

SHRM Oregon State Council Meeting

December, 2017

MINUTES

FRIDAY, DECEMBER 1, 2017

10:00 A.M. – 3:45 P.M.

HOSTED BY DEBORAH JEFFRIES & HR ANSWERS IN TIGARD, OR

MEETING CALLED BY	Stacey Brown, State Council Director
TYPE OF MEETING	SHRM Oregon State Council Bi-Monthly Meeting & Reorganizational
FACILITATOR	Stacey Brown, State Council Director
NOTE TAKER	Jill Faughender, State Council Secretary
ATTENDEES	<p>2017 OSC members present were: Stacey Brown, Shauneen Scott, Dianna Gould, Jill Faughender, Deborah Jeffries, Matthew Eagles, DeeDee Kaundart, Karlina Christensen-Lee, Maiya Hall-Olsen, Laurie LeRiche, Natalie Eggert, Sharon Borgardt, Scott Cantu, Alan Cabelly, Kristen Taylor, Tim Rasch, and Nikki Schutte</p> <p>Incoming 2018 OSC members present were: Elizabeth Garvin</p> <p>Present by teleconference were: Stephanie Trexler, Katie Tank, Mark Robbins and Beth Harrison</p>
MEMBERS ABSENT	Jane Allen, Ian Wiggins, Stephanie Smith, Joseph Rossi
ASSOCIATED DOCUMENTS	Treasurer's Report and Financials, Minutes of 09/28/17

Agenda Topics

WELCOME, INTRODUCTIONS

STACEY BROWN, DIRECTOR

Called to Order at 10:00 am

OPENING

Welcome and introductions

COUNCIL OPERATIONS

STACEY BROWN, DIRECTOR

REPORTS

Secretary: Jill Faughender

Approval of Minutes: Minutes of 09/28/17 were presented for approval. Motion by Natalie Eggert to accept the minutes as written, second by Karlina Christensen-Lee motion carried.

COUNCIL EDUCATION

MAIYA HALL-OLSEN

SPEAKER

Resolutions NW

Opening the door to Equity Training was presented to the SHRM OSC and Chapter Diversity Directors from 10:00 a.m. to 11:45 a.m. Presenters Teri Pierson & Carlos Windham.

CHAPTER REPORTS **Chapter Presidents**

PHRMA, Nikki Schutte, Chapter Director

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

- 2018 Programs – We are currently all full for next year! Strategic Conference coming up.
- 2018 Annual Partner Sponsors – We are looking for annual partner sponsors for 2018.
- Marketing – We have a new Marketing Director coming into role and our current Director is staying on as a “chair” position. We have some great ideas about how to make our marketing and social media even better. In addition, we will be looking at moving our monthly programs to be available virtually this year! Partnered with SHRMA for a joint advertisement in the Portland Business Journal.
- Annual Board Transition Meeting – Will be held on December 8th at the Oregon Zoo. We have a SHRM facilitator coming in to help us with some strategic planning.
- We are still in the process of moving all of our member expiration dates to align to their SHRM expiration dates. This has been quite a process and will not be finished by the end of the year.
- We have a few open chair positions within our board. We are looking for someone to lead our HR Think Tank and have a few SIG positions available as well.
- Mark and I had a great time in Washington DC, meeting with our fellow Super Mega chapters. We learned some great stuff about what other chapters are doing and Mark and I are super jazzed about 2018!

SHAPE initiatives & updates:

- Don't forget to submit your CLIF by December 1st!

MHRA, Kristen Taylor, Chapter President

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

Regular chapter meetings were held in October and November with low average attendance (about 30 members). Topics covered were “moving beyond diversity, an inclusion approach” and “sexual harassment in the workplace.” There was a Foundation raffle held that netted \$160.00 in November. Programming is already mapped out for monthly meetings for the entire 2018 calendar year—thank you Karlina.

Our 2018 President Elect, DeeDee Gordon attended the Volunteer Leader Summit in Washington DC. CLIF form was submitted to SHRM on 11/15/17 with the 2018 board roster.

We have added a new member to the MHRA board—Welcome Lucille Valley, from North West Community Credit Union to our team as our Website/Communications Director. We are losing one current board member next year, so recruitment for volunteers remains a priority as we've had some board members holding 2 seats here and there pretty regularly. Identifying a co-treasurer will become a priority so that we have someone trained to assume the role in 2019 when our current treasurer becomes chapter president.

2017 Membership audit was submitted in September. After reconciliation we ended the audit with 100 members, but have added a handful since the audit was finalized. Kimberly and Diana have provided us with guidance and updates in this arena including helping to make sure our website is updated with the most current information.

SHAPE initiatives & updates:

2017 SHAPE/EXCEL initiatives have been outlined for each core leader area. These will be ready to submit after the first of the year.

Questions about/I need help with....

Diana provided us with some updates for our website, things like updated pricing, promo codes, SHRM statistics etc. We clearly had old data hanging out on the website. What is the best resource for us to be monitoring to ensure our information is not outdated?

SHRMA, Shauneen Scott, Chapter President

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

I have been actively recruiting for the board for 2018. Great news I have found several new folks to step up and be on the board and now have a full slate of officers for 2018.

Melanie Bevins – Programs Director
Leslie Chrowl – Secretary
Josh Willner – Membership Director
Heidi Hand – Diversity Director
Pamela Bowles - Certification Director

We are getting ready to send out the electronic voting for the 2018 board and Programs for 2018 are well underway.

Chanel Taylor, President Elect in 2018 attended VLS with me. This is very exciting!

December will be our annual board meeting at the Scott's house for a little fellowship and fun as the last event for the year.

DCSHRM, Stephanie Smith

Reporting Period: 09/28/17 – 11/30/17

No Report

LCHRA, Beth Harrison, President – Represented by Shawna Gribskov, President Elect

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

- October – SHRM Foundation Event: Silent Auction, Dessert Dash, 50-50% raffle, and the awesome Buck Davis as a guest speaker on Positivity. Beth shared how the dessert dash worked.
- South Eugene HS Mock Interviews – several board members participated and it's always a great experience with some very well prepared students
- We were one of the local chapters involved in the strategic conference in Salem on October 24.
- November – Monthly meeting on Internships: Panel of companies and individuals who have participated in LCHRA Internship program; Voted on new Slate of Board member nominees
- Losing just one current board member at transition so good continuity.

SHAPE initiatives & updates:

Collected \$3,400 for SHRM Foundation

Rogue Valley, Joe Rossi, Chapter President

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

Our Chapter is moving towards year end activities:

2018 Board of Directors (BoD) Transition Plan:

* **BoD Elections:** Completed and certified.

* **BoD Member Transition Meetings:** Scheduled for November and December, current and newly-elected BoD Directors will meet to conduct transfer-of-knowledge meetings. An emphasis will be placed on our 2018 budget discussion/approval for a vote during our November BoD meeting – this will give us a “running start” into our 2018 year.

Programs:

- **October:** Our October monthly program was held in conjunction with the annual ASSE Southern Oregon Occupational Safety and Health Conference in Ashland, OR on Oct. 17-19th, and was very well received by HR and Safety professional alike. Several HR Track sessions provided Chapter members with 14.5 SHRM CP and SCP certification credits.
- **November:** Our last monthly program for the 2018 calendar year titled “Gamify for ROI”, and will focus on applying the principles of gaming to increase training effectiveness.

SHAPE initiatives & updates:

Membership Initiative: Our RV-SHRM Lunch & Learn event in Klamath Falls on Thursday, September 21st, was by all accounts a huge success! The event targeted several At-Large SHRM members whose local Klamath County Chapter was discontinued a few years back. As of this writing, we have seven newly affiliated Chapter members - increasing our Chapter membership by 5%, with four more affiliations to come. Inclusion plans include a quarterly education program in Klamath Falls and a BoD Director-At-Large position to represent Klamath County members.

Best Practices and other good stuff I want to share:

Pinnacle Award Finalist: Our Chapter was named a Medium Chapter finalist for our Southern Oregon Career Networking Event (SOCNE) held in May of this year. Joe Rossi and Kathryn Reinhardt will attend the SHRM VLS to represent RV-SHRM at the Pinnacle Award ceremony.

What other Chapters need to know:

RV-SHRM BoD Appreciation Meeting: Set for Thursday, December 14th, at 7:45am, our BoD will get together to celebrate the closing of our 2017 year, and reflect back on our accomplishments.

Other Issues

RV-SHRM 2018 President-Elect Position: As of this writing, we still haven't filled this crucial BoD position – Kathryn Reinhardt, our 2018 President, is working hard to have conversations with interested parties.

Monthly Education Program Attendance: our 2017 overall attendance figures were drastically down compared to 2015 and 2016 – our 2018 BoD Program Co-Directors are working on a membership survey for December to determine causal reasons, and develop a 2018 action plan for BoD consideration to improve next year's performance.

LCHRMA, Ian Wiggins, Chapter President

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

Deborah Jeffries presented in September on Coaching vs Discipline as our SHRM Foundation Fundraiser. We had XX attendees at the Tongue Point Job Corps Vista Way Café. As always, Deborah did great and was engaging with our attendees.

October's session was our diversity presentation made by Gideon F. For-Mukwai. Topic was well received and he shared his life story and challenged attendees to use stories in their daily lives. We did not have a microphone at this session and suggest if any other chapters plan to have Gideon speak to provide a mic.

November was Engagement with Jenna Reed from Cascade Employers. Her presentation was the same as what she offered at NHRMA this year if anyone attended that. She too was well received by our members and a number requested to have her back in the future.

Coming up in December, we have Rose Barker's Identity Theft presentation that was highly recommended by members of the OSC Board.

We are working on conducting a 2-day seminar in April much like we did this last year. We are going to have the same speaker who will present Crucial Accountability, the follow up to Crucial Conversations. We haven't decided on a price yet, but will likely be less than half the cost participants would pay if going directly to Vital Smarts.

We had two board members resign effective January, but due to a change in one of their jobs we are only down one board member. We were successfully able to recruit another member to take over as our Communications Director. Bonus, she has a marketing background, so social media, websites, blogs, and newsletters are right up her alley.

SHAPE initiatives & updates:

SHRM Foundation Donation

Questions about/I need help with....

Starting a SHRM Certification Study Group beginning in March. We have ordered the Instructors version of the materials. What words of wisdom can you share regarding getting the program going and successful? Deborah Jeffries and Elizabeth Garvin to help with resources and best practices.

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

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

We presented our annual legal update in October, and had excellent attendance. In December, we will hold our annual membership luncheon, where we honor our HR Professional of the Year and outgoing board members, and review our achievements for 2017.

We raised \$500 for the Foundation in October.

Membership has grown to 180 members and we are actively updating our chapter website.

SHAPE initiatives & updates:

We are working on a number of initiatives, including an update of our website, a fundraising drive for the Ronald McDonald House, plus other activities.

YCHRA, Jill Faughender, Chapter President

Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

We held successful October and November chapter meetings. Learning Styles and Gender-Me-Not topics, both very well received. We held a successful seminar – HR Basics a Crash Course in Employment Law on August 10th. We partnered with the McMinnville Chamber and had 41 paid attendees.

SHAPE initiatives & updates:

Ordered the Oregon At-Large mailing list and sent a letter to 87 potential chapter members. As a result of the letter we have increased our membership from 41 in September to 54 at 11/10/17. Hoping to continue to grow membership and monthly participation in 2018.

Held our annual chapter meeting and elected our 2018 board including two new members.

Filed our CLIF with SHRM on 11/10/17.

Would like to know what other chapters are doing in regards to liability insurance as discussed at the VLS.

ADVANCING THE PROFESSION

CLA REPORTS	OSC Directors
<p>Director Stacey Brown was thanked for her service to the OSC and presented with a token of appreciation on behalf of the State Council. Stacey distributed gifts to the 2017 Council Members and thanked everyone for another exceptional year. Stacey was excused from the meeting at 1:00 p.m. to attend to a business meeting at work.</p> <p>Director Elect Shauneen Scott assumed leadership over the remainder of the meeting.</p>	
<p>Treasurer Report: Nikki Shutte</p> <p>Reporting Period: 09/28/17 – 11/30/17</p> <p><u>Current Events & News:</u></p> <ul style="list-style-type: none"> • September Reporting: <ul style="list-style-type: none"> ○ September Expenses: \$1878.01 <ul style="list-style-type: none"> ▪ September meeting costs ▪ Liaison travel ▪ VLS expenses ○ September Net Loss: -\$1,873.88 • October Reporting: <ul style="list-style-type: none"> ○ October Expenses: \$13,475.52 <ul style="list-style-type: none"> ▪ 2018 Steve Gilliland’s deposit (\$5,000) ▪ September meeting costs ▪ PSU donation (Alan Cabelly classroom) ▪ NHRMA payouts ▪ VLS expenses ○ July Net Loss: -\$13,471.25 • Checking Account Total: \$15,301.51 • Savings Total: \$62,849.78 • Total Cash: \$78,155.56 	
<p>Membership Director Report: Jane Allen</p> <p>Reporting Period: 09/28/17 – 11/30/17</p> <p>No Report</p>	

Communications Director: Open Position
Reporting Period: 09/28/17 – 11/30/17

No Report

Legislative Affairs Director: Karlina Christensen
Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

Several SHRM bills are a focus – flex work, student loan support, etc.

Sign up for the A-team if you are not already a member. SHRM is working on a A-Team membership drive with a goal of reaching 10,000 participants and everyone is encouraged to join.

What other Chapters need to know:

2018 will start quick so have current leg directors transition the role early if they are leaving their roles

Diversity Director: Maiya Hall-Olsen, JD
Reporting Period: 09/28/17 – 11/30/17

Maiya provided handouts titled 1) White Supremacy Culture, 2) Never Give Up! Minoru Yasui and the Fight for Justice and 3) Diversity and Equity Resource Guide. Maiya asked that the 3rd handout be kept within the State Council as she has not yet received approval to publish the e-mail information for resources listed.

General discussion followed regarding the title of this position on the State Council. Maiya recommended it be modified to be Equity Director. Maiya also asked if she can suggest some additional State Council trainings for 2018. Director Elect Shau neen Scott shared that she learned at the SHRM VLS that other State Councils who send Core Leader Area directors to SHRM National conferences then have them come back and present chapter level programming and that her ideal vision for the Diversity position is that Maiya arrange to make a presentation at each chapter in 2018 on the topics she received training provided by the OSC and that further discussion about CLA expectations will take place in January.

District Director Reports: Natalie Eggert
Reporting Period: 09/28/17 – 11/30/17

Current events & news:

I made a trip to Coos Bay to participate in a session put together by the HR folks from Bay Area Hospital on Monday, October 30th. They had a networking and training opportunity for HR Professionals in Coos and Curry counties with a luncheon and session with Chris Sheesley on Conflict Resolution. Prior to this meeting the group met to discuss their interest in forming a SHRM local chapter in that area. They've been discussing it for some time and they wanted to get some additional information as well as firm up commitments by those in the area. There were about 25 people in attendance.

Unfortunately, SHRM is still conducting its chapter study which was supposed to have been completed in November. SHRM does not want to form any new chapters until they have completed this study, however the study is not yet complete and Dianna Gould thinks it will be well into 2018 before they release the hold on forming new chapters. During this meeting they sent around a sign-up sheet for people to add their information as well as express interest in volunteering and whether they would like to fill any particular board position. For the mean time they will continue to work with the Roseburg chapter as an Affiliate group. I did encourage them that even if they couldn't formally form a chapter that they should continue to meet and they could even have people perform the duties that officers would serve to keep the momentum going so when SHRM releases the hold they would be ready to go. I also encouraged them to have someone from there area be involved with the Board meetings held by the Roseburg chapter.

Earlier this month Dianna informed the Mid-Valley Chapter that their membership information on their new website though SHRM reflects old pricing and that it needs to have a chapter application form instead of a SHRM designation form. The website hadn't been updated as of the 24th and I have reached out again to see if there are questions or if they need help. I do think the Oregon chapters needing to have an "application form" vs a "designation form" for someone to be officially recognized as a member of that chapter is still confusing to some chapters.

District Director Reports: Sharon Borgardt
Reporting Period: 09/28/17 – 11/30/17

LCHRA is reaching out to HR professionals in the Tillamook area.

College Relations Director: Laurie LeRiche
Reporting Period: 09/28/17 -11/30/17

Current Events & News:

On October 4th I presented to Oregon State University Student Management Club on the benefits of being a SHRM member, and the benefits of a SHRM certification. 27-30 students participated. I also worked with the OSU SHRM Student charter to continue to form a partnership with MHRA. MHRA is offering SHRM student member's one workshop free and a discounted rate after the initial attendance.

Laurie reported that she has been championing an OSU Online HR Certificate Program and it is gearing up to be launched.

Laurie reported that the students are looking for networking opportunities on campus and that MHRA is working to get the word out.

SHRM Foundation Director: DeeDee Kaundart
Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

Attended VLS. It was a great two days filled with useful information from leaders and other HR professionals. I am excited to step into the MHRA president role for 2018. My number one goal is to engage and inspire board and chapter members by challenging them to be competitors; a team striving for the same goal. A goal of trust, respect, and shared knowledge to move our chapter membership forward while embracing our love of HR.

What other Chapters need to know:

SHRM Foundation scholarships are available. \$500,000 was awarded to HR professionals in 2017. Encourage your members to apply. A list of available scholarships is available at SHRMfoundation.org, When applying please keep in mind:

- Plan ahead-create a strong application. The process takes time so start early
- Don't rely on just on just one. Apply for all the scholarships you are eligible for
- Read the entire application including instructions. Failure to follow the instructions will count against you. Remember this is competitive!
- Make sure you are eligible. Again, read the eligibility requirements carefully. You must be an active SHRM member to apply.
- For more information visit SHRMFOUNDATION.org/scholarships

Scholarship DATES to remember	OPENS	CLOSES
Annual Conference	1/15/18	3/15/18
Certification Window	1/15/18	4/10/18
Recertification	1/15/18	4/10/18

*for chapters in good standing-members who renew in 2017 (now expanded to 2018) will receive \$20.00 per renewal.

Workforce Readiness Director - Dr. Matthew Eagles
Reporting Period: 09/28/17 – 11/30/17

Current Events & News:

Participated in a phone training, hosted by SHRM, and put on by the Federal government about internships, apprenticeships and mentorships.

Best Practices and other good stuff I want to share:

Since the definition of workforce readiness is to ensure that today's and tomorrow's workforce has the skills, competencies and behaviors to success in today's and tomorrow's workplace it is vital that local SHRM chapters engage both their current membership as well as the greater community to elicit what those skills, competencies and behaviors are that they heed or foresee needing.

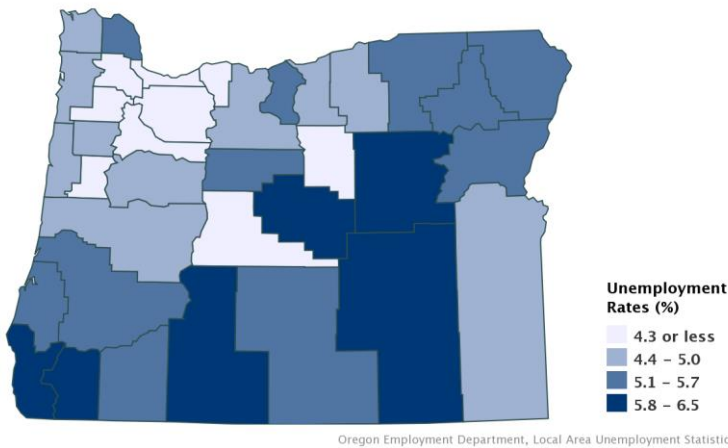
Ways to do this include hosting mentoring events, job fair with real time interviews and resume/interview coaching, partnering with business/industry, local, state and national government, educators and the local community to help remove the barriers that prevent qualified workers from being considered for jobs.

What other Chapters need to know:

While Oregon might be having a low unemployment rate some cities have markedly higher rates. Get to know your local Chambers of Commerce and see what their member needs are from a workforce standpoint. What do they view as strong selling points for businesses in the area? See if SHRM membership for their business's HR shops would be a solid fit and do so by talking about getting qualified individuals to fill their needed openings and creative ways to do so.

According to the OED, once one adjusts seasonally (see below)

Seasonally Adjusted Unemployment Rate, October 2017



OED reports:

Benton County had Oregon's lowest seasonally adjusted unemployment rate at 3.3 percent in October 2017. Other counties with some of the lowest unemployment rates include Washington and Hood River, each with an unemployment rate of 3.7 percent.

Crook and Curry counties have registered the highest unemployment rates for the month at 6.5 percent.

Nine of Oregon's counties had unemployment rates below the statewide unemployment rate of 4.3 percent and seven counties had unemployment rates at or below the national rate of 4.1 percent. Wallowa County saw its unemployment rate improve over the year by 1.1 percentage points, more than any other county. Other counties that saw a large improvement in their unemployment rates were Gilliam and Grant, where the unemployment rates improved by 1.0 percentage point over the year.

Total nonfarm payroll employment rose in all of Oregon's six broad regions between October 2016 and October 2017. The largest job gains occurred in Central Oregon (+2.9%). The Willamette Valley (+2.4%), Portland (+2.0%), Southern Oregon (+1.8%), Eastern Oregon (+1.5%), and the Oregon Coast (+1.1%) also saw growth.

Next News Releases

The Oregon Employment Department will release statewide unemployment rate and industry employment data for November on Tuesday, December 19, 2017. The November county and metropolitan area unemployment rates will be released on Tuesday, December 26, 2017.

Questions about/I need help with....

What are the local Chapters doing (in 2017) and what is planned in 2018? We should have a centralized repository of actions, with report outs, to know others should replicate and what others should modify/avoid. Everything can be a learning moment with data.

Certification Director: Deborah Jeffries

Reporting Period: 09/28/17 – 11/30/17

Deborah reported that the next SHRM CLA webinar is scheduled for 12/6/17 and encouraged all chapter Certification Directors to participate. Study groups in Oregon are wrapping up as the test window is opening soon. Deborah recommended recognizing those passing members at the chapter level and to continue to encourage certified professionals to maintain their own documentation and to begin the recertification process early to ensure enough time to resolve any questions.

Deborah reported that she is going to submit the OSC Employment Law Conference programs in advance so we can use the approved certification icons.

Employment Law & Legislative Conference: Shauneen Scott/Alan Cabelly/Deborah Jeffries (02/28/18)

Reporting Period: 09/28/17 – 11/30/17

Scott Cantu reported that conference marketing materials will be distributed to chapters to use in member communications between now and February and encouraged Chapter Presidents to show the upcoming event on chapter websites.

Deborah Jeffries reported that we have one new exhibitor and several returnees booked already and one major sponsor considering what level of sponsorship they want in 2018. Also 57 people have registered for the conference as compared to 25 at this same time last year.

Alan Cabelly reported that Stoel Rives is doing a nice job of lining everything up again and that Steve Gilliland will be a good draw. Volunteer roles will be determined in January. Alan also thanked those present and the chapters who donated funds for his PSU classroom dedication and offered tours of the building.

Deborah presented lunch bag ideas for the giveaway for review and discussion. The group voted and selected the lunch bag style of choice. Stoel Rives will be notified so they can get them ordered. Scott Cantu noted that we still have a good supply of camera lenses from the 2017 give away and we will bring those as well.

SHRM Update: Dianna Gould, SHRM Field Services Director

Reporting Period: 09/28/17 – 11/30/17

November 2017 SHRM Update

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

Since this is the season of thanks - You are what we have to be thankful this month. Thank You Volunteers. We appreciate what you do each and every day. You balance your work, your family and your professional HR family with SHRM. Jon Decoteau, Kim Goodwin and I get to see the incredible work you do, in your communities, for SHRM for your state and for the HR profession. Your leadership is making an impact in your community and it shows, you are a gift to our members.

December 1 is just around the corner. What does that mean? The 2018 State Council (SCLIF) & Chapter Leader Information Form (CLIF) are due on or before December 1, 2017.

The [SCLIF](#) is a tool used to identify your volunteer leaders for the upcoming year and is available on the [Volunteer Leader Resource Center \(VLRC\)](#). Your board will receive information about upcoming webinars and other important updates throughout the year based on this submission.

Also, this is a reminder that if your board transitions effective January 1, 2018, your chapter's **2018 Chapter Leader Information Form (CLIF)** is due **December 1, 2017**. The [CLIF](#) is a tool used to identify your volunteer leaders for the upcoming year and is available on the [Volunteer Leader Resource Center \(VLRC\)](#). Your board will receive information about upcoming webinars and other important updates throughout the year based on this submission.

You will need to establish a user name and password the first time you access the form and it is recommended that you use the same user name and password created for the [SHAPE Year-End Report](#). The form can be saved so that you can return and work on it at a later date and it is recommended that you "save" your work often. If the CLIF is not received, your SHAPE will be considered incomplete and your chapter will not be eligible for Excel award recognition. Please submit your officers that you have confirmed by December 1 to complete this element of being a "state council & chapter in good standing".

Other important dates:

- **November 15, 2017** SHRM Reaffirmation Provider Information due. Please provide the name and contact information of the person who will be submitting your state council and/or chapter events (i.e. conference, monthly programs) for SHRM professional development credits
- **December 15, 2017** SHRM Foundation State Council & Chapter donations for 2017 due
- **January 31, 2018** SHAPE due for the year 1/1/2017-12/31/2017
- **March 15, 2018** Excel Award Application due. Please note this is optional but I hope that you would want to document and be acknowledged and recognized for all the work that your state council and/or chapter accomplished in 2017. Please contact Dianna (Dianna.gould@shrm.org) if you would like slides for a mini-training session on writing your initiatives.

E-Blast Holiday Blackout Period: Due to staff vacations during the holidays, SHRM will not send any e-blasts on behalf of Chapters or State Councils from December 18 until January 5.

"What's New at SHRM" 4th Quarter Update Presentation Available Now

The ["What's New at SHRM" 4th Quarter Presentation](#) is a great tool to help create awareness of SHRM benefits for your members. Show this presentation while members arrive and during a meal in advance of your meetings or conferences. The slides will automatically advance and repeat. The information contained is based on SHRM updates that are timely for each quarter. **Cool tip:** Add your state council conference information, upcoming chapter programs, and special chapter benefits to remind everyone all the things you offer to them for their personal and professional development.

Strategic Planning Toolkit – We are excited to announce that we have developed a strategic planning toolkit that will include a facilitator's guide and everything you need to run a strategic planning development meeting. The kit will be released during the 2017 Volunteer Leader Summit and will be available on the Volunteer Leader Resource center shortly afterwards.

Student Certification Presentation – I am pleased to announce that we have finalized the SHRM Certification slide deck for delivery to student audiences in your states. I am interested in delivering this presentation to student audiences during the 2017-2018 academic year, preferably in-person, but it could also be virtually. Please contact me if this is of interest to you for your student chapters in your state.

Enhancements to your SHRM Membership: Your SHRM membership just got a whole lot better. We are excited to announce SHRM's enhanced member discounts program, committed to providing sizeable savings and solutions.

The new SHRM Member Discounts program provides member-only access to discounts on products and services you can apply to your life and career, and share with your company.

As a benefit of your SHRM membership, you'll have access to discounts on:

- PROFESSIONAL & SMALL BUSINESS – Discounts that will help you save money on shipping, office supplies and equipment, technology, and more.
- PERSONAL - Save on car rentals for your next road trip, and get discounts on other products like insurance, appliances and technology.
- TRAVEL - From hotels to cruises, you'll find the right package that fits your travel needs and helps you save on your next getaway.

To enroll, call 1-800-MEMBERS (800-636-2377) M-F from 8 a.m. – 6 p.m. ET.

Affiliate of SHRM Accessory Store – Looking for a way to recognize your board? Need recognition gifts for volunteers? Ribbons? Books? Take advantage of SHRM’s bulk buying power for SHRM branded items. You can and can also include your chapter or state council logo. Access the [Affiliate of SHRM Accessory Store](#)

SHRM Certification: Earn Financial Support \$\$\$ for Member Recertification

SHRM State Councils and Chapters 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. And we are here to help you.

For those chapters and state councils who are not currently taking advantage of the SHRM free hosted website benefit, we have developed a recertification icon (it is already on the SHRM-hosted websites). You can put this on your website and it will take you directly to the SHRM recertification portal. All you have to do is save the image to the right to your website which has already been [hyperlinked](#) for you.



December 2017 SHRM Update

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

2018 New Year; New Dues: The SHRM Board of Directors has approved a \$10 dues increase for SHRM professional memberships. Beginning January 1, 2018, professional membership dues will be \$209 per year. Remember that members can pay on a quarterly basis via credit card. Please use **promo code MRM20STC** for a **\$20 discount** of any professional SHRM membership (either new or renewing members) by 12/31/2017.

New Member Only Benefit: Find this on the Learning & Career tab on www.shrm.org

SHRM'S new member-only career resources can help fast-track your HR career development with easy-to-use tools that assess your HR skills and competencies and guide you toward further training and development in three easy steps:

- 1** Take the Competency Self-Assessment (CSA) to identify your competency strengths and developmental needs.
- 2** Use the Development Activity Wizard to get tailored learning and development activity recommendations to help build your HR expertise and competency proficiency.
- 3** Create a Competency Development Plan to outline your personalized strategy for putting your development goals into action.

“SHRM makes me better at what I do, allows me opportunities to network with amazing HR professionals worldwide, and has supercharged my HR career.”
— Kelly Marshall, SHRM-SCP

SHRM members who are SHRM-CP or SHRM-SCP certified will receive **one PDC** per year for completing the CSA.

LEARN MORE ABOUT SHRM'S CAREER RESOURCES
shrm.org/careers

[Stay in Compliance with Mandatory State and Federal Changes!](#) Over the past two years, there have been over 80 mandatory state changes and 2 mandatory federal changes. Plus, at least 19 mandatory state posting changes will take effect in early 2018.

When you order posters from the SHRMStore, J. J. Keller’s Labor Law Poster Update Service ensures you have the most up-to-date posters and you’re always in compliance.** The Update Service provides:

- **Automatic delivery of FREE posters when mandatory changes occur**
- Monitoring of changes in labor law that affect potential poster updates
- Multiple location shipping capabilities

Order today or email SHRMStore@JKeller.com or call 844-840-3449 for pricing on purchases of multiple posters.

Important dates:

- **December 15, 2017** SHRM Foundation State Council & Chapter donations for 2017 due
- **January 31, 2018** SHAPE due for the year 1/1/2017-12/31/2017
- **March 15, 2018** Excel Award Application due. Please note this is optional but I hope that you would want to document and be acknowledged and recognized for all the work that your state council and/or chapter accomplished in 2017. Please contact Dianna (Dianna.gould@shrm.org) if you would like slides for a mini-training session on writing your initiatives.

2018 Chapter Programming: Here is the 2nd in a series of Chapter Programs in a Box. “HR Analytics – Why Can’t We Be Friends” will be available by the end of the year via the Volunteer Leader Resource Center and we encourage you to consider incorporating it into your 2018 programming. It comes with everything a presenter would need to put on a program.

Strategic Planning Toolkit – We are excited to announce that we have developed a strategic planning toolkit that will include a facilitator’s guide and everything you need to run a strategic planning development meeting. The toolkit was released during the 2017 Volunteer Leader Summit and is now available on the Volunteer Leader Resource Center.

Student Certification Presentation – I am pleased to announce that we have finalized the SHRM Certification slide deck for delivery to student audiences in your states. I am interested in delivering this presentation to student audiences during the 2017-2018 academic year, preferably in-person, but it could also be virtually. Please contact me if this is of interest to you for your student chapters in your state.

SHRM Certification: Earn Financial Support \$\$\$ for Member Recertification

SHRM State Councils and Chapters 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. And we are here to help you.

For those chapters and state councils who are not currently taking advantage of the SHRM free hosted website benefit, we have developed a recertification icon (it is already on the SHRM-hosted websites). You can put this on your website and it will take you directly to the SHRM recertification portal. All you have to do is save the image to the right to your website which has already been [hyperlinked](#) for you.



Exciting News – The member recertification program will be extended into 2018. The same \$10 to each state council and \$20 to chapters for each SHRM member that recertifies between January 1, 2018 – December 31, 2018. This will be payable in Q1 2019.

Dianna Gould, SHRM-SCP, CAE – SHRM Field Services Director
Diana.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:

None to review.

Other Business:

Shauneen Scott shared the 2018 OSC roster and introduced Elizabeth Garvin who was in attendance as the Certification Director. Shauneen noted that we continue to recruit for a SHRM Foundation Director and asked the Chapter Presidents to reach out to their directors to see if anyone would like to participate at the State level.

By-Law Review: Shauneen Scott and Karlina Christensen-Lee will review by-laws and present recommended amendments to reflect change in name to Oregon SHRM as well as ensure we are functioning within our current by-laws.

Logo Update: As a result of the change to Oregon SHRM that was approved in September, a committee was convened to include Karlina Christensen-Lee, Alan Cabelly and Nikki Shutte to develop recommendations for a new logo and to be ready to present concepts at the 01/12/18 meeting.

2018 Oregon SHRM Meeting Dates.

- The following dates were presented for discussion: 01/12/18-Salem, 02/27/18-Pre Conference, 05/04/18-Location TBD, 07/13/18 – Phone, 09/07 or 09/14/18 (NHRMA), and 11/30/18. Shauneen will email the dates to everyone to determine conflicts. Nikki Schutte noted that the second Friday of each month is always PHRMA’s board meeting.

Shauneen gave an update of focus areas where she and Karlina will put their heads together and make recommendations of additional written guidelines for discussion at the January meeting:

- Budget planning for 2018 and the need for an operating reserve
- Obtaining OSC D&O, liability and event insurance and helping to identify a broker as a resource for chapters
- Audit of OSC financial records
- Review and establish more structured guidelines around travel to OSC meetings and SHRM National conference attendance, including expectations of the participant to attend Chapter meetings to share knowledge gained.
- Use the SHRM VLRC more often at OSC meetings to ensure all Chapters and CLA leaders understand the resources available
- Order 2018 OSC name tags, without position title so they can be used again if a member moves into a new OSC role.
- Craft a plan to have each Chapter make application for a Pinnacle award in 2018
- Arrange for an OSC representative to attend at least 1 chapter level meeting to talk about SHRM at all chapters across state
- Develop a formal operations manual that can be passed from council leadership to new council leadership to include all required duties and timing, and many of the items listed above, formalized.

CLOSING

SHAUNEEN SCOTT

AGENDA ITEMS FOR NEXT MEETING	
ADJOURNMENT	We adjourned the meeting at 3:35 p.m.
FUTURE MEETINGS	Tentative to be confirmed in January. 01/12/18 - Salem 02/27/18 – Portland Pre-Conference 05/04/18 – TBD 07/13/18 – Conference Call 09/07/18 or 09/14/18 – NHRMA? 11/30/18 – Annual Reorg Meeting