|  |
| --- |
| SHRM Oregon State Council MeetingDecember 2015 |
| minutes | FRIDAY, December 4, 2015 | 10 AM to 1 p.m. | eugene, oregon  |
|  |
| Meeting called by | Melissa Vigil, SPHR, State Council Director |
| Type of meeting | SHRM Oregon State Council Bi-Monthly Meeting |
| Facilitator | Melissa Vigil, SPHR, State Council Director |
| Note taker | Jill Faughender, incoming State Council Secretary |
| Attendees | In Person: Melissa Vigil, Scott Cantu, Deborah Jeffries, Amber Shoshin, Jane Allen, Shauneen Scott, Jill Faughender, Allan Cabelly, Rick Howell, Kristen Sandfort, Stacey Brown, Natalie Eggert By Phone: Tanya Haakinson, Sharon Borgardt, Karlina Christensen, Stephanie Miller and Laura Fisher. |
| Members absent | Kathy Sharp, Lyndell Smith, Natasha McGrath, Jean Bonifas, Ophelia Yan, Sara Baier, Dianna Gould/SHRM, Robin Conrad, Pam Mack, Nikki Schutte, Sat Bir Khalsa, and Kat Rutledge.  |
| Associated documents | Treasurer’s Report and Financials |
| Legend | **Bold = Action Items**Red = Important Information |
|  |
| Agenda Topics |
| Welcome, INTRODUCTIONS | MELISSA VIGIL |
| Called to Order at 10:10 a.m. |
| opening |  |
| Welcome!Introductions |

|  |  |
| --- | --- |
| Support the professional (operations) | MELISSA VIGIL |
| Reports |  |
| 2016 Council Appointments: Scott Cantu* Motion by Scott Cantu, second by Kristen Sandfort to approve the following 2016 Council positions: Stacey Brown as Director Elect, Jane Allen to a second term as Treasurer and Jill Faughender to a first term as Secretary. Motion carried.
* Scott to e-mail out the 2016 OSC Board roster, still working on placement for College Relations and Diversity positions. The following positions have been confirmed:

Director: Scott CantuDirector Elect: Stacey BrownPast Director: Melissa VigilSecretary: Jill FaughenderTreasurer: Jane AllenCertification/Professional Development: Debra JeffriesWorkforce Readiness: Kathy SharpSHRM Foundation: Natasha McGrathMembership: Shauneen ScottLegislative Affairs: Karlina ChristensenCommunications: Mims RouseDiversity: Marcus BrownDistrict President-Willamette: Natalie EggertDistrict President – Columbia : Sharon BorgardtConference Chair – Melissa Vigil & Amber ShoshinRevenue Generating Co-Chairs: Allan Cabelly and Robin ConradChapter Presidents from: MHRA, PHRMA, SHRMA, DCSHRM, LCHRA, Klamath Falls, Rogue Valley, LCHRMA & HRACO2016 Meeting Schedule: January 8, 2016, Friday – Salem – Location TBDMarch 2, 2016, Wednesday preceding the Employment & Legislative Conference – Tigard at HR AnswersMay 13, 2016, Friday – Roseburg in conjunction with a meeting event to support the Douglas County ChapterJuly 8, 2016, Friday – Conference callOctober 7, 2016, Friday – Bend – Location TBDDecember 2, 2016, Friday – Eugene at Northwest Community Credit UnionOSC New Member Orientation: * Scott distributed board position descriptions and requested a review by the incoming council member.
* General discussion followed on enhancing orientation for new Chapter Presidents or new OSC members to fast track the overall understanding of our mission and responsibilities.

OSC Website:* Scott notified the OSC that he is working with SHRM to change access permissions and will review the OSC website for content updates. Oregon.SHRM.org

Bylaws Annual Review:* Melissa presented a copy of the current OSC Bylaws for review. No changes were recommended at this time. Rick Howell recommended that the OSC make a list of small amendments and once ready submit updated bylaws.

Council Name Discussion:* Allan Cabelly presented his research findings in the form of a map which reflected the naming of other state councils and how the OSC compares. Consensus was to leave the name as currently shown in the Bylaws as SHRM Oregon State Council.
* General discussion followed regarding communication about “who” we are and why we exist. Suggestions to increase understanding of our mission included: including information in new member orientations, letter to Chapter Presidents to share at a board meeting with follow-up by District President, providing District Presidents with additional tools such as free tickets to meetings and the March Conference, scholarships.

Decertification of Chapters:* Melissa noted that Klamath Falls and the Columbia Gorge chapters are in jeopardy of being decertified because of lack of interest. She noted that the Columbia Gorge chapter was previously working with PHRMA to become affiliated.
 |
| Financial Report: Jane Allen, Treasurer* Jane presented the financials and noted receipt of two SHRM Financial Support checks totaling $11,447.00. Total revenue of $63,200 and expenses of $68,600 for a shortfall of $5,330 for 2015 to date. Cash on hand includes $14,712.69 in checking and $67,753.05 in Savings for a total of $82,465.74.
* Jane will work with Scott to get a draft budget prepared for the January meeting.
* Jane reported that the annual tax report has been completed and filed for 2014 (990EZ) and that the IRS accepted the Tax Exempt Organization delay without penalty. No additional tax is due and the project to get the tax filing on track is complete. General discussion followed regarding a checklist to ensure that this task is completed each year and suggestions for accountants to stay on top of it for the OSC>
* The OSC Secretary of State annual renewal paperwork has been signed today for submission.
 |
| SHRM Update: Dianna Gould, SHRM Field Services Director December 2015 PW Region SHRM Update**Below is what SHRM is currently working on, on behalf of the HR Profession and HR Professionals:****2015 SHAPE Reporting Form - The 2015 SHAPE Online Reporting Forms for both Chapters and State Councils are now live! Begin your input today! See more at** <http://www.shrm.org/communities/volunteerresources/resourcesforchapters/pages/shape.aspx>**Also, exciting changes to the 2016 SHAPE will be announced soon.** **The SHRM Certification Pathway is Closing as of 12/31/2015 -** Go to [shrmcertification.org/pathway](http://links.shrm.mkt6744.com/ctt?kn=6&ms=MjM4OTU0ODQS1&r=ODM1OTIzOTI1OTkS1&b=0&j=NjgwMTczNDY5S0&mt=1&rt=0) and get started!  It is easy to do and will take only 45 minutes to an hour. It is not a test and you cannot fail!  Once completed, you should receive an email saying you have completed it and a pin and certificate will follow within 30 days. Taking the Pathway will give you options for the future! Take it today and be part of over 71,000 SHRM Certified HR professionals!SHRM Foundation Scholarships - New for 2016! Two rounds of scholarships will be awarded, one in the spring and one in the fall. SHRM members may apply for this $750 award to support their pursuit of professional SHRM-CP or SHRM-SCP certification.  Date Sensitive: Application Deadline: December 21, 2015 (awarded in March) and July 15, 2016 (awarded in October) Eligibility:* Individuals must be current members of SHRM and their membership must remain active throughout the year they are awarded the scholarship. Individuals must be preparing to sit for the SHRM-CP or SHRM-SCP certification exam. Employees or board members of SHRM or the SHRM Foundation or other SHRM affiliate (not including chapters), and members of their immediate family are not eligible to apply for SHRM Foundation grants, awards or scholarships. Student members are not eligible to apply for this award.
* Chapters and state councils are also eligible to receive the award, for more information visit the SHRM Foundation [certification scholarship page](http://www.shrm.org/certification-scholarships).

**Application*** *Individuals*The application includes contact information and a series of short answer questions about your volunteer experience and your career aspirations. You will also be asked to upload a current resume that includes your SHRM/SHRM Foundation volunteer experience, and one letter of reference. Reference letters should be addressed to the “SHRM Foundation Scholarship Review Committee” and should provide insight into your character, career and volunteer accomplishments, work ethic, values and need for the scholarship.
* **Timeline**
* Apply November 9-December 21, 2015..........Notified of results by March 18
* Apply May 2-July 15, 2016..............................Notified of results by October 7

[**Apply for a Certification Scholarship**](http://www.shrm.org/about/foundation/scholarships/Pages/ApplyforaScholarship.aspx)- For more information visit: [www.shrm.org/certification-scholarships](http://www.shrm.org/certification-scholarships)**LOCATIONS FOR THE 2016 STUDENT SUMMIT EVENTS!**As we celebrate 50 years of SHRM Student Programs, we are excited to announce the event dates and locations for the 2016 SHRM Student Case Competition and Career Summits. These 3 events will be top class in supporting the growth of SHRM Students! The following are the dates and locations for the three events:* East Event - Atlanta, GA - March 4-5, 2016
* Central Event - Omaha, NE - April 1-2, 2016
* West Event - Salt Lake City, UT - April 29-30, 2016

Below is a list of some of the most current things SHRM is doing for you; our valued volunteer leaders and members:**Volunteer Leader Summit –** Thanks to all who were able to attend the 2015 Volunteer Leader Summit. Be on the lookout for the opportunity to provide your feedback about the event. Significant changes were made to the format of this year’s VLS based on last year’s evaluation results. We do listen. Just ask Dave Ryan, incoming IL State Council Director: <http://ilshrm.blogspot.com/2015/11/shrm-2015-vls-wrap-up.html> **Volunteer Leader Resource Center** – New look and feel coming in 2016. For a sneak preview go to <http://community.shrm.org/vlrc2/home> **CLA’s Certification**Check out the new and improved Chapter and State Council Certification Resources available to you! They can be found in the Volunteer Leaders’ Resource Center (VLRC.) There you will find many informational tools and resources to help you promote SHRM-CP/SHRM-SCP to your members.  [Check out all the materials!](http://links.shrm.mkt6744.com/ctt?kn=37&ms=MjM4OTU0ODQS1&r=ODM1OTIzOTI1OTkS1&b=0&j=NjgwMTczNDY5S0&mt=1&rt=0) If you have any questions – contact Dianna Gould (Dianna.Gould@shrm.org) or Kim Goodwin (kimberly.goodwin@shrm.org). **E-Blast Holiday Blackout Period**Due to the holidays, SHRM will not send any e-blasts on behalf of the **[State Councils](http://links.shrm.mkt6744.com/ctt?kn=10&ms=MjQxNDIwODMS1&r=ODM1OTIzOTI1OTkS1&b=0&j=NzAwMTgyMTAzS0&mt=1&rt=0),****[Super-Mega Chapters](http://links.shrm.mkt6744.com/ctt?kn=13&ms=MjQxNDIwODMS1&r=ODM1OTIzOTI1OTkS1&b=0&j=NzAwMTgyMTAzS0&mt=1&rt=0)** or **[100% Chapters](http://links.shrm.mkt6744.com/ctt?kn=15&ms=MjQxNDIwODMS1&r=ODM1OTIzOTI1OTkS1&b=0&j=NzAwMTgyMTAzS0&mt=1&rt=0)** from **December 19 until January 7.**Request for e-blasts to be sent by December 18 must be received by December 4 to comply with the 10 business day lead time. For those planning to have an e-blast launch immediately after the blackout period, requests must be in by December 25.   **SHRM SUPPORT TEAM:*** Kim Goodwin, PW Member Engagement Associate (Kimberly.goodwin@shrm.org) 1-703-535-6316
* Dianna Gould, SHRM-SCP, CAE, PW Field Services Director (Dianna.Gould@shrm.org) 1-703-535-6267
 |
| Director Update: Melissa Vigil, State Council Director  |

|  |  |
| --- | --- |
| Advancing the profession |  |
| CLAReports | OSC Directors |
| Director Report:* No Report
 |
| Diversity Chair: Jean Bonifas* No Report
 |
| Conference Chair: Melissa Vigil/Amber Shoshin * Allan Cabelly, Debra Jeffries, Melissa Vigil and Scott Cantu provided and update on the 2016 conference to be held on 03/03/16. The conference will be held at the Sentinel Hotel in downtown Portland with a theme of “Connections”.
* The Sponsor communication draft was presented for review by the OSC. General discussion followed regarding the sponsorship levels. It was decided to let the Conference Committee make final decisions on the participant “giveaway” item at the meeting with Stole Rives next Tuesday. General consensus was not to spend OSC funds on the giveaway if a sponsor was not identified.
 |
| College Relations Chair: Ophelia Yan* No Report
 |
| SHRM Foundation Chair: Jane Allen* Donations for 2015 have exceeded the 2014 totals.
 |
| Certification/Professional Development Chair: Amber Shoshin* No Report
 |
| Workforce Readiness Chair: Lyndell Smith* No Report
 |
| Membership Co-Chairs: Sara Baier/Stacey Brown* No Report
 |
| Legislative Chair: Jill Faughender* SHRM is recruiting an A-Team Advocacy Captain for the D-OR-03 district held by Earl Blumenauer in the Portland Area. A SHRM E-Blast will be sent prior to 12/18/15 to all Portland Area SHRM members, both chapters affiliated and at-large members.
* Oregon Paid Sick Leave law is scheduled to be implemented 1/1/16 and BOLI guidelines will be published within the next few weeks. Jill to distribute once they are available. (Distributed 12/16/15)
* Jill participated in the CLA webinar for SHRM Advocacy Team members on 11/4/15
 |
| Communications Chair: Open* No Report
 |
| Revenue Generating Co-chairs: Allan Cabelly/Robin Conrad* See the Conference update related to the Sponsorship packet.
 |

|  |  |
| --- | --- |
| Chapter Reports | Chapter Presidents |
| Willamette: Natalie Eggert* No Report
 |
| Columbia: Sharon Borgardt* Reported that the possible new chapter will not be materializing at this time. Sharon continues to look for new chapter opportunities.
 |
| Central/Southern Oregon, Open* No Report
 |
| Chapter Reports | Chapter Presidents |
| PMHRA, Pam MackReporting Period: April 2015Submitted by: Nikki Schutte – Chapter Director: PHRMA* No Report
 |
| MHRA, Karlina Christensen* No Report
 |
| SHRMA, Shauneen Scott* No Report
 |
| DCSHRM, Kristen SandfortReporting Period: Sept. 19, 2015-December 4, 2015Current events & news: * October 16th -8:15-10:00AM we are hosted Jerry with Serenity Lane to discuss the Recreational Use of Marijuana and a Drug Free Workplace. Outside speakers are drawing bigger crowds.
* November 13- we elected a new panel of officers for our SHRM Chapter.
* We have two members actively studying for the SHRM –CP exam in December.

SHAPE initiatives & updates: We sent our President Elect, Stephanie Smith to the Volunteer Leader Summit in November. We have completed our CLIF for 2016.  |
| LCHRA, Sat Bir Khalsa* No Report
 |
| Klamath Falls, Kat Rutlege* No Report
 |
| Rogue Valley, Tanya HaakinsonSHAPE initiatives & updates:All of our SHAPE initiatives have been completed for 2015. Our last one was done in Nov. It was a Workforce Readiness initiative. We’ve also submitted our CLIFF in Nov.We already have 3 of our 4 initiatives ready to go for 2016; they’re all brand new ones.Best Practices and other good stuff I want to share:We’re starting to plan more than just our monthly programs in a way to increase membership. This year we had a brunch-n-learn and a lunch-n-learn as well as the monthly programs. They were a HUGE success. We did one in Grants Pass and one in Medford. Most of our programs are done in Medford, so this year we did a program in Ashland. Again, very good success. We’ve decided for next year, we’ll have at least one full program in Grants Pass (and lunch-n-learns) and a special night time program w/ dinner in Ashland (and lunch-n-learns). We’ve decided to host one lunch-n-learn a quarter. 2 of the 4 of these will be the advantages of SHRM membership, a draw for our membership initiative. We have our new 2016 President all on board and ready to go. |
| LCHRMA, Stacey Brown* No Report
 |
| HRACO, Stephanie Miller* No Report
 |

|  |
| --- |
|  |
|  |
| OSC business, discussion itemS | Melissa vigil |
| 2015 lEADERSHIP CONFERENCE  |  |
| * No Report
 |
| strategic plan review and 2015 shape status |  |
| * No Report
 |
| announcements |  |
| * No Report
 |
|  |
| closing | MELISSA VIGIL |
| agenda items for next meeting  | * Budget
* Conference Planning
 |
| adjournment | We adjourned at 1:10 pm. |