

SHRM Oregon State Council Meeting

October, 2016

MINUTES

FRIDAY, OCTOBER 7, 2016 9:00 – 2:00 P.M.

MEETING CALLED BY	Scott Cantu, State Council Director
TYPE OF MEETING	SHRM Oregon State Council Bi-Monthly Meeting
FACILITATOR	Scott Cantu, State Council Director
NOTE TAKER	Jill Faughender, State Council Secretary
ATTENDEES	Scott Cantu, Sharon Borgardt, Jill Faughender, Alan Cabelly, Shannon Campbell (HRACO Board Member), Micky Dryden, Deborah Jeffries, Stephanie Smith, Shauneen Scott, Kathy Sharp, Karlina Christensen-Lee, Jane Allen, Jeannette Trumm, Natalie Eggert. Stephanie Miller joined at 12:50 p.m. By telephone conference call: Sat Bir Khalsa, Rick Howell and Bonny Ray
MEMBERS ABSENT	Stacey Brown, Markus Brown, Melissa Vigil and Dianna Gould
ASSOCIATED DOCUMENTS	Treasurer's Report and Financials, Minutes of 07/08/16,

Agenda Topics

WELCOME, INTRODUCTIONS

SCOTT CANTU

Called to Order at 9:20 a.m. at the Duck Store/UO Extension in Bend, OR

OPENING

Welcome!

Introductions

Training Program 9:30 – 11:00 a.m. Topic: Mental Health in the Workplace presented by Kurt Barker and Adam Adkin of Karnopp Petersen LLP Attorneys at Law.

COUNCIL OPERATIONS

SCOTT CANTU

REPORTS

Secretary: Jill Faughender

Approval of Minutes: Minutes of 07/08/16 were presented for approval. Motion by Shauneen Scott, second by Alan Cabelly, motion carried.

Financial Report: Jane Allen, Treasurer

Financial statements were presented and discussed. Jane reminded the Council that we are sponsoring a Leadership Campaign for the SHRM Foundation and all Council members are encouraged to make their SHRM Foundation donations by year end and let her know once it has been made so she can include in the annual report. Rick Howell noted that PHRMA is doing a big drive. Discussion followed regarding the OSC 2016 contribution. Karlina Christensen-Lee made a motion to donate the difference of \$536.88 needed to make an overall donation of \$1,000, which includes the \$463.12 raised at the Conference in March. Second by Rick Howell, motion carried.

Jane reported that we have a deadline of 11/15/16 to file our annual tax return and need to list 3 accomplishments. Jane asked that OSC members send her information. It was noted that holding a successful conference is a major accomplishment. OSC Director will sign the return.

SHRM Update: Dianna Gould, SHRM Field Services Director

Dianna out of country in Guam – report provided below:

SHRM Volunteer Leader Communication bundles have been distributed. The communication tools provide great reminders of upcoming activities. Not receiving SHRM volunteer communications? <https://apps.shrm.org/myshrm/AccountOverview.aspx>

SHRM Volunteer Leader Summit is scheduled for November 17-19, 2016 in Washington DC. If you still need to register visit Conferences.SHRM.org/VLS

Chapter Leader Information Form (CLIF) and State Council Leader Information Form (SCLIF) forms are due by 12/1/16 to Kim Goodwin.

Deadline for SHRM Foundation Donation is 12/31/16.

Chapter and State Council 2016 SHAPE year-end report due 01/31/17. Please check out the SHAPE and Excel Center to see planning documents and recorded webinars. Start planning now.

Excel Award Applications due 03/15/17.

2017 SHRM Student Case Competition & Career Summits for the West will be held in Tigard, OR from 03/30 – 04/01/17.

Check out the new resources in the Volunteer Leaders Resource Center (VLRC).

- Better search capabilities
- SHRM Affiliate Printing Portal, Co-branded, professionally created marketing collateral easily customizable to market chapter membership including postcards, business cards and membership flyers.

SHRM competency based education for chapters is available free of charge to chapters in good standing, including facilitators guide on the VLRC.

SHRM Certification – currently 96,000 certified professionals. Consistent growth in online HR postings citing SHRM-CP and SHRM-SCP as a preferred or required qualification. Remember to post the SHRM Recertification Provider Seal on all promotional materials and website and reflect this in SHAPE Section II, Item 6 for chapters and SHAPE Section II, item 7 for state councils.

New Chapter locator tool is available by zip code on SHRM.org.

Need Help?

Dianna Gould, SHRM-SCP, CAE – SHRM Field Services Director

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

800-283-7476, ext. 6316

ADVANCING THE PROFESSION

CLA REPORTS	OSC Directors
Director Report: Scott Cantu	
<p>Scott discussed the 2017 OSC roster and asked for Chapter Presidents to reach out to active board members to identify potential candidates for Treasurer, Workforce Readiness, SHRM Foundation and the College Relations positions. Please notify Stacey Brown at your earliest convenience as we need our OSC roster in place by our 12/2/16 organizational meeting. Scott asked for a motion to appoint the Stacey Brown as Director, Shauneen Scott as Director Elect, and Jill Faughender as Secretary. Alan Cabelly made the motion to elect, second by Karlina Christensen-Lee, motion carried. The Treasurer position will be elected once identified.</p> <p>Scott asked that council members let him know what you envision from the leadership transition meeting on 12/2. Initial suggestions were:</p> <ul style="list-style-type: none"> • Review of the SHRM structure • Breakout on chapter financial management, membership, emerging professionals or each CLA area as time allows <p>Scott reported:</p> <ul style="list-style-type: none"> • No By-Law change recommendations were submitted. • Reminded the Chapters that officers must be reported on the SHRM CLIF by 12/1/16 	

- The 2017 SHRM Regional Council Director summit is scheduled for February 10-11th in San Diego
- SHRM has a mini-bookstore that chapters can use to promote HR reading materials and chapter earns a commission on books sold. Possible idea for the OSC Employment Law Conference in March.

Scott requested feedback on the Financial Assistance Fund Application form which was circulated, includes prior recommendations of Length of time a SHRM member and Board positions served. Considerable discussion followed regarding award criteria. Alan Cabelly made a motion to adopt the following criteria, second by Shauneen Scott, motion carried:

- Financial assistance for the 2017 year will be a maximum of \$5,000 with \$2,500 available each 6 month period
- An e-blast will be sent semi-annually reminding Oregon SHRM members of the financial assistance award program
- Awards may be requested for reimbursement of tuition, books, exam fees, HR related subjects
- Financial assistance awards may be made up to \$500.00 per individual
- Individual financial assistance awards may only be granted 1 time per year per individual
- All financial award reimbursement requests are subject to appropriate documentation
- The Director Elect will be the intake coordinator for all requests, will summarize the financial assistance requests in a blind manner and communicate the requests out to the OSC for review and approval.
- The Director Elect will be the primary communicator with the award recipients, coordinating confirmation of documentation and request payment from the Treasurer once all qualifications satisfied.

General discussion followed regarding establishment of a separate financial assistance request form for Chapter financial aid. Scott to follow-up and create the form for Council review.

Director Elect Report: Stacey Brown

Proposed slate of OSC members for 2017 was delivered via e-mail to full Council.

Diversity Chair: Marcus Brown
Reporting Period: 07/06/16 – 08/31/16

No Report

Employment Law & Legislative Conference: Deborah Jeffries & Alan Cabelly

Jon Petz has been secured as a Keynote and three sponsors have been secured to cover his speaking fee. Great job Alan and Deborah!

- Date of conference: 03/01/17
- Location: Oregon Convention Center (2 year contract – reduced costs)
- Kyla from Stoel Rives is coordinating again this year.
- Beverage/food service is under review
- All fees, including registration under review, including a multiple attendee discount for same entity registrants
- Save the date cards were distributed to participants, please start advertising now
- 2016 sponsors will have first right of refusal on 2017 conference sponsorships
- Will seek to obtain HRCI/SHRM certification credit for program earlier to use in advertising, tied to BOCK
- Breakout sessions will be available once again for all HR skill levels

Willamette District: Natalie Eggert

Working with Sharon to support all chapters as needed.

Columbia District: Sharon Borgardt
Reporting Period: 05/01/16 – 08/31/16

Current Events & News:

I listened to the recorded District Director call from July 13. It was very interesting to hear tips from a Council Director from Texas. Some highlights include:

- Changed DD role to serve chapter based on size (Mega/Super Mega, Medium, Small) rather than based on DD proximity to the chapters The importance of succession planning for DDs and preparing them to serve
- Open lines so available DDs get to events, regardless of chapter they serve
- More phone support than actual visits to chapters
- Assist chapters with annual strategic planning sessions
- Sharing best practices has been the most valuable support
 - Often simply connecting chapters when a chapter has a need
- Biggest intangible benefit to chapters is energizing people at all levels

- Synergy keeps volunteers connected and motivated
- Make chapter leaders feel welcome and included at State meetings
 - Meetings previous night
 - Plan group activities at events (such as at Leadership Conference in DC)
- Created a 16 month calendar that starts Sept prior to start of new year
 - Bridges knowledge gap from outgoing leaders to incoming leaders
 - For all board positions
 - Inform volunteers about Leadership Conference and scholarships to attend

Some of the DD best practices from the DD call follow:

- Allow chapter members to visit other chapter events
 - Remember you can belong to several chapters, but only 1 chapter designation
 - Increases professional development opportunities
- Share speakers list, bios and reviews
 - Refer to SHRM site for featured speakers

Since we only have 2 DDs this year, Natalie Eggert and I have agreed to simply support all of the chapters together, and get to what events we can, as well as determine who can respond to requests.

Lower Columbia HR Management Association activities and challenges: LCHRMA held a very interesting SHRM Foundation fundraiser. The topic was Transgender Issues in the Workplace and the speaker welcomed all those questions people are typically afraid to ask a transgender individual. We are excited to have Deb Jefferies conduct a half day workshop on Teambuilding Oct 28 in Astoria. We have scheduled nearly 100% of our 2017 meetings. A challenge is dwindling chapter membership, so the entire board has networked and reached out to new HR folks in the area. We also emailed SHRM brochures, offered free admittance to lunch meetings and asked our chapter members to network, too. We have maintained membership and may have a slight increase at year end.

SHAPE initiatives & updates:

No update.

Best Practices and other good stuff I want to share:

I used the SHRM Knowledge Center when researching content for a presentation about the state of HR. I want to remind everyone about this great service. In about an hour's time I had an abundance of links to pertinent articles and info on my subject, as well as info I can use for another project. There was no charge for this service, although sometimes the work is chargeable.

LCHRMA has had very good luck with having sponsors help offset the cost bringing training to our members and the community.

Certification Chair: Deborah Jeffries

Deborah is seeking information from the Chapter Presidents on how many members are currently participating in study groups for either HRCI or SHRM certification exams. General discussion followed regarding HRCI submitter fee for new chapters and Deborah will check and follow-up with Chapter Presidents. Discussion followed regarding the applicability of the study materials to both HRCI and SHRM certification examination and it was noted that several students have reported that the two tests are similar and that participation in either learning system will benefit the test taker.

College Relations Chair: Open Position

No Report

SHRM Foundation Chair: Open Position

No Report

Workforce Readiness Chair: Kathy Sharp

Kathy reported that she is planning to participate in the Workforce Readiness CLA webinar and will share out the information when it is available.

Membership: Shauneen Scott

Current Events & News:

On August 20, 2016 I sent the notes from the Membership CLA sent to all chapter membership directors. I asked Chapters to let me know if they completed their SHRM membership audits and if so how it went. I only heard back from 2 chapters.

Salem Chapter: completed the audit. Final membership numbers 203.
MHRA Chapter: completed the audit. Reached their goal.

SHAPE initiatives & updates:

Chapter membership audits are underway. YCHRA noted that they had completed their membership audit in August.

Best Practices and other good stuff I want to share:

Easier to monitor roster monthly to see if members drop off because they renew SHRM membership after it expires which results in them dropping off the SHRM roster for your chapter. You must then contact SHRM to add them back to your chapter if they renew past the expiration date.

What other Chapters need to know:

Working the at large list is a good way to grow your chapter roster and participation. The benefit of this is the money your chapter receives back from SHRM increases.

Legislative Affairs Director: Karlina Christensen

Reporting Period: 07/05/16 through 08/31/16

Current Events & News:

Focusing on current session in Congress. Congressman Schrader introduced legislation to delay the overtime wage increase. This is something we have encouraged chapters to have a voice on.

SHAPE initiatives & updates:

A link for Chapters to sign onto the SHRM letter on FLSA will be sent. Shout out to the Lane County Chapter on creative activities to connect with legislators and a thank you to Amanda Walkup for her work in this area as Legislative Director.

Best Practices and other good stuff I want to share:

Several chapters promoted Congressman Defazio's in district meetings. We were able to get members from the Mid-Willamette and Eugene chapters at the town halls. Karlina encouraged Volunteer Summit participants to participate in the Day-on-the-Hill in November.

What other Chapters need to know:

The Lane chapter has been in contact over how to be more involved in this area. Their legislative rep trying to have a larger focus on local impact.

2017 Oregon Legislative session will be lively with expansions to parental leave, predictive scheduling and various other employee protections. Karlina is evaluating a meeting after the elections where legislators are invited to speak to the HR community.

Communications Director: Micky Dryden

No Report

CHAPTER REPORTS	Chapter Presidents
<p>PHRMA, Rick Howell, Chapter President Reporting Period: 07/06/16 – 08/31/16</p> <p><u>Current events & news:</u></p> <ul style="list-style-type: none">- We conducted a member survey which is currently open through the end of the month. We have collected some great data that we are going to use in planning for 2017 and beyond!- We are running our SHRM Certification Study Group and increased prices significantly, to cover the cost of the SHRM materials for each participant.<ul style="list-style-type: none">o We have 24 enrolled which is great!o Through the member survey data collection, we may need to have two separate study groups next year (one for HRCI and one for SHRM). We are in the process of trying to gather additional volunteers to help with that initiative.- We have our Annual Member & Volunteer Appreciation event where we have 150 of our members attend a "Happy Hour" event at OMSI. It's all networking!- October 12th is our Annual Business Meeting and we have an amazing speaker...Dan Price, CEO from Gravity Payments will be here to discuss why he chose to give all of his employees a salary of \$70k...and ultimately, if it was a good idea! ☺ <p><u>SHAPE initiatives & updates:</u></p> <ul style="list-style-type: none">- Our Membership initiative is great! We have increased membership significantly over the year...and SHRM officially has us coded as a Super Mega chapter! ☺	

- We have been notified that we are a finalist for the Pinnacle Award for our Member Development initiative that was created this year. This revamped our Mentorship Program and created our EP Program, HR Think Tank and varying events at different times!

Chapter Requests for support or help from OSC:

- We are in the process of finalizing our Sponsorship Packages for 2017 which we are really excited about. We were able to generate quite a bit of money from them this year, and with the revamping...we are hoping to generate even more! If you or someone you know would be interested in receiving a variety of advertising/sponsorship throughout the year with PHRMA, we would love to talk to them!

MHRA, Bonny Ray, Chapter President

Reporting Period: 07/05/16 through 08/31/16

Current Events & News:

(Including activities such as: participation by phone or web in Volunteer Leadership Resource Center (VLRC) activities, Chapter events, awards, special projects etc.)

Our membership chair participated in the CLA webinar. We applied to host the 2018 or 2019 NHRMA conference with the Salem Chapter. We had a planning session at our August Board meeting for our 2017 chapter goals and events. Our chapter President Elect has registered for the SHRM Volunteer Leaders Conference in November.

SHAPE initiatives & updates:

Our membership increased to 109 members. This is an increase of 18 members in the past 9 months! Our audit was successful. We also met our SHAPE goal for membership. We raised \$135 for the SHRM Foundation at our August meeting with a raffle for a conference ticket and at our July meeting with a raffle for a gift basket.

We are hosting our October Chapter meeting in Corvallis near Oregon State University to partner more with the 80 plus HR professionals who work there. Many are new to SHRM and we would like to introduce them to SHRM's benefits and the benefits of joining a local chapter.

We had staff from OSU Professional Development that work with Dennis Carr come and speak about the SHRM certification courses they are offering together. Also we publicized the SHRM certification class that Deborah Jefferies is hosting through meeting announcements and e-mails.

Best Practices and other good stuff I want to share:

Our Workforce Readiness Chair compiled information about internships that are important for employers to know and also how to connect to internships at our local University (OSU).

What other Chapters need to know:

Just a reminder that SHRM offers 4 free e-blasts a year that can be sent out to SHRM at large members in your area.

SHRMA, Shauneen Scott, Chapter President

Reporting Period: 07/06/16 – 08/31/16

Current Events & News:

Salem Chapter: completed the membership audit. Final membership numbers 203. Yeah! Great work by Becky Crose, Membership Director.

As usual attendance at the summer meetings was down. We are co-sponsoring the October 7, 2016 performance management seminar by Dr. Lisbeth Claus. For more information: <http://mhra.shrm.org/events/2016/10/rethinking-performance-reviews-managing-transition-towards>

We utilized the SHRM e-blast to get the word out.

Much of our board is in transition this year so we are going to have to identify folks to step up and take active leadership roles in addition to getting current board members to consider other board roles.

We have put in our request to co-sponsor the NHRMA 2018 or 2019 conference with the Mid-Willamette Valley chapter. We are very excited about this opportunity to continue to partner with our neighboring chapter.

The chapter is holding a member appreciation event on 12/1/16 from 5:30 – 8:00 with vendors ready to sell holiday items to attendees, such as Girl Scouts, Scentsy etc.

All in all things continue to hum along for the chapter.

DCSHRM, Stephanie Smith

Reporting Period: 07/06/16 – 08/31/16

Current Event and News:

- Membership retention/recruitment is the focus; chapter is holding a “Tap into HR” event on 11/1/16.
- Chapter raised \$300 at SHRM Foundation fundraiser
- Looking to add a Marketing Board member in 2017 and entire 2016 board is continuing on for 2017.
-

LCHRA, Sat Bir Khalsa, President – Presented by Cheri Billard

Reporting Period: 07/06/16 – 08/31/16

Current Event and News:

- LCHRA made the top 20 list of SHRM Foundation Chapter fundraisers!
- Planning an inspirational event with Scott Crabtree of Happy Brain Science with a fundraiser to benefit the SHRM Foundation at the Valley River Inn on 10/18/16.
-

Rogue Valley, Jeannette Trumm, Chapter President- Presented by Joe Rossi, President Elect

Reporting Period: 07/06/16 – 08/31/16

Current Event and News:

- On September 21, we held our latest seminar called “Behind the Scenes of a Union Organizing Drive”. Former organizers will present the behind-the-scenes actions of a true union organization campaign, while discussing tactical ways your company can take action to alleviate mobilization attempts.
- Next month is going to be a very busy month for our chapter. It begins on Monday, October 10 when we will be holding our first evening event of the year. International speaker David Rabiner will lay out the leadership strategies organizations need to create a culture that will focus on the attraction and retention of the best possible employees. The event is a little pricier than normal (at \$45) but is going to be held at a local winery and will include dinner. It should be a great event!
- The following day will be the beginning of the three-day Southern Oregon Safety Conference. Although the conference is primarily focused on safety, we have been able to partner with them for the last few years and are excited to have a HR specific track that includes 19 SHRM and HRCI recertification credits. This conference is always a great opportunity for HR professionals in our area to broaden their horizons into the world of safety. ☺

SHAPE Initiatives:

- We are well under way with a major SHAPE initiative that is going to require a lot of planning and hard work from our board. We have partnered with the local Job Council, Employer Council and other local organizations to plan a Career Expo in the spring of 2017. More details to come.

Best Practices and other good stuff to share:

- We recently started using EventBrite for our event registrations – we totally love it! It has made our process of registering and then checking in exponentially better!

Chapter Requests for support and other help from OSC:

SHRM Certified Chapter – Are other chapters going to be doing this? At a cost of \$500 for each two years, it seems like a high cost for just the convenience of not having to submit for credits.

LCHRMA, Stacey Brown, Chapter President – Report by Sharon Borgardt

Reporting Period: 07/06/16 – 08/31/16

Current Event and News:

- Focusing on increasing membership and attendance at meetings. Membership has dropped 12% and is hovering around 40.
- Teambuilding workshop with Deborah Jeffries scheduled for 10/28/16
- Chapter scheduled out for all of 2017
- Reminded OSC members that the SHRM Knowledge Center is a great resource

HRACO, Stephanie Miller, Chapter President/Shannon Campbell, Board Member

Reporting Period: 07/06/16 – 08/31/16

Current Event and News:

- Just completed successful annual conference with 200 attendees
- Raised \$400 for the SHRM Foundation
- Chapter is up to 170 members
- Planning is well underway for the NHRMA Regional conference in 2017
- December the chapter is holding an event where the proceeds benefit a local non-profit called Saving grace.

YCHRA, Jill Faughender, Chapter President

Reporting Period: 07/06/16 – 08/31/16

Current Events & News:

YCHRA held chapter meetings in July and August with speakers on the topics of Leave Laws and Marijuana in the Workplace.

SHAPE initiatives & updates:

YCHRA sent out an at-large membership mailing to 117 prospective SHRM members on 08/31/16 and as of 09/16/16 5 new members have associated with YCHRA. Our total membership is now at 45 members.

Programs for the remainder of 2016 are:

- 10/13/16 – Trends and Emerging Issues for HR – Deborah Jeffries
- 11/10/16 – Active Shooter Preparedness – Major Craig Durbin – OSP
- December – No meeting

Best Practices and other good stuff I want to share:

In an effort to get more participation in the monthly meetings we are discounting the meeting fee to our member to \$5 if they bring a guest and the guest is free. Trying to get the word out about this great local networking resource.

OSC BUSINESS, DISCUSSION ITEMS

SCOTT CANTU

STRATEGIC PLAN REVIEW AND 2016 SHAPE STATUS

- No Report on 2016 SHAPE status

ANNOUNCEMENTS

- 12/02/16 – OSC Transition Meeting at Lane Community College in Eugene

CLOSING

Scott thanked the Council members for a successful council meeting, great feedback and encouraged Chapter Presidents to go back and speak to board members about the open positions on the 2017 OSC.

SCOTT CANTU

AGENDA ITEMS FOR NEXT MEETING

- OSC board succession – notify Stacey Brown of your interest for 2017 at your earliest convenience.

ADJOURNMENT

We adjourned the meeting at 2:00 p.m.