

SHRM Oregon State Council Meeting

July, 2017

MINUTES

FRIDAY, JULY 7, 2017

12:00 P.M. – 1:30
P.M.

CONFERENCE CALL

MEETING CALLED BY	Stacey Brown, State Council Director
TYPE OF MEETING	SHRM Oregon State Council Bi-Monthly Meeting
FACILITATOR	Stacey Brown, State Council Director
NOTE TAKER	Jill Faughender, State Council Secretary
ATTENDEES	OSC members present were: Stacey Brown, Shauneen Scott, Dianna Gould, Jill Faughender, Nikki Schutte, Jane Allen, Karlina Christensen-Lee, Natalie Eggert, Alan Cabelly, Kristen Taylor, Sat Bir Khalsa for Beth Harrison, Kathryn Reinhardt for Joe Rossi and Jennifer Clemens for Katie Tank. Present by teleconference were:
MEMBERS ABSENT	Scott Cantu, Deborah Jeffries, Markus Brown, DeeDee Gordon, Micky Dryden, Maiya Hall-Olsen, Laurie LeRiche, Sharon Borgardt, Tim Rasch, Stephanie Smith and Ian Wiggins,
ASSOCIATED DOCUMENTS	Treasurer's Report and Financials, Minutes of 05/05/17

Agenda Topics

WELCOME, INTRODUCTIONS

STACEY BROWN

Called to Order at 12:00 p.m. by conference call

OPENING

Welcome and introductions

COUNCIL OPERATIONS

STACEY BROWN

REPORTS

Secretary: Jill Faughender

Approval of Minutes: Minutes of 05/05/17 were presented for approval. Motion by Shauneen Scott to accept the minutes as written, second by Karlina Christensen-Lee, motion carried.

COUNCIL EDUCATION

STACEY BROWN

SPEAKER

No education provided due to conference call format.

CHAPTER REPORTS**Chapter Presidents****PHRMA, Nikki Schutte, Chapter Director**

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- Strategic Management conference a success in June. Exceeded budget by \$10K for profit. Increased attendance by 30 registrations.
- Certification – working to find folks willing to facilitate SHRM Certification training
- Increasing membership fees. SHRM will begin collecting them with membership renewals.
- Evaluating monthly meeting locations by creating a map of our membership to determine what location will be most convenient.
- Working on succession planning for 2018, working through this over the next few months to be lined up by October.

MHRA, Kristen Taylor, Chapter President

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- Regular chapter meetings were held in May and June with what would be considered average attendance (about 35 members). Topics covered were emergency preparedness in May and Leadership in June. We are planning to expand the emergency preparedness topic with a follow up program next year.
- We are getting a fair amount of activity on our MHRA Facebook page. FB does seem to generate more exposure than LinkedIn or even the Chapter website. Check it out and like us here: <https://www.facebook.com/MidWillametteHRAssociation/>
- MHRA continues to develop partnership with Michelle Swift from Oregon State University. The OSU student chapter is official. Two MHRA board members (Laurie and Jared) attended the charter ceremony in June. We are continuing conversation as to how we can best support them.

SHAPE initiatives & updates:

2017 SHAPE/EXCEL initiatives have been outlined for each core leader area. We are 2016 Platinum!

Best Practices and other good stuff I want to share:

I would recommend starting your own chapter Facebook page if you don't already have one. It is a great way to advertise and promote chapter benefits and programs. There is also a program called hootsuite which allows you to manage up to 3 different social media sites in one central update.

SHRMA, Shauneen Scott, Chapter President

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- HR Basics was a huge success once again. We still don't have final numbers yet, but with the 2 food sponsors, we should do well.
- In September we have a 3 hour seminar on conducting Investigations and litigation pitfalls by a local attorney.
- We have added a new board member to help Matthew Eagles as the Diversity/Workforce Readiness Director. Micky Dryden resigned from the board.
- The entire board is stepping up to help with the void that is left after Micky's resignation.

DCSHRM, Stephanie Smith

Reporting Period: 05/06/17 – 07/06/17

No Report.

LCHRA, Beth Harrison, President – Represented by Sat Bir Khalsa

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- May chapter meeting – Organizational development 101 – Morgan Monro
- June chapter meeting – Smart ways to find and hire good employees – panel discussion: Jim Howard, VP of Performance Resources, Kris Pearce, Heidi Mason from Robert Half Consulting
- We are working on creating some HR Awards to be given at our Work Trends conference in March

SHAPE initiatives & updates:

- July topic – Sales Compensation – What HR brings to the table – Jim Harvey of Columbia Compensation Consulting
- August Topic – Fixing Workplace Conflict – Chris Sheesley, In-Accord

Best Practices and other good stuff I want to share:

Our meeting attendance continues to remain steady if not gradually increasing (75-85 attendees)

What other Chapters need to know:

We work hard to have a meeting sponsor for each meeting and we give them 5-10 minutes to talk about themselves before the speaker begins.

Questions about/I need help with....

Does anyone have a good New Member Orientation program they can share?

Rogue Valley, Joe Rossi, Chapter President represented by Kathryn Reinhardt, President Elect

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- Our very busy May events calendar is now behind us, and what a month ! As the summer months come into play, our focus now shifts to Membership building activity planning, and conducting our monthly programs.
- **Southern Oregon Career Networking Seminar – May 13th:** By all accounts, this event was a true success, turning out 62 employers and more than 250 job-seekers. More than 20% of the job seeker attendees were Veterans, with many of these receiving 2nd interview requests and job offers. Community awareness of RV-SHRM was significantly increased as well, as our spearheading of this event elevated our stature within community business and civic organizations circles.
- **RV-SHRM Annual Legal Seminar – May 17th:** Attendance was about 20% lower this year from last year, but participant feedback was very positive in terms of the speakers and presentations. We think the lower attendance figure had more to do with the seminar topics than anything else. Barran Liebman attorney presenters were very well-received, as was the "Reasonable Suspicion – Recognizing Impairment in the Workplace" presentation.
- **SHRM Certification:** Our SHRM-CP and SCP study group gets underway in July through our Certification Director, Danielle MoneyMaker. Our BoD is also currently seeking applicants for our RV-SHRM Certification scholarships.

SHAPE initiatives & updates:

Membership: Our first SHRM Lunch & Learn event scheduled for Wednesday, June 14th, did not produce any local registrations – very disappointing! We're now turning our attention to developing an At-Large campaign to drive RV-SHRM membership from Klamath County, where their local Chapter discontinued operations a few years back. Our membership introduction meeting has been tentatively set for Wednesday, September 27th.

Best Practices and other good stuff I want to share:

BoD Transition Plan: RV-SHRM President-Elect Kathryn Reinhardt and I have started to discuss a BoD Transition Plan for her upcoming 2018 Presidential term, including moving up several events to late Summer and early Fall.

EventBrite Registration System: Our Hospitality Director, Sarah Elkinton, has become quite proficient on how to engage and manage this system to better handle marketing and day-of-event participant check-in – it's saved us TONS of time in processing registrations, collecting funds, and distributing event communications.

LCHRMA, Ian Wiggins, Chapter President

Reporting Period: 05/06/17 – 07/06/17

- LCHRMA is on break for July and August for general sessions, but we are hosting a Veterans Networking event in August where we will have veteran speakers, resume reviews, mock interviews, and hiring businesses.
- We will also be hosting (our first) HR after hours on August 23rd at the Fort George.
- Stacey reported that Dianna Gould was the featured speaker in June on the topic of workplace communication and it was an awesome program.
- Stacey reported that the chapter won a Platinum award for 2016.

HRACO, Katie Tank, Chapter President – represented by Jennifer Clemens, President Elect

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- Jennifer noted that the May meeting – Navigating a Maze of Leave Laws resulted in 60 participants and the June program – Catch Me if you Can resulted in 40 participants.
- The Chapter is working hard on the NHRMA Conference which will be held in September.

YCHRA, Jill Faughender, Chapter President

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- YCHRA received its IRS Non-Profit Status confirmation a week or so ago and we have filed our first annual tax return.
- HR Basics – A Crash Course in HR seminar is scheduled for August 10th and we are partnering with the McMinnville Chamber and have obtained a lunch sponsor.
- Our Chapter joined the McMinnville Chamber of Commerce to give us more visibility as we try to grow membership.
- I will be chapter president for 2018 due to outside obligations of our president-elect. We will begin recruiting for 2018 in September to fill in some gaps on our board that result from resignations. Everyone is very busy in their work lives.

ADVANCING THE PROFESSION

CLA REPORTS	OSC Directors
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Treasurer Report: Nikki Shutte

Reporting Period: Reporting Period: 05/06/17 – 07/06/17

Nikki reported that she has received a check from Stoel Rives however is trying to reach Deborah Jeffries to confirm that we have received all sponsorship and vendor payments. We are slightly off budget. A final conference financial report will be provided at the September OSC meeting.

Financial condition continues to be strong with the following bank account balances:

\$35,339.37 in checking
\$62,837.13 in Savings

\$98,176.50 total on deposit

Nikki requested feedback on our OSC Travel Policy and specifically what is our expense maximum for meal reimbursement. Shauneen Scott noted that there are two separate travel policies, one for conference travel and one for OSC meetings and the OSC conference policy includes a Meal allowance as follows: " OSC will reimburse per day, \$8.00 for breakfast, \$13.00 for lunch, and \$25.00 for dinner. Meals are reimbursed only if the conference/meeting does not already provide, and only for times that the individual is "reasonably required" to be at the location. Receipts are required for reimbursement."

Shauneen Scott moved to combine the two travel policies into one travel policy, including the conference travel meal reimbursement, second by Karlina Christensen-Lee, motion carried. Nikki will update the policy and route to the group for review. Once comments are received an updated policy will be published on the Oregon.shrm.org website and the other two old policies will be removed.

Membership Report: Jane Allen

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

Hosted a quarterly Membership call with Chapter Membership directors. Another quarterly membership call is being scheduled for mid-August.

What other Chapters need to know:

Reminder that a new membership in SHRM is NOT an automatic membership into a chapter. Designating a chapter is not enough; each chapter must have their own membership process.

Jane and Dianna Gould shared important information for chapters regarding membership requirements and the requirement to have a separate chapter membership application. A PowerPoint presentation was distributed to all OSC members in advance of the meeting. Dianna noted that SHRM hosted websites have access to the chapter level membership application template and clarified that the Chapter Designation Form does not serve as a membership application.

Dianna noted that Chapter Designation forms are solely for use in changing primary chapter designations of existing SHRM members and reminded OSC members that a SHRM member can be shown on multiple rosters however will only have one primary chapter designation.

She reminded the Chapter Presidents to keep a separate chapter roster from SHRM's In-Chapter Report to aid in completing chapter membership audits and provided sample forms. Dianna also reminded Chapter Presidents to let SHRM know when you get new members, and to feel free to do that as often as you like. If you're new member is showing as a primary member of another chapter Kimberly Goodwin will let you know.

Communications: Micky Dryden

Reporting Period: 05/06/17 – 07/06/17

Nothing new to report.

Legislative Affairs Director: Karlina Christensen

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

- Continue watching legislature to see what else will be passed this session. Most watched is predictive scheduling currently.
- Reminder- Minimum Wage increased on July 1.

SHAPE initiatives & updates:

Sent download the app challenge prizes to each chapter. Waiting on addresses for HRACO, Rogue and LCHRA chapters to send their packages

Diversity Chair: Maiya Hall-Olsen, JD

Reporting Period: 05/06/17 – 07/06/17

No Report.

District Director Reports: Natalie Eggert/Willamette & Sharon Borgardt/Columbia

Reporting Period: 05/06/17 – 07/06/17

Nothing to Report.

College Relations Chair: Laurie LeRiche

Reporting Period: 05/06/17 – 07/06/17

Current Events & News:

I was invited to the Oregon State University Management Association Student Chapter year-end banquet to present the SHRM Student Chapter president with their SHRM **NEW** charter. The banquet was well attended by students and academic staff. The Dean of the School of Business gave the opening remarks; she thanked me for my interest and support of the students.

SHRM Foundation Chair: DeeDee Gordon
Reporting Period: 05/06/17 – 07/06/17

No Report.

Workforce Readiness Chair: Markus Brown
Reporting Period: 05/06/17 – 07/06/17

Stacey reported that Markus has resigned his position effective immediately. General discussion followed and Stacey volunteered to fill this role through the end of the year.

General discussion followed regarding the soft skills gap and how the OSC can make an impact in Oregon.

Certification Chair: Deborah Jeffries
Reporting Period: 05/06/17 – 07/06/17

No Report.

Employment Law & Legislative Conference: Deborah Jeffries/Alan Cabelly/Scott Cantu
Reporting Period: 05/06/17 – 07/06/17

SHRM Update: Dianna Gould, SHRM Field Services Director
Reporting Period: Reporting Period: 05/06/17 – 07/06/17

July 2017 PW Region SHRM Update

Below is a list of some of the most current things we are doing for you; our valued volunteer leaders and members:

\$\$\$ Scholarships: Spring 2017 SHRM Foundation Certification and Seminar Scholarships Winners Are In! We're excited to announce the recipients of our Certification and Seminar Scholarships! The scholarships go to current student and professional SHRM members with financial need, relevant work and volunteer experience, and a passion for HR. We have several individuals (check out the list at [Click here](#)) and 2 chapters (congratulations Anchorage & Lower Columbia HRA Chapters) from the Pacific West that were recipients of the scholarships.

Speaking of the SHRM Foundation: SHRM Foundation was recently awarded a 4-Star rating from Charity Navigator, the nation's largest and most-utilized charity evaluator. This status is given to organizations that demonstrate strong financial health and commitment to transparency. SHRM Foundation is among the quarter of charities rated to have received this distinction. This award sets SHRM Foundation apart from its peers and promotes public trustworthiness from donors and supporters. Did you know 100% of your donation goes toward funding scholarships and research programs – not for administrative costs.

2016-2017 Student Merit Award Winners are posted in the Student Member Center in the VLRC at <https://community.shrm.org/vlrc/resources-shrm/viewvlrcarticle?DocumentKey=1aa16ef8-514f-43ea-85f2-9351424f2806>. We recognized Honorable Mention, Merit and Superior Merit Award winners via rolling PPT and "group recognition" at the Student & YP Super Sunday session at SHRM Annual Conference in New Orleans. Outstanding Award winners in attendance were recognized individually and presented with a plaque. Students and YPs also had special seating and were recognized at the Wednesday's general session.

New SHRM Student Strategy: SHRM believes the HR profession is at its best when we connect with each other to share best practices and collective wisdom, enabling us to elevate the standards of the HR profession together. This is especially important for student members, the future of our profession. Our refreshed focus is to foster and establish a career-long partnership between student members and SHRM through expanded outreach and broader engagement at the local level.

More details on the refreshed student engagement strategy's outcomes, toolkits and resources will be shared later this year as they are finalized. However, to allow time for budgeting and planning for the coming year, we wanted you to be aware now of the following enhancements, which include:

- Transitioning SHRM's three national Case Competition and Career Summits to optional locally-held competition events hosted by states (or a combination of neighboring states.) State councils who wish to participate will be provided "plug and play" toolkits, materials and resources from SHRM to ensure a smooth transition and successful event
- Developing several new initiatives and programs to reach a greater number of students, including enhanced virtual and in-person opportunities, such as sample HR Career Day agendas at local organizations and recorded mini-sessions on a variety of HR topics, for use when engaging student members.
- Identifying increased opportunities to locally connect student and professional members through our existing state/local networks and chapters.

FREQUENTLY ASKED QUESTIONS ABOUT THE NEW STUDENT STRATEGY

Does this new student engagement strategy include a review of student chapters? Are student chapters going away?

The student engagement strategy refresh does not include a review of the current student chapter structure, requirements or staff support. However, support of the student chapter structure is integrated into the Chapter Review project currently underway. In the interim, there is a “hold” on chartering new student chapters, although existing, inactive chapters are continuing to be reactivated upon request.

The national Case Competitions and Career Summits were very successful. Why has SHRM decided to transition them to locally-based competitions?

Although feedback from students and advisors confirmed that there is perceived value with HR competition-style events, only a small portion – around 500-600 students a year out of 21,000 student members– could participate due to financial and travel restraints. Transitioning these events to locally-held competitions would increase the participation of a wider segment of the student population. It also allows you to engage with them directly encouraging them to become members of local professional chapters after graduation.

How is SHRM going to ensure students and HR professionals stay connected? The Career Summits were important opportunities to engage students with practitioners.

A critical component of SHRM’s refreshed student engagement strategy is to better connect student and professional members via local/state affiliates. SHRM will be identifying new opportunities and provide support to ensure these connections continue, including toolkits, materials and resources for State Councils who wish to hold local student competition events. This new focus not only helps to connect students at the local level, but also provides a direct pipeline to new members and leaders to your chapter. We are addressing all their areas of interest to ensure their career development needs are met.

What if our state does not want to offer a case competition?

Offering the case competition will be optional for states to offer, although we are encouraging states that do offer a case competition to allow teams from adjoining states to also participate. This localizes the events. Some states may not conduct a competition in 2018, but may decide to do so in 2019. Additionally, one of the other formats being developed may fit your state’s needs better including an additional competition format and a corporate experience day outline.

Per the study, what are students asking for from SHRM?

Students are asking for more job placement resources/postings on the website, increased networking events to connect students with peers and HR professionals (both locally and nationally) and help connecting students with local chapters. We are addressing all their areas of interest to ensure their career development needs are met.

Are the case competitions the only new local engagement opportunities being offered by SHRM?

These case competitions are just one of many new engagement opportunities that we are excited to share with you in the future. We are working on another competition type format as well as an outline for Corporate HR Experience Day. Feel free to contact Dianna at Dianna.gould@shrm.org if you have additional questions.

Phishing Scam: Be on the lookout for a new and sophisticated phishing scam that is hitting our chapters and state councils. The scammers are getting public information off the chapter & state council websites (e.g. regarding state conferences, etc.) and saying that the venue where the event is being held is requiring a payment immediately to get the preferred rate negotiated. It looks very authentic. Please confirm with your State Council Director or Chapter President before making any payments to ensure it is valid.

When Work Works Award Winners: SHRM recently announced the winners of the [2017 When Work Works Award!](#) The winners provide insight into the practices of effective and flexible workplaces and emerging trends. There are 298 award winners from 44 states and the District of Columbia. Among the winners there are 100-percent-virtual workplaces, worksites that have holistic and family-first approaches to work, employers that trust employees to manage when and how they do their work, organizations with top leaders who set positive examples, and supervisors that support job success. The When Work Works Award is part of SHRM’s When Work Works project, a national initiative to help businesses of all sizes and types become more successful by transforming the way they view and adopt effective and flexible workplaces. When Work Works is one of the foremost providers of [resources](#), [rigorous research](#) and [best practices](#) on workplace effectiveness and flexibility in the nation. To learn more about winners: Read SHRM’s press release [HERE](#), [See emerging trends from winners HERE](#), View winners by state [HERE](#), and Read winner best practices [HERE](#).

Mandatory State Law Posters: In 2017, there are already 27 mandatory state changes!!! Make sure you are up-to-date with these recent changes by [visiting the Labor Law Posters section](#) on the SHRMStore to order your posters today! **When you order posters from the SHRMStore, J.J. Keller's Labor Law Poster Update Service is included to help make sure you're always in compliance.** This subscription update service provides:

- Monitoring of changes in labor law that affect potential poster updates
- **Free replacement posters when mandatory changes occur**
- Fast shipment to multiple locations
- Posters are available in [English](#) and [Spanish](#).

Email SHRMStore@JKeller.com or call 844-840-3449 for pricing on purchases (bulk and multi-year discounts available) of multiple posters.

Pinnacle Award Application due Sept. 9: Be acknowledged! Be recognized! <https://community.shrm.org/vlrc/resources-shrm/viewvllrcarticle?DocumentKey=637af0d1-f0cf-4b76-8e46-6e0f4c92f68a>. Sample State Council and Chapter submissions are available for your viewing pleasure.

Put this on your calendar - Volunteer Leader Summit – Each Chapter President *or* President-Elect are provided free registration and hotel accommodations (from 2-3 nights depending upon the status of your chapter. 100% SHRM chapters get 3 nights vs. 2 for non-100% chapters). State Council Directors & State Council Director-Elects, State Council Membership Directors, State Council Certification Directors and State Council District Directors are also eligible to attend (covered hotel nights vary depending upon volunteer leader position). Please plan now and budget for travel expenses (e.g. airfare, transportation, etc.) for this educational and fun volunteer leader experience.

SAVE THE DATE
2017 SHRM Volunteer Leaders' Summit (VLS)
November 16-18, 2017
Washington, DC

\$\$\$ for Chapters & State Councils for SHRM-SCP & SHRM-CP Recertification's – SHRM Chapters and State Councils in good standing will be eligible for enhanced financial support based on the number of SHRM members who recertify between January 1, 2017 and December 31, 2017. *Chapters in good standing will receive \$20 per each chapter member who is a SHRM member in good standing, primarily coded to the chapter, and recertifies for SHRM Certification during 2017. State Councils will receive \$10 per each SHRM member in good standing (in-chapter and at-large) in the state who recertifies for SHRM Certification during 2017.* Payment will be made to affiliates in good standing in early 2018 based on the number of recertified members meeting the above criteria as of December 31, 2017.

How to Redesign Your Performance Appraisal Template: Here is an interesting viewpoint of how one company changed their performance appraisal system ([Click Here](#)). "Performance review templates should be dynamic, not static, to reflect your organization's changing priorities." For example, a startup company might focus on the key core competencies of creativity and innovation, strategic and critical thinking skills, and culture and values, while a mature organization might emphasize its top three competencies as policy compliance, communication and leadership, and process improvement."

Below is a list of some of the most current things we are doing for you; our valued volunteer leaders and members:

Remember PAC WEST is the BEST and it is because of you.

Dianna Gould, SHRM-SCP, CAE – SHRM Field Services Director
Dianna.Gould@shrm.org
1-703-535-6267

Kim Goodwin (located on East Coast and works 10 a.m. – 8 p.m.)
Kimberly.Goodwin@shrm.org
1-703-535-6316

Student Chapter Support & OSC Grants: Stacey Brown

Other Business:

The OSC discussed several recognition programs and authorized Nikki to pursue additional conversations with the contacts.

Conference 2018 – Stacey noted that a theme has been identified and keynote speaker ideas are being evaluated. Some ideas shared included Panel of Chief HR Officers, possibly moderated by Ike Dixon, Oregon's 100 best employers panel – how to reach that prestigious level and HR strategy topics. Stacey asked that OSC members interested in participating in the conference planning let her know.

Shauneen Scott, OSC Director Elect asked current OSC members to let her know if you would like to continue, or can by by-law rules, (number of years in current role) or are interested in trying a different OSC role for 2018 at your earliest convenience. Also please reach out to your chapter boards to identify HR professional interested in contributing at the state council level.

Stacey Brown expressed her appreciation to the OSC for sending her to the SHRM National Conference, noting it was an excellent conference.

STRATEGIC PLAN REVIEW AND SHAPE STATUS	
	<ul style="list-style-type: none"> • None
ANNOUNCEMENTS	
	<ul style="list-style-type: none"> • None

CLOSING

Next in-person meeting will be held in Bend the day after the NHRMA Conference is over at a location to be determined.

STACEY BROWN

AGENDA ITEMS FOR NEXT MEETING	
ADJOURNMENT	We adjourned the meeting at 1:30 p.m.
FUTURE MEETINGS	09/28/17 – Bend 10am – 3pm 12/01/17 – 10 am – 3pm – Includes incoming Chapter Presidents & New OSC members