 with a number of perking HR issues to be considered. Communication by experienced professionals with local legislators is critical to helping them understand the potential impact of proposed legislation on Oregon businesses.

**Diversity Chair: Maiya Hall-Olsen**

I am working on compiling a contact list of all the current Oregon Chapter Diversity Directors. Stacey noted that she will be sending each core leader area the chapter contacts.

Maiya asked for feedback from the OSC on what initiatives we would like to see. General conversation followed and Maiya was encouraged to identify training options for the council and at the chapter level. It was noted that the SHRM Diversity Conference will be held in San Francisco from 10/23- 10/25/17 and that this would be a good opportunity for Maiya to attend.

REFERENCE LIST OF DIVERSITY TRAINING TOPICS AND TRAINERS? From the chapters, compile a list of diversity training topics, contact information for the presenter that provided this training, and evaluative comments on how the training went - as a resource?

MINI-DIVERSITY TRAININGS FOR THE COUNCIL? Is the Council interested in getting mini-diversity trainings during our sessions? Does the Council have any funding for anything like this? In the future, is there interest in the Council or chapter(s) putting on a diversity training session?

**District Director Report: Natalie Eggert & Sharon Borgardt**

The District Directors reminded chapter presidents that they are available to support the chapter as needed and can attend chapter board or membership meetings to talk about the SHRM OSC. Sharon noted that she will be taking a business trip to the Rogue Valley and will connect with our southern Oregon chapters to see if a visit will work with the timing. The District Directors plan to visit all chapters in 2017.

**College Relations Chair: Laurie LeRiche**

Laurie noted that she has reviewed the job description for this new role and asked for Council feedback on desired direction. It was noted that the Council had been without a College Relations Director and so the initial focus will be on reconnecting with the inactive Student Chapters at U of O, Western Oregon and Willamette University and explore other HR programs at Community Colleges and Universities. General discussion followed about the Student Conference to be held from 03/31/17 – 04/01/17 in Portland. Laurie was encouraged to attend and Scott Cantu and Stacey Brown will forward the information which includes a list of volunteer positions needed.

**SHRM Foundation Chair: DeeDee Gordon**

Jane Allen shared the Foundation activities from 2016 and reminded chapters that the SHAPE includes a leadership campaign where board members are encouraged but not required to donate \$30 each in 2017 and promote the SHRM Foundation resources at chapter meetings. Jane noted that some chapters still do 50/50 raffles as a fundraiser. DeeDee and Jane will work together to identify the raffle items that will be used to raise SHRM Foundation funds at the OSC Conference in March.

**Workforce Readiness Chair: Markus Brown**

Markus reported that he will be participating in the SHRM Regional Council meeting which will have an emphasis on Workforce Readiness. General discussion followed with ideas for Workforce Readiness initiatives such as creating a toolkit for chapters to use to hold High School mock interview or job fairs, creating events that prepare unemployed or underemployed or High School students to become employed. It was also noted that Mike Row from the TV show Dirty Jobs has spoken for SHRM National and lives in the San Francisco area and may be a good keynote for the 2018 OSC conference. Markus to follow-up.

**Certification Chair: Deborah Jeffries**

General discussion followed regarding the different methods for holding a SHRM Certification study group and Deborah offered assistance to any chapter who is contemplating a study group. Deborah shared that purchases of 5 or more SHRM Learning Systems results in a significant discount at \$495 and the facilitators guide is \$550.

Nikki Shutte reminded everyone that each student must have their own Learning System. Deborah Jeffries shared that typical study groups run from 12 to 16 weeks in length, some do weekend intensives, some exchange information by using experienced HR professionals and suggested that chapters looking to start a new study group might consider starting with a self-directed group. It was noted that the SHRM Foundation has grant funds available for certification activities as well as the OSC grant budget.

#### **Employment Law & Legislative Conference: Deborah Jeffries**

Council members were provided direction to provide registration information as follows:

1. A free conference registration is available to all State Council members if they volunteer on the day of the event. [Send OSC Council member registration information to Scott Cantu at your earliest convenience.](#)
2. A free conference registration is granted to each chapter to use as the chapter designates. Many chapters use it for purposes of fundraising for the SHRM Foundation or to use it to reach out to the membership or encourage attendance at meetings. [Send the chapter conference winner information to](#) Deborah Jeffries no later than February 17<sup>th</sup> to include name, job title, certifications if any, company name, address, e-mail, and phone number. Deborah will register the winner

Deborah reported that a food preview will take place this month at the convention center; notices have been distributed and will be redistributed to chapter presidents for disbursement.

Sponsorships are coming along well with Pacific Source, HR Answers, and Davison Benefit Solutions, Lee Hecht Harrison and Occuscreen confirmed and two additional sponsors evaluating sponsoring breakfast, lunch or a break. 15 exhibitors have been confirmed and Scott is working with SHRM to bring the Bookstore-in-a-Box to the conference.

Pricing was set on 12/02/16 at early bird \$210, SHRM Members after early bird at \$260, students at \$100 and non-members at \$299.

Registrations are at 100 to-date and general discussion followed regarding posting the program detail which will drive more registrations.

Jane requested that the SHRM Foundation fundraiser be built into the conference script and a table be reserved for display of the raffle gifts and both Scott and Deborah confirmed they will be working on updating the script used last year.

#### **SHRM Update: Dianna Gould, SHRM Field Services Director**

No Report

##### Need Help?

Dianna Gould, SHRM-SCP, CAE – SHRM Field Services Director  
[Dianna.Gould@shrm.org](mailto:Dianna.Gould@shrm.org)  
800-283-7476 ext. 6267

Kim Goodwin (located on East Coast and works 10 a.m. – 8 p.m.)  
[Kimberly.Goodwin@shrm.org](mailto:Kimberly.Goodwin@shrm.org)  
800-283-7476, ext. 6316

#### **2017 Budget Review & Approval: Stacey Brown**

Stacey Brown walked the OSC through review of the 2015 and 2016 budget results and creation of the 2017 budget. Considerable discussion followed on each revenue and expense line item and a proposed budget including \$86,755 in revenue and \$107,450 in expenses was presented for approval. Shauneen Scott made a motion to adopt the 2017 OSC budget as prepared on this date, second by Nikki Shutte, motion carried. An updated copy of the approved budget was e-mailed to all OSC members by Shauneen Scott.

#### **Student Funding Request: Stacey Brown**

Student Chapter Funding Request – Stacey Brown presented a request from Alan Cabelly and the PSU Student Chapter for a grant of an additional \$2,000 for 2016 and a \$6,000 grant for 2017 for purposes of sending 16 students to the SHRM National Conference. Considerable discussion followed regarding the use of the \$8,000 that we have budgeted for Student Chapter Support. The Council was not in support of granting an additional \$2,000 in student chapter support for 2016 expenses as the budget balance remaining for 2016 for student chapter support was \$303.56 after the \$1,000 SHRM Student Conference sponsorship and on an overall basis we were net loss for 2016 budget expenditures.

It was determined that now that the OSC has a College Relations director in place that Laurie LeRiche will work with Shauneen Scott to create a communication piece and then reach out to all established student chapters in Oregon to make them aware of OSC student chapter grant funding available in 2017, with a portion of the budgeted funds set aside for Laurie to use in reactivating student chapter interest, further that the Council accept grant requests from Student Chapters and/or advisors through 02/17/17. The Council will add Portland

State University's information provided by Alan in the e-mail to Stacey to form their grant request unless Alan would like to discuss additional support of the Student Conference. The intent is that all Student Chapter grant requests for 2017 will be reviewed for approval at the 02/28/17 OSC meeting. Jill was asked to add this to the 02/28/17agenda.

**OSC Logo Wear – Stacey Brown**

Stacey Brown presented polo shirts, sweatshirt and vest options for consideration by the Council to create logo wear to use at our annual conference as well as when OSC members are visiting chapters. Consensus was to purchase a polo shirt and order forms will be collected.

**OSC BUSINESS, DISCUSSION ITEMS**

**STACEY BROWN**

<b>STRATEGIC PLAN REVIEW AND SHAPE STATUS</b>
<ul style="list-style-type: none"> <li>No Report on 2016 SHAPE status</li> </ul>
<b>ANNOUNCEMENTS</b>
<ul style="list-style-type: none"> <li>None</li> </ul>

**CLOSING**

Director Stacey Brown thanked the OSC members for a great day of planning and expressed appreciation for everyone's commitment to a successful year. Stacey reminded everyone to please respond as quickly as possible with requests for Core Leader Area reports and other inquiries.

**STACEY BROWN**

<b>AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>Student Chapter Support Request Approvals</li> </ul>
<b>ADJOURNMENT</b>	We adjourned the meeting at 3:00p.m.
<b>FUTURE MEETINGS</b>	02/28/17 – Tigard @ HR Answers – 2pm – 4:30 pm (the afternoon before our OSC Conference) 03/01/17 – Annual Conference – Portland Convention Center 05/05/17 – Eugene – 10am – 3pm 07/07/17 - Conference Call – 12pm – 2pm 09/28/17 – Bend 10am – 3pm (Day after NHRMA Conference is over) 12/01/17 – 10 am – 3pm