



**Central OR SHRM Board Meeting Minutes**  
**Zoom Meeting**  
**May 11, 2023**

**a. Welcome & announcements – Cindy Bené**

- i. Start time: 8:00 am, End time: 8:58
- ii. Attendees
  1. Present: Cindy, Sarah, Courtney, Stephanie, Marielle, Nicole, Heather, Michelle, Matt, Courtney, Natasha, and Reggie
  2. Absent: Don Paumier, Kurt Barker, Karen Burleigh
- iii. April Minutes – & approval motion made by Marielle, second from Matt. Board approved.

**b. Treasurer's Report – Matt**

- i. Net increase of account balance, \$1800 from las month
- ii. Expense was payment of NHRMA registration, raffle prize.

**c. Programming – Marielle Gallagher & Natasha Cagle**

- i. May chapter meeting next week, Carol Schulte is presenting on mental health in the workplace.
  1. She is doing same presentation at national SHRM conference, did a tech check with Wayne yesterday. Share with your networks, social media, etc.
  2. This is virtual and the sponsor is Bend Chamber
  3. This will be Wayne's last month to run our meetings.
- ii. In consideration of going back to in-person in September:
  1. Cindy- we don't have a budget for locations, but we should be able to cover the cost with sponsorships.
  2. 3 of the fall meetings area already slated to be in person. Oct is the legal update; Nov is DEI and then December for luncheon. September would be only outlier if remote.
  3. Survey results from chapter members; only a minority wanted to continue virtual. Seems like most do want to come back to in person meetings.
  4. Stephanie- the social connection is a value add. Do we have commitment of board members to be present in person? Some details to think about:
    - a. We need someone designated to make the introductions. Cindy shared Don wants to continue as our M.C.
    - b. Cindy could make some in-person this fall.
    - c. Heather, Sarah, Courtney, Michelle, Stephanie, Marielle offered to help at in person meetings.
  5. Matt- he and Nicole are working on a check-in SOP. We need some people to help produce the events that are also not helping at check-in.

Check-in is a congestion area. And backup people to step in for absences.

6. Marielle- She and Nicole will work on inviting committee program members during their next email out to membership. We need people who want to roll up their sleeves and get involved.
  7. Cindy- let's create a pro-con list of virtual vs in person.
- iii. July/August planning of chapter social events:
1. We need to discuss what the objectives are of any social events and outline some options:
    - a. Have it be a working board session?
    - b. The fact that we are having all 4<sup>th</sup> quarter in person, maybe we don't need the social in the summer?
  2. Marielle- If we schedule a summer mixer and use our budget, SHRM requires that we have some programming? Focus of the social could be to announce our programming plans for the future, bring a friend, possibly a membership drive?
  3. Foundation fundraiser within a social event? 50/50 raffle or silent auction
  4. Education/certification- spotlight of fall opportunity to get certified, COCC class, could have Tori attend. Courtney could reach out to her.
  5. Cindy sent Marielle some ideas for programming.
- iv. August-off- no chapter meetings or social events.
- v. Locations for chapter meetings: Need to find dedicated space for September and on.
1. Did everyone like OSU Cascades? Cindy- are they cost prohibitive due to the food needs? COCC? Perhaps we only serve coffee?
  2. Stephanie- We have an account balance; it's reasonable to invest that in our chapter meetings. What is the purpose of having the money if we are not putting it towards programming and events.
  3. Marielle- what about tiered sponsorships? Let's put an outline together and rethink our sponsorship program, we can get creative.
  4. Matt- I am not aware of any free attendance for a membership organization. Most have a cost to attend events.
  5. What do other chapters do? PHRMA charges, Yamhill does not. Could be an opportunity for a survey. Would they still participate if they were paid?
  6. Keep in mind, we do not pay our speakers and other organizations do.
  7. Cindy- we want to be mindful of sustainability of our money. Consider putting some of the money in reserves.

**d. Membership –Nicole and Reggie**

- i. We currently have 240 members, 44 memberships expiring soon. They have reached out to them. Increased membership overall.

**e. DEI – Heather and Cindy**

- i. Chair recruitment update- Ellen Walters- Opportunity Foundation is interested in the role. She is passionate about DEI and SHRM certified.
  1. Cindy made a motion to make her the DEI chair, Heather seconded.

2. Matt- do we have a formalized role for this person? Heather, yes position description is on the SHRM website.
  3. Can we have her attend first, before we fully approve? Michelle, Stephanie, and Heather will meet with Ellen first.
  4. On Tuesday, May 23<sup>rd</sup> via email Cindy motioned for the board to vote on appointing her to the DEI chair position. Stephanie seconded and the board voted in favor.
- ii. Heather- update for DEI meeting this fall:
1. November 15th- live. Location is TBD
  2. Everyone on the panel confirmed except Emily Proctor, Neither Heather nor Stephanie have heard back from her. Stephanie will try again.
  3. The focus will be on workforce sources:
    - a. Disabled
    - b. Previously incarcerated
    - c. Veterans
    - d. Women in recovery
    - e. Other suggestions- perhaps a focus on houseless population- Stepping Stones. Or Latino Community Association to attend.
  4. Should it be a longer than an hour?

**f. Education- Courtney**

- i. We are waiting to hear from COCC, they are out. Should have an update. We are holding class this fall with Tori Howes. We will want to start sharing the class information and encouraging sign ups.

**g. Foundation – Don Paumier**

No report

**h. Legislative Update – Kurt Barker**

No report

**i. Technology Update – Michelle Hammond**

- i. Our chapter gained 11 new LinkedIn followers. She will repost our program for Monday. We can put a call out for programming committee members on LI, Marielle will send the content to post.

**j. President's Update – Cindy Bené**

- i. Succession planning for President's role. Go view the job description for President on SHRM. All of our JD's are on there.
  1. Anything you would edit for our chapter positions?
  2. Consider what will assist with seamless transitions
  3. President Elect- who for 2024? She will send out a survey on who may be interested. Send to chapter for now.
  4. Sign up for position training- link is in the agenda.