



SHRM Oregon State Council Meeting

September 12, 2014, (9:30 am – 3:00 pm)

Central Oregon Community College Chandler Lab 1027 NW Trenton Ave, Bend, OR 97701

Hosted By HRACO Chapter

Attendees: Deborah Jeffries (OSC Director), Jill Faughender (Legislative Affairs), Melissa Vigil (HRCI/2014 Director Elect), Jane Allen (SHRM Foundation), Ophelia Yan (College Relations), Christina York (Treasurer), Gayle Young (Secretary), Stacey Brown (Lower Columbia), Kathy Sharp (Past OSC Director), Alan Cabelly (Co-Revenue Generation), Sara Baier (Communication Director), Shauneen Scott (SHRMA), John Underwood (Rogue Valley President), Lyndell Smothers (Central /Southern District Director), Pac West, Amber Shoshin (Professional Devel Dir), Dianna Gould (SHRM Field Services Director), Kurt Barker (HRACO President), Scott Cantu (Membership Director).

Phone Attendees: Karlina Christiansen (MHRA).

Guest/Program Speaker: Stephanie Miller (HRACO President Elect).

Absent: Sharon Borgardt (Columbia District Director), Natalie Eggert (Willamette District Director), Jean Bonifas (MHRA President), Robin Conrad (Co-Revenue Generation/Douglas), Tamsen Leachman (PHRMA President), Pam Mack (PHRMA), Kat Rutledge (Klamath Basin), & Nancy Gammond-Moody (HRACO), Ron Guerra (Diversity Director), Cheri Billard (LCHRA President), Stephanie Hartman (Columbia Gorge President).

1:36 pm Approval of July 2014 Meeting Minutes: Jill moved to approve amended minutes. Kathy seconded. The July 2014 meeting minutes were approved with corrections by board members.

Treasurer's Report & Financials: Christina emailed out the treasurer's report. Doing well financially for this year. No outstanding liabilities. Over \$8,000 in checking and savings is over \$80,000. This is up \$20,000 from past years. There are some expenses that will need to be paid before year end, income was better this year. Reminder that there is a limit to the travel reimbursement amounts and please check the policy on the OSC website for amounts that are reimbursed.

Kathy provided an update on the non profit 501C filing. OSC has spent about 4 years getting the 501C filed and now that application has been submitted to IRS. This will put OSC in a non-profit status for tax purposes. There are some protections built into that status that are not

otherwise available to OSC without the status. This makes the OSC a 'legal entity' and gives OSC structure for both income and tax purposes. This also means that the OSC will be issued a new tax i.d. number. Kathy has started the documentation process to refile for the 501C status on an annual basis in the future. There will be documentation for future boards to ensure that the board knows who is to handle the filing for this each year in the future. If one year is missed, it takes a lot of work to get the status back. It is very important to make sure this gets done each year going forward in the future. Deborah emphasized how important it is for this task to continue each year. Other chapters have had the same issue and boards must transition this task accordingly. Jill suggested that at the first of the year OSC meeting create a task "to do" list that helps ensure that there is follow-through. OSC still awaiting any info on past taxes due.

By Laws Update: Kathy handed out proposed updates to by laws. Kathy proposes the changes today. Starting today, a 15 day review period for review and comment of the proposed language begins. Please let Kathy know if you have a suggestion. Kathy will email the group to ask for feedback. The goal is to get updates done by the December meeting. Discussion ensued regarding who is elected to OSC and who is appointed to OSC. Deborah discussed that OSC looks for people who will participate and honor the commitment of tasks and goals of the OSC once they are a member of the board.

Deborah made a motion that Amber Shoshin be allowed to receive funds from OSC to attend the November SHRM Volunteer Leadership Summit (a special offer this year for Certification Directors to attend). Alan seconded the motion. Call for questions. Motion carried unanimously by OSC board. Discussion followed about who is planning to attend the Fall Leadership Summit. Deborah will forward an email regarding registration for the summit (**done 9/22**).

Board Development: The Board conducted an activity led by Deborah and Melissa called HackLab. The premise is to "hack" a topic...reduce it down and take look at what is working and what is not and what changes could be made. The topic the Board hacked (in small groups) was Membership – what is working and what is not. The Board will use this concept in December with the topic "Succession Planning". **Reminder all HackLab notes are due to Deborah to create a list of ideas to share with all.**

Updates/General Business – ALL

SHRM Update: Dianna Gould: *PW Region State Council September 2014 SHRM Update:*

NEW SHRM COMPETENCY CERTIFICATION: State Council & Chapter Preferred Provider process information now available. Go to www.shrm.org/vlrc and www.shrmcertification.org. Pricing for exam and recertification just released. 2015 - \$0 cost to obtain your SHRM-CP or SHRM-SCP if you currently hold a valid HRCI certification. The process requires 3 simple steps. For those planning to take the exam in 2015 (May-July 15, 2015) the cost is \$300 for SHRM members and \$400 for non-SHRM members. The cost to recertify upon completion of 60 valid professional

development credits in 3 years will be released in Q4 2014. Attachment presentation will be included in email out to OSC (done 9/22 by Deborah).

- **CHAPTER/STATE COUNCIL INCENTIVE:** SHRM understands that Chapter and State Councils will incur some expenses with the new SHRM Certification and wants to help off set some of those costs with \$10 per member to get certified or the new SHRM Certified. **Coming soon** – Additional information will be provided soon regarding the incentive program that will be rolled out to State Councils and Chapters in good standing for SHRM members who obtain the new SHRM competency certification.
- **STUDENTS:** Effective immediately, Kim Goodwin and Dianna Gould will be your new PW team contacts for any information and questions on student members, student chapters, etc. for all states in the Pacific West Region with the exception of CA. Jon Decoteau and Kim Goodwin will be the contact for CA Student Chapters.
- **CHAPTER AUDITS:** Effective immediately chapters will not be required to be audited by SHRM each year. Effective immediately we will be auditing 50% of current chapters in 2014 and the other 50% in 2015. Still important to keep up membership affiliation percentage.
- **ATTENDEES ELIGIBLE FOR SHRM BUSINESS MEETING FEB 2015:** State Council Directors and State Council Certification Directors will be invited to attend the SHRM Business meeting Feb. 6-7, 2015 in Florida.
- **SHRM FOUNDATION:** New DVD title “Investing in the Older Worker” will be mailed the week of 9/15-9/19/2014 to all State Council Directors and Chapter Presidents (Deborah does have it) but it can also be found at (<http://www.shrm.org/about/foundation/products/pages/investing-in-older-workers-dvd.aspx>). This DVD is the 13th video in the SHRM Foundation DVD series. This is the first video that highlights a government entity NIH’s workplace culture as well as the practices and policies they employ to attract, engage and retain mature workers to advance their mission. The DVD is subtitled in Spanish, German, Korean, Chinese and English.
- Don’t forget your chapter/state council foundation donation for the year. Double check to make sure the donation has actually been sent – the Foundation is showing 10% below in donations from chapters and state councils YTD compared to this time last year.

SHRM November Leadership Summit (DC): Melissa will be organizing a list of folks attending and coordinate group event/dinner, etc. (maybe even with WA State). Dianna will get a list to Melissa of people who are registered.

OSC Employment Law Conference: Kathy, committee, and Stoel Rives and several OSC members to start planning for 2015. Looking at optional venues in Portland (other than MAC). Looking like next year will be at the DoubleTree (near Lloyd Center). This will allow for about 50 more attendees and also double as the hotel of choice for the conference. Looks like the date will be March 5th. Ideas for themes were discussed. Due to changes in the availability of the graphic artist at Stoel Rives, the committee needs to be thoughtful about the amount of time needed for marketing and promo work so as not to incur additional charges. A Western theme is being considered. Committee members are working on vendor agreements. OSC will offer one free registration for the conference to each chapter to use as incentive to give to a chapter member. Chapter Presidents should feel free to start planning how you would like to use your complimentary registration. Kathy is looking for a successor (Conference Chair) for the conference planning in 2016. Please let her know if you are interested.

State of Oregon Diversity Conference Update: Deborah reminded the Board it will be held on September 16 & 17, 2014. The OSC ticket allotment is currently sold out with a wait list. The state planning committee did not have extra tickets to give OSC. Deborah will stop by the conference on Wednesday and see how it's going. Deborah anticipates \$2,500.00 income for the tickets sold. Some tweaks were made to ensure tickets sold better this year and popularity of the conference helped to sell out the tickets.

Other General Updates:

SHRM Foundation: Jane reminded the group that for SHAPE certification, the leadership campaign encourages all to contribute to the SHRM Foundation. The suggested voluntary amount is \$25.00 per SHRM member. Members can go online to contribute or give Jane a check. Jane will send out email and an e-blast to members to remind everyone of opportunities to contribute. Jane made a motion for \$250.00 to be designated for 5 prizes for SHRM Foundation fundraiser (an electronic scavenger hunt) to reward members on the outreach education fundraiser. Kathy seconded. Unanimous approval was given from OSC.

Kathy motioned to make additional \$250.00 donation from OSC to exceed the annual SHRM Foundation donation. Alan seconded. Unanimous approval made by OSC. Motion was carried. This allows the OSC to exceed last years donation as part of SHRM SHAPE.

Deborah made final comments and suggested that folks prepare for their next board year, invited all chapter presidents and president elects to attend the December meeting.

Jill said that legislative bills are being discussed, reminded folks to pay attention to new bill topics. One hot topic is the State of Oregon looking at retirement plans for all employers to offer to their employees. Jill encourages all OSC members to become more involved. Jill is still planning a "Day on the Hill" in Salem during the next Legislative Session which begins in February 2015.

Dianna passed around SHRM handouts that can be requested from Kimberly Goodwin for new membership packets.

Special Announcement: John Rogue Valley chapter of SHRM will exceed 10% of new membership this year. He credits his board for much hard work. John will share how they accomplished this to anyone who contacts him.

Meeting adjourned at 3:48 p.m.

OSC Year End Meeting on Friday, December 5, 2014, @ 9:30am. To be held at HR Answers, Inc. 7659 SW Mohawk Street, Tualatin, OR 97062 (503-885-9815).

SHRM Update: Dianna Gould, SHRM Field Services Rep – See attached info.

Core Leadership – Director Reports

- 1. Legislative Director – Jill Faughender:**
- 2. Conference Chair – Kathy Sharp**
- 3. College Relations – Ophelia Yan:**
- 4. Foundation – Jane Allen: (See attached)**
- 5. HRCI – Amber Shoshin:**
- 6. Diversity – Ron Guerra: [See Deborah's comments](#)**
- 7. Workforce Readiness –:**

District Director and Chapter Reports

Central Oregon (HRACO) – Kurt Barker: We're excited that our membership is back up to 145, after a dip earlier this year. Our primary fundraiser (our yearly "pay to attend" 3-hour legal update) is less than a week away, and we have 68 RSVP's so far – more

good news. Later this year, we're looking forward to having (1) Stephanie Hartman (Pres. of the Col. Gorge Chapter!) present on "Managing Organizational Change" in October, (2) Aaron Ashbaugh present on "Divining the Truth – or How to Know When You're Being Lied To" in November, and (3) our annual Member Appreciation Lunch in December.

Eugene (LCHRA) - Cheri Billard:

Medford (Rogue Valley) - John Underwood: Medford (Rogue Valley) - John Underwood:

Current Events & News

- Membership is still growing... Now at 159 from 145 in Dec., 2013... a 9.7% increase YTD.
- BOD Open House held Thurs., Sept. 4. Had 4 guests, all new BOD members for 2015.
- New BOD members nominations for 2015 (still have 2 positions unfilled):
 - Julie Carr, Blackstone Audio – Programs
 - Lynette Gundlach, Sherm's Thunderbird – Secretary
 - Kathryn Reinhardt, Naumes – Workforce Readiness
 - Brandy Birrueta, Motorcycles – SHRM Foundation
 - Shanon Harvey, Mercy Flights – At large
 - George Kuhn, W. Brown Creative Partners – At Large
- Will meet our 2014 goal of \$750 in program sponsorships.
- Chapter Programs Planning Survey to members... summary:
 - 70 respondents to survey total (very high response rate for us)
 - 91.2% "Very Satisfied" overall programming... 0 "Not Satisfied"
 - Overall program attendance is steadily up this year from average attendance of 25 in January to 40 in August. Programs is a key focus for us in 2014.
- We are going for the Gold level SHAPE this year. (2013 was a Silver award)
- Incoming President, 2015, Tanya Haakinson and President Elect are registered for SHRM Leadership Conference.
- Our chapter will consider becoming a Preferred Provider for the SHRM Certification Program. This is on the agenda for our October BOD meeting.

Salem (SHRMA) – Shauneen Scott: The Chapter has been going through some transitions with changes with Board members, but looking for that to settle down. Programs have had a lot of variety subject wise been successful in the new downtown meeting place.

Astoria (LCHRMA) - Stacey Brown: We just had our half-day session/employment law update featuring Daniel Barnhart from Bullard Law who spoke on Wage and Hour and Social Media. It was well attended and informational. Next month we will have a training on self-funded health insurance with Sherry Campbell from CU Benefits Alliance. Our membership is slowly increasing and interest in the chapter is on the rise. It could be due to the fact that we apply for HRCI credits for all of our trainings now. We have also switched venues, which has given us more room for growth. We are being proactive and have set our board slate for next year. We are sending our up and coming Diversity Director, Susan Farmer, to the Diversity conference.

She is excited to come on board and also attend the conference. Now that summer is over, we are looking forward to getting back to some serious work! We are going for Platinum this year and I really feel we are going to make it!

Klamath Falls (Klamath Basin) – Kat Rutledge: The Klamath Basin Chapter is working on IRS reinstatement of non-profit status, a BOLI seminar in October and a Legislative Update in November. We are working on increasing membership numbers again with the departure of a few HR jobs that were transferred with Jeld-Wen to North Carolina. We had a good Board Planning session in July where we assessed where we were with the Chapter Planning Guide. We're trying to hold ground and get some momentum going forward as the economy slowly picks up. Our Chapter Treasurer just resigned as her work is not supportive of her absence for SHRM meetings so we are trying to back fill that important role.

Portland (PHRMA) – Pam Mack:

Roseburg (Douglas County) – Robin Conrad:

Corvallis (Mid Willamette) – Jean Bonifas: