



SHRM Oregon State Council Meeting

January 20, 2012

10:00 a.m. – 3:00 p.m.

Illaha Hills Country Club

3376 Country Club Drive South Salem

Call in: 9:00 – 9:30, and 1:30 -3:00 Dial: 503-485-5697 Bridge Number: 12345

Call in: 10:00 a.m. – noon Dial: 1-800-745-6370 Passcode: 774294

Attendees: Randy Sutton, Kathy Sharp, Laurie Roe, Scott Cantu, Gayle Young, Lisa Snively, Robin Conrad, Janeen Hilbrink, Deborah Jeffries, David Briggs, , Cheryl Berger, Natalie Eggert, Christina York (Portland), , Dennis Carr (Lane County), Melissa Vigil (Mid-Willamette), Shannon Stuver (Rogue Valley), Barbara Cecil (Salem)

Phone Attendees: Alan Cabelly, Lyndell Smothers, Sharon Bogardt (Lower Columbia), Sally Sorenson (Central Oregon), Jennifer Palmer (Klamath Basin), Mikaela Baird (Douglas County)

Absences: Beth Ursin, Eileen Fletcher (Columbia Gorge), Daniel Killam

New Member Orientation: Randy and Kathy welcomed new members to the OSC and share information about the council and our role. Topics discussed included: how the OSC fits in with SHRM, NHRMA & Local Chapters; where does our money come from?; what do we spend money on?; what is our role re: Chapters?; role of OSC Directors & Chapter Presidents; Travel & Reimbursement Policy; benefits of In person attendance; what resources are available to us & what can we provide?; future opportunities for Chapter Presidents & others; and providing information about your Chapter to the OSC. The OSC receives money from SHRM and our own fund raising. The Employment & Law Conference is OSC largest fund raiser. In 2011 we netted about \$63,000 from this event. This event is presented in collaboration with Stael Reeves. The OSC website has a wealth of information under the “general” tab you will find guidelines, policies and procedures, and forms. OSC directors and chapter presidents are encouraged to attend meetings in person. We offer financial reimbursement (see guidelines) for lodging and mileage to help offset the costs of traveling. In person discussions facilitate greater discussion and exchange of best practices.

SHRM Overview by Dianna: The Society for Human Resource Management (SHRM) is the world’s largest association devoted to human resource management. Representing more than 250,000 members in over 140 countries, the Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China and India; SHRM has more than 575 affiliate chapters both in the United States and abroad, which provide additional programming and networking opportunities in your local area. SHRM chapters are autonomous organizations, so it is not automatic that you will be a member of your local chapter when you join SHRM at the national level, and vice versa: the Chapter Financial Support Payment (CFSP) Program returns a portion of each SHRM national member's dues to the chapter via a quarterly payment for 100% chapters (those chapters who require all members to be members in good standing of SHRM) or a twice-a-year payment for non-100% chapters. Payments to chapters are paid @ \$6.25 per quarter (\$25.00 annually) per member for 100% chapters or \$5.00 twice per year (\$10.00 annually) per member for non-100% chapters. Annually OSC gets \$1 for each Oregon SHRM members or not less than \$2000 or more than \$7000. Chapters should have been a check from SHRM National in last couple of months; SHRM National uses their membership numbers to determine CFSP. Melisa Flores is responsible for Oregon Chapter membership audits if you have discrepancies, please contact Melisa, melissa.flores@shrm.org ; Northwest Human Resource Management Association (NHRMA) provides professional development opportunities for HR professionals and students in the states of Alaska, Oregon and

Washington who are members in good standing with the [Society for Human Resource Management \(SHRM\)](#). Each year NHRMA honors HR professionals, students and SHRM chapters with three awards. [The Distinguished Member Award](#) recognizes professional members who have made significant contributions to the HR profession, community of NHRMA. The [Robert Denomy Award](#) recognizes an outstanding student and the [Randy Lundberg Northern Lights Award](#) recognizes a SHRM chapter for outstanding achievement and excellence in overall chapter operations. NHRMA also provides chapter support based on the level of SHAPE award received by SHRM. The OSC Director is on the NHRMA board of directors. NHRMA is also a big supporter of the SHRM Foundation.

Welcome/Introductions/Ice Breaker: Welcome by Randy Sutton. Introductions – name, SHRM role and location and job. Thanks everyone for sharing!!!

Approval of November Meeting Minutes: Corrections and additions were requested for the November 4, 2011 Council Minutes. Lisa motioned to approve the minutes **as revised**. Motion was 2nd by Natalie. The minutes were unanimously approved.

Treasurer's Report – Scott Cantu: The books have been closed out for 2011 with the exception of a few numbers to plug in. Income for 2010 was \$70,464 and expenses totaled \$59,452. We had a net gain of \$11,000. For 2011 income was 67,000 and expenses totaled 63,0000. 2012 start with \$25,000 checking and \$46,835 in savings. Randy stated that we are a non-profit and we have revenue to spend. If we have projects that we want to initiate or if council members have conferences that they would like to attend related to their OSC role there is opportunity. Scott continued stating that conferences and meetings are the predominate expenses and student expenses are the second largest expense.

A discussion ensued regarding practices around signing off on expenses. Scott stated that the Salem Chapter required that two people sign off or approve expenses and that he would like the council to consider implementing something similar. It was decided that expenses would be approved by the direct and director elects and that we would put some guidelines in place. The council was just approved for 503 (c) – so our non-profit status is in place. Scott mentioned that for a non-profit if your budget exceeds \$50,000 a year and so IRS obligations are more onerous.

Other items of discussion related to OSC and chapter finances: Dennis stated that some of the chapters are in similar situations to the OSC with money to spend, yet wanting to save for lean years and suggested a financial planning discussion would be beneficial. A discussion ensued and it was decided that we would put together some information and bring in a speaker later in the year. Dianna mentioned that the Student Games are April 20-21 @ Pepperdine and we may want a budget line item so Oregon students could participate. A discussion ensued around director and officer insurance and it was stated that it is good to have and not hugely expensive. Dianna stated that SHRM has some professional development training available around D & O insurance, Tax advice, and etc... Dianna went on to say that updating online banking such as changing passwords every year and that elected officials have the responsibility to do online checks. There is a Financial Operations document available on the VLRC. Other items that could be included in the 2012 OSC budget include projects related to chapters growing their membership, volunteer leaders scholarship opportunities. It was also suggested that perhaps an opportunity for chapters to get help with airfare for president elects airfare for leadership conference

State Conference Update – Lisa/Alan/Robin: The Conference is Thursday, March 8th – and the theme is HR ROCKSTAR. The key note speaker is the director of the Seattle EEOC field office, Michael Baldonado. Lisa requested that all council members share the conference information with their chapters and networks. Complete information about the conference is on OSC website. Wednesday, March 7th, Portland Chapter and Business Journal luncheon 11:30 – 1:30. March 7th State Council Meeting from 3-6 in Tualatin HR Answers. Each chapter has one conference registration to raffle off to benefit the SHRM Foundation. Send the name of the raffle winner to Lisa Snively – do not register the winner online. State Council members are expected to volunteer and they also receive free registration and should not register online. Lisa Snively will be in touch

with volunteer assignments. The conference hotel information is on the OSC website. To make volunteers easy to identify and to add to the festive mood Laurie has some ideas for council members to wear items of interest to make it a ROCKSTAR event.

Robin stated that we have had a good response from organizations regarding sponsorships. Currently, we have 5 secured sponsors and 1 other organization lead to follow up with. If you have sponsor leads contact Robin or Alan. Information is also available on the website. Robin stated that she is getting some good questions from organizations and that she and Alan are being open to some creative ideas for sponsorship. There are multiple levels of sponsorship available including booth space, announcements, and inserts in binders. Vendors are going to be outside the room.

Nomination: Randy stated that Gayle Young has stepped forward as a nominee for the OSC Secretary position. Lisa put forth a motion to nominate Gayle Young as the 2012 OSC Secretary. Motion was 2nd by Laurie. The motion was unanimously approved.

Key Ideas from Brainstorming of November 2011 - Randy: Janeen suggested that we need to do a better job at advertising the availability of scholarships to chapter leaders. Her perception is that the information does not seem to be filtered down very effectively. Lisa suggested that she could work with Randy and Kathy to add some information to the OSC website. It was also suggested that the SHRM rolling PowerPoint could be used during the networking time at chapter meetings. Dianna stated that she could put together a webinar that would tour the VLRC. It would also be beneficial to more effectively spread the word on the SHRM Foundation presentations available to chapters.

SHRM Field Services Director - Diana Gould: SHRM had a strong growth in a lagging economy – 8% in 2011; SHRM had strong Annual Conference attendance. Both of these points show that HR professionals are seeking education and development to become more competent in the transition to a global marketplace; HR Competencies Model (roll out around Annual Conference (late June timeframe); SHRM conducted 80 focus groups throughout the US and select countries outside US. We interviewed 1000 HR professionals. In January an “ALL” SHRM member survey to validate the model. This model is different from the one David Ulrich had developed years ago. It addresses professionals in smaller to mid-size companies in their early to mid-career which the old model concentrated heavily on Fortune 500 entities and senior professionals; and HR Standards initiative in conjunction with ASIS, a personal security membership organization, have produced the first American National Standard in an area of HR interest. This standard, Workplace Violence Prevention and Intervention, is a tool for HR professionals to use to resolve, if not prevent, such occurrences in the workplace. A link to the joint press release with ASIS is below: [ASIS International and SHRM Release Joint Workplace Violence Prevention and Intervention ANSI Standard.](#)

Professional Development: Memory Made Easy for Business presented by Kristin Thompson (1 hour)

Budget Requests & Needs – Randy: The State Conference and State Council meeting are March 7th and 8th and the council approved 2 nights lodging paid by OSC for OSC members whose travel meets the travel guidelines. The nightly reimbursement will be at the conference hotel rate or less. Lloyd Center Double Tree is the main conference hotel and the rate is \$109.00 plus tax. Set up for the conference starts is 6:15 a.m. and volunteers need to be present to help with set up. A discussion ensued regarding more local participants from the Salem, Corvallis, and Eugene areas who do not meet the travel guidelines for lodging reimbursement. The decision was to reimburse 1 nights lodging @ the conference hotel rate. Cheryl stated that she has received student requests and \$750 for Norma Hernandez, LCHRNA Diversity Director that was approved in 2011. A suggestion was made that the OSC budget to pay for registration @ the NHRMA Conference for chapter presidents’ early bird registration is \$399.00 and the deadline is June 1st. Laurie/Lisa requested a budget line item for incidental cost for NHRMA – not to exceed \$500.00. A suggestion was also made that

we increase the number of people attending the by budgeting for Leadership Conference registration of \$350, plus hotel, and lodging.

Core Leadership & Chapter Support – All: Rogue Valley is interested in getting information from other chapters regarding pricing, sponsorships, membership. She will be sending out an e-mail this weekend. Please respond ASAP their board is looking to make a decision at the beginning of February. Cheryl stated that after the meeting she is headed to Medford to talk with a group of student who are interested in starting a student chapter. Her goal is to meet with each student chapter 2 times in 2012. Robin stated that Douglas County SHRM group is looking at ways of partnering with the community college to see how may partner with business students. She and Cheryl will chat to see a way forward.

CORE LEADERSHIP – DIRECTOR REPORTS

Membership – Janeen: N/A

Legislative Director – David: – David sent around a sign up sheet if members are interested in getting on his legislative report. He assured members that they would not get any SPAM. He reminded us that the Legislative Session starts Feb 1st.

Workforce Readiness – Beth: N/A

SHRM Foundation/Communications Director/Conference Chair – Lisa: Lisa will be emailing all chapter presidents to get the names of their SHRM Foundation Director. Her goal is to attend all chapter SHRM functions within state in 2012. Thursday, Feb 2nd she will be attending the Astoria SHRM Foundation event. Dianna stated that the 2012 SHAPE will be looking for volunteer leaders to contribute a minimum of \$25 each. The chapter or council may make donations in the names of their members. All volunteer leaders must contribute to make the SHAPE Platinum level. If a chapter or council is making the donation for its volunteer leaders they would need to write a letter with their contribution.

Past Director/Conference Chair – Laurie: N/A

Diversity – Daniel: N/A

College Relations – Cheryl: We have a new student SHRM group in Lane County. Yea!! I am traveling on Saturday down to Medford area to help another group of students interested in starting a student group. Alan Cabelly has given me two financial requests: I believe I communicated these earlier, but will do so again. 1) PSU requests \$6000 (same as last year) to attend the SHRM Conference in Atlanta. Last year they had 18 attendees, and raised about \$6000 from other sources, including their own Golf Tournament, which had income of about \$4000. 2) PSU is hosting the 31st Annual NHRMA Student Conference and Case Competition. Over the last 8-10 years, the hosting state council has contributed \$1000 to the financial operations; NHRMA typically contributes ~\$3000. The conference is held in Oregon at PSU every four years (Willamette has hosted only one time, many years ago). So we will ask OSC to make a contribution of \$1000 to the Conference. As discussed at our last council meeting, I constructed a job description for the College Relations position I currently hold. I did this with the assistance of the College Relations person for Washington State. We are looking for consistence across the Northwest Region. Additionally with a job description, there will be a baseline expectation for the party holding this position. I sent the job description to Laurie Roe and Randy Sutton. Upon approval, I can forward it to you, if you believe it is necessary. I would think that before it is approved, the board would want to review for possible changes.

Professional Development – HRCI - Deborah: **Current events & news:** Working with Lane, Columbia Gorge, Mid-Willamette, and Salem Chapters to bring Lisa Horn, SHRM (Workplace Flex) to Oregon in May 2012. Lisa will do four presentations while here – two at 1 hour and two at 2hrs with Sloan Award Winners from Oregon as part of a panel discussion. Special appreciation to the Chapters for flexing on their schedules to make this a reality; working with Mid-Willamette and Salem Chapter to piggy-back on Medford’s request for Eric Peterson, SHRM, Diversity and Inclusion, visit in March. Eric is confirmed, just working out details. Again, much appreciation to Chapter members for being flexible to making these programs happen; working on OSC Employment Law Conference. Have given Stoel Rives HRCI Spreadsheet for topics/blurb and learning objectives to submit to HRCI for credits. I also shared our “Pending Approval” Logo to use in marketing material. Next steps: help fill out the spreadsheet and/or review content and make any necessary edits to pursue Strategic Credit options. Last year we recv’d 6.75 credit (2 Strategic). I will need to submit “content” to HRCI within 1-2 weeks to meet HRCI turnaround time. **Need: What topics or information would you like to have when we hold our educational segment as part of the OSC Meetings? An idea:** Mediation/Conflict Styles - I would like to share with you info on Chris Sheesley. **Chris Sheesley, MA** is a professional in conflict management and related training through his company, In-Accord Inc. For twenty years, Chris has helped thousands of clients – businesses, government agencies, and individuals – reach positive solutions, improve working relationships and learn dispute resolution skills. He serves on multiple mediation rosters and uses insights from more than 1,250 cases, as well as over 5,000 hours of experience as an instructor in these skill areas, to enhance training events. Chris engages participants through interactive presentations, energizing exercises and humor. Chris’s commitment to conflict resolution is rooted in his belief that effective interpersonal communication is essential to transforming conflicts into opportunities for growth and change. Having devoted his entire career to conflict resolution, Chris offers his clients a fresh and unbiased perspective. Please see more at www.inaccordnw.com. **Chapters need to know: A need (by March 2012): list from Chapters for 2010-2011 Programs and Speakers conducted and used for Chapter meetings – listing a recommendation whether this is a good topic and good speaker.** Want to create a spreadsheet to share back to Chapters for programming – easy reference, topic ideas and hopefully with HRCI codes too. A desire to do more chapter partnering with regard to monthly programming. **Idea:** combine resources and dollars to bring a National Speaker to Oregon – **Request: Chapter Presidents and Program Directors – what are your topic needs/goals for 2013? Need to know to start planning this activity now. Please share your ideas on National Speakers that you like too**

DISTRICT DIRECTOR AND CHAPTER REPORTS

Columbia District – Vacant: – N/A

Central/Southern Oregon District Director – Lyndell: N/A

Mid Willamette Valley District Director – Natalie: N/A

Central Oregon – Sally: N/A

Columbia Gorge – Eileen: N/A

Douglas County – Mikaela: **Chapter current events & news:** January: Round Table Discussion – Discussed topics brought to the meeting by members (usually these are challenges that members are experiencing in their workplaces), including 1) when/what size a company should be to justify the hiring of a full-time HR administrator or manager and 2) sick leave policies and challenges with employees who push the boundaries of those policies. SHAPE initiatives & updates: 2011 SHAPE Report has been submitted. We have held our strategic planning session for 2012 and begun working on the year’s initiatives. 2012 SHAPE Strategic Planning - Initiatives 1) continuing partnership with Douglas County Employer’s Council for the Employer’s Expo & Career Fair in March, 2) improving programs to increase value for members and guests who attend, and 3) increasing DC-SHRM visibility and membership in the community. **Best Practices and other good stuff I want to share:** Something that arose out of our round table discussion on sick leave policies was the question about tightening up policies to address employee abuse of the system. The member who

brought the topic mentioned something that I thought was a good point to consider. Sometimes in HR when there is a problem with a small percentage of employees abusing a benefit (but technically abide by it), such as leave, companies can be quick to tighten up the policy. This results in the majority of employees who comply with both the spirit & letter of the policy facing stricter policies due to the negative behaviors of a small minority. We don't want to unduly punish the whole for the actions of a few, yet we need to effectively manage those employees who attempt to circumvent the system. And therein lies the challenge for HR. I thought it was a good point to keep in mind when seeking solutions and weighing options to addressing employee behavioral problems.

Klamath Falls – Jennifer: N/A

Lane County – Denise: Develop SHAPE Goals (see handout). Lane County Community College has a student group. He likes Cheryl suggestion regarding students' fish for members in nontraditional HR programs. Dennis stated that the LCC student group needs to get integrated within U of O student group in 2012 – so can get access to student fee structure. Dennis commented on the community college Internship/cooperative education model - work study experience opportunities that are available.

Lower Columbia Chapter – Sharon: Current events & news: Voting for our 2012 Board of Directors was done in Dec and officers were sworn in at our Jan board transition meeting. We have several officers rotating positions and one new officer, who will serve as Secretary for her first term. Our membership has risen to 43 and our VP Membership is diligently recruiting members and working our member at-large list. Virtual meetings have been discussed as way to reach out to more members in the future. Our winter luncheon meetings have been well attended and we recommend any of the following speakers who presented in Nov, Dec and Jan, as follows: Paul Knoch, HR Manager, Cannon Beach Christian Conference Center - Creating a Customer Service Culture; Dean Perez, HR and Emergency Management Director, Clatsop County - Emergency Preparedness (designed to protect yourself, your family and your neighbors); Tim Timmons, Integrity Officer, Great Oregon Behavioral Health, Inc - Conducting Employee Investigations. We have booked 11 of our monthly luncheon meetings and also plan to hold 2 half day events in 2012. LCHRMA has provided \$250 to Norma Hernandez, our Diversity Director, to assist with her expenses in obtaining certification in Diversity Training. Norma appreciates the \$750 provided by OSC; even though she obtained a grant for her diversity training, it did not include travel expenses and loss of wages to attend out of state training. She will conduct diversity training for our chapter and OSC. Our Facebook page is just getting started and we will monitor use to determine how much we might use Facebook as a marketing tool. We are exploring offering our HR scholarships to our local college rather than a college outside our area. Even though Clatsop Community College does not offer a specific HR certificate, students working toward associates degrees with a business focus also need to understand the HR function. SHAPE initiatives & updates: We are revisiting our bylaws with regard to the officer and board member positions. Best Practices and other good stuff I want to share: We conduct a lot of our administrative business via email so we don't use up speaker time at our monthly meetings, including chapter voting, information exchange and announcements.

Chapter Requests for support or help from OSC: **Please process diversity certification reimbursement of \$750 for Norma Hernandez, LCHRMA Diversity Director.** This expense was approved at the Nov 2011 OSC Meeting to help pay for her certification expenses. **The LCHRMA board would like consideration from OSC to offer scholarships for each chapter president (or one delegate) to attend Annual NHRMA Conferences**

Mid-Willamette – Melissa: N/A

Portland – Christina: Current events & news: On Wednesday, October 19, 2011, PHRMA held its annual business meeting at our monthly luncheon and voted in our 2012 board of directors. The President gave a state of the union address and our Treasurer provided a financial report. In November 2011, Christina York and Eve Logsdon (2012 President Elect) attended the annual SHRM Leadership Conference in Virginia. On December 9, 2011, PHRMA held our annual board retreat and transition planning meeting at the DoubleTree Hotel Lloyd Center Executive Meeting Center. It was an all-day action packed meeting. Dianna Gould from SHRM gave a presentation. Other agenda items included a board overview of positions, bylaws & mission, operations overview, financial overview, motion to approve 2012 budget, social media strategy discussion, SHAPE overview and 2012 goal setting by board position. The meeting was

followed by a 2011 board appreciation dinner and celebration as a thank you. In December 2011, PHRMA hosted Lisa Horn of SHRM who presented at our December luncheon on Workplace Flexibility. The program was very well received. PHRMA's Treasurer worked with our Accountant to update our Chart of Accounts to more accurately report on financials. The 2012 SPHR/PHR Spring Study Group is scheduled for the evenings of February 7 - May 1 from 5:30pm - 8:30pm at Bonneville Power. Details are on the PHRMA website. The Portland State University HRMA Chapter is holding a job shadow program the week of Feb 13-17. If you are interested in hosting an HR student please send an email to psuhrma@gmail.com. **SHAPE initiatives & updates:** Tina Weber submitted PHRMA's 2011 SHAPE submission on January 26, 2011 for the Gold Award status. **Best Practices and other good stuff I want to share:** PHRMA is the leading sponsor for the second annual Portland Business Journal HR Leadership Awards being held on March 7, 2012 at the Hilton Hotel. PHRMA will have a table and be a presenting sponsor. As this is the right before the Oregon State Council meeting everyone is encouraged and welcome to attend. Tickets can be purchased through the Portland Business Journal. PHRMA's 7th annual strategic management conference, "The HR Factor: Powerful Strategies to Impact Your Organization", is being held on May 16, 2012, at the Oregon Convention Center. The all day conference will feature national and local speakers providing 7 hours of HRCI strategic credits. The focus of the conference will be creative strategic solutions for HR in the new economy. Early bird registration is \$199 (a \$41 savings) and ends on March 31, 2012. The Global HR SIG is holding a kick-off event on January 30, 2012. More than 50 members are expected to attend. **Chapter Requests for support or help from OSC:** Do any of the chapters have an inclement weather policy? i.e. what happens if someone cannot attend an event as a result of the weather.

Rogue Valley – Shannon: current events & news: We held our 2012 kickoff meeting on Tuesday, 01/17. We have a full board, 19 members, for the first time in several years. **SHAPE initiatives & updates:** 2012 SHAPE has not been released, so we don't know what type of changes to expect. However at our kickoff meeting this week we discussed the following ideas that we hope to focus on during 2012: Upgrade to a new website; Increase the cost to our programs (currently \$5.00 except for our ½ day legal seminar); Look into getting sponsorships; Will plan one legislative visit to our local representative; Will hopefully be establishing a student chapter at SOU; Potentially partner with others, such as The Job Council and the Oregon Employer Council, to do Workforce Readiness. They currently have a new program titled Careers in Gear and we will look into hosting a booth to represent the HR profession as a career. There is another event where they need volunteers to help 12 students at a time in various workshops. **Best Practices and other good stuff I want to share:** We have the following programs lined up for February and March: **Date: Thursday, February 16, 2012; Program: Developing & Managing Company Policies related to Social Media Usage;** Analyzing, managing and developing company policies related to social media usage by employees have become important assignments for HR staff in limiting exposure or potential liability for their respective organizations.

This presentation will look at how strategies for risk prevention, which help protect the bottom line against threats such as disclosure of proprietary information and cyber-harassment in the work environment, must be balanced with the need for companies to participate and join in the social media campaign for business success. **Presenter:** Joseph Haddad, JJH Law, P.C.; **Networking:** 7:30 am – 8:00 am; **Program Time:** 8:00 am - 10:00 am; **Cost:** \$10.00; **HRCI Credit:** Pending. **Date: Thursday, March 15, 2012; Program: Why Diversity and Inclusion Are Good For Business:** If HR and Diversity professionals want to get their organizations behind diversity and inclusion initiatives, they need to be skilled at making a strong business case for them. It's not enough to use the typical response of, "it's the *right* thing to do." We must show how these efforts will drive organizational success, sustainability, profitability, and competitive advantage. In this presentation, learn how to leverage the internal processes, programs, policies, and practices within your organization as well as the external environment to build a solid Diversity and Inclusion business case. While highlighting four key steps, the presenter will outline how these steps fit into a more comprehensive model, called the SHRM Strategic Diversity Management Plan®, recently developed by SHRM's Office of Diversity and Inclusion. **Presenter:** Eric Peterson, SHRM's Manager of Diversity and Inclusion Initiatives; **Networking:** 7:30 am – 8:00 am; **Program Time:** 8:00 am – 11:00 am; **Cost:** \$Pending; **HRCI Credit:** Approved for 3 hours of strategic credit. **Chapter requests for support or help from OSC:** We are looking for feedback and information from other Oregon State Chapters on the following:

1. Increasing SHRM Chapter Program Fees

- a. What is your chapter size?

- b. Do you charge an annual membership fee for your chapter (in addition to the \$180 SHRM annual membership cost)?
 - i. If so, how much is it?
 - c. How long are your programs?
 - d. How much do you charge for your current programs?
 - e. Do you have any type of "bundle" program (Example: each program is \$25 but if you buy a \$100 bundle you can attend 5 programs for \$100)?
 - i. How do you manage your program?
 - f. When was the last time you increased the cost for your programs?
 - g. What was your decision making process in determining the increase?
 - h. Did you see an increase or decrease in your membership after increasing your program cost?
 - i. Do you have any feedback and/or lessons learned from the process?
- 2. Sponsorships for SHRM Chapters**
- a. What is your chapter size?
 - b. Do you have any sponsors for your chapter?
 - c. What is the cost breakdown?
 - d. What is included in your sponsorship (newsletter, website, table at program, etc.)?
 - e. Do you have any feedback and /or lessons learned from initially setting up a sponsorship program for your chapter?

Salem – Barbara: N/A

Action Items:

Send budget requests to Scott/Randy/Kathy by February 15th.

Chapter presidents see Deborah's report above – she is looking for program information by March 2012.

Chapter presidents please send (or facilitate) sending Deborah your chapter 2010 and 2011 Program information along with your chapter rating. The rating should be something like - like them -raved about - would you invite them back.

It was decided that expenses would be approved by the direct and director elects and that we would put some guidelines in place.

Next meeting: March 7th from 3 p.m. – 6:00 p.m. @ HR Answers in Tualatin

Wrap & Adjourn @ 3:10 p.m.

Dianna Gould e-mail 1-23-2012: We discussed the need for a check list for financial transactions at the chapter/state level at our meeting on Friday. If you go to this link (<http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/CHAPRfin.aspx>) you will find a CHECKLIST OF INTERNAL CONTROLS OVER A CHAPTER'S CASH TRANSACTIONS check list on pages 8-10. This guidebook has a great deal of information that would be extremely helpful for all Chapter Presidents and their Treasurers to have as a resource until the actual conference.