



Central OR SHRM Board Meeting Minutes
Zoom Meeting
February 9, 2023

a. Welcome & announcements – Cindy Bené

- i. Start time: 7:58, End time: 9 am
- ii. Attendees: Matt Ertle, Cindy Bene, Stephanie Trexler, Nicole Ponder, Reggie Malanga, Jody Saffert, Karen Burleigh, Heather McKendry, Kurt Barker, Michelle Hammond, Don Paumier, Natasha Cagle
- iii. Absent: Carly Brooks
- iv. Matt Ertle introduction, addition to the board- board member introductions
- v. January minutes motion to approve by Don Paumier, seconded by Karen Burleigh, minutes were approved.

b. Programming – Marielle Gallagher & Natasha Cagle

- i. Peak coaching is sponsor for February

c. President's Update – Cindy Bené

- i. Call to approve renewal of our membership with HRCI for certification credits, \$450 for year. Cindy made a motion to approve, Kurt seconded and the board approved.

d. Budget review-

- i. **Budget draft** is large, \$36,000 which is half our bank account

ii. Revenue

1. **Membership** \$30 per member, paid quarterly.

2. Sponsorship

- a. We budget for 9 sponsors a year at \$300 per month.
- b. Jody asked if we should we consider charging more from sponsors.
- c. Don responded that the value proposition is higher when in person since the sponsor can interact with attendees.
- d. Marielle suggested if we charge more, perhaps we expand sponsor benefits.
- e. Matt recommended we wait to see what survey responses say about in-person or remote preferences and then discuss. Cindy indicated we should have results in the next week or so.
- f. Marielle shared that we should have some opportunities for larger sponsorship events. Stephanie added that the the quarterly mixers provide larger sponsorship opportunities, and the luncheon as well. We might be able to charge up to \$1500 per event with a combination of sponsors.

3. Legislative meeting-

- a. In the past when we held in-person meetings, we charged different rates for members/non-members. We did not budget an amount in 2022, suggest we leave in and keep \$0 for now.

- b. There was discussion in the past of charging for members, but as long as it's remote, we will keep no charge for members. We can discuss further at a future meeting.
 - c. Program committee to review after receiving survey responses for in-person vs remote meetings. Marielle recommended the legislative meeting be in person this year even if others are remote. Everyone agreed that we do not want to offer a hybrid attendance option.
 - d. Karen said we used to do a breakfast as well, which would mean we'd likely ask for higher attendee fee. Do we have an estimated cost for different room space we are considering? OSU, Open Space or McMenamins are on the list. COCC could be an option, with catering in-house by the culinary program.
 - e. The programming committee will move ahead on planning a live event in April; the board supports it.
 - f. In 2021 we charged \$15 for members, \$30 for non-members. The board discussed whether to keep members attendance free and increase cost for non-members. Stephanie recommended we charge for members as well so people are committed to show up (half of those that RSVP'd to the luncheon did not attend). The final recommendation discussed is \$10 for members, \$30 non-members; we decided to discuss further at a later time so we could discuss the entire budget.
4. **SHRM Certification class fees**- they have gone up to \$1025. We typically purchase 10 which is the minimum by COCC to hold the class and we get reimbursed from COCC, so we come out even.
 5. **SHRM Foundation, 50/50 raffle and silent auction proceeds:** Don shared that in 2022 we only held a fundraiser during the holiday luncheon. This year, we can hold a raffle at quarterly mixers or in person meetings. Our goal is to hold 2 total fundraisers a year; perhaps this year we do one in April at our in-person legislative meeting and one during our holiday luncheon.
 6. **Job postings online** for non-members; we estimate 8 for the year.
 7. **Total anticipated revenue is \$20,000**- it will depend on proceeds from legislative meeting.
- iii. **Expenses:**
1. **Quarterly mixer**- this # is estimating with a sponsorship, \$1500 if no sponsor. If we want to lower cost, we could shift to different location, etc.
 2. **Social for board members/committee:** DEI social was about \$300, but for less attendees. Let's estimate about \$500.
 3. **Speaker fees**- estimate is \$1200 for 2 speakers. We may not use it, especially with remote meetings. Typically, the budget covers travel expenses. Stephanie recommended we pay speakers even if they don't require it. Perhaps we pay a nominal amount for each speaker, \$150? We also budget speaker gifts of about \$25 per speaker.
 4. **Oregon SHRM/NHRMA scholarship**

- a. We have an amount to pay pending from last year, \$650 expense. We may get a donation from SHRM this year as well.
 - b. Stephanie said we didn't provide last year, and we are not sure it was missed. We may have different scholarship opportunities come up; we could decide on a budget and add items mid-year.
 - c. A motion was made to remove for now. This amount is for members, not the board. We will leave just the 1 from last year that is outstanding.
5. **SHRM certification scholarships**- This covers members that take the COCC class and get the certification. A motion was made to increase to \$300; board approved.
6. **Board appreciation budget**: board approved to keep
7. **December luncheon**- increased to \$3000 based on last year. We could recruit a sponsor and possibly decrease that cost.
8. **Raffle gifts for luncheon**- remove, we did not do last year
9. **SHRM foundation donation**: This amount depends on what is raised this year. The board agreed to keep as is, it should be attainable. We typically raise the amount each year by a dollar, raise to \$1103 for 2023.
10. **Professional of the year placard**- Keep
11. **National conference**: This allows the President and President/Elect- to attend. The board agreed to increase to cover expenses from last year. The President elect could go with Cindy this year. Board discussed raising to \$4500 based on increasing travel costs. Stephanie recommended we keep at \$4000.
12. **DEI/ programming committee appreciation**: We have about 7 people.
13. **Marketing**: Recommendation is to cut in half. We will need to order nametags for new board members.
- iv. **Cindy recommended we wrap up the meeting and continue discussion of the budget via email.**