

OCHRS BOD Meeting

Date: December 7, 2008
Time Started: 2:15 p.m.
Time Ended: 3:25 p.m.

Chair: Kathleen Lyons, President of OCHRS
Minutes Taker: Sharon Fulton, Chapter Administrator
Members Present: Kathleen Lyons, Joy Pollock, Lisa Fleming, Melanie Thompson Stillinger, Lynette Parmley, Cooper Johnson, Lindsey Nichols, Stephany Wade Tate, Janet Fisher, Michelle Gibson, Scott Lowber, Glenda Owen, Kevin Brown and Sharon Fulton
Members Absent: Brad Davidson and Gayle Barrett

1. **Minutes from the August BOD meeting were handed out & asked to be reviewed & any corrections sent to Sharon Fulton by e-mail.** Kathleen Lyons
2. **Changes to 2009 Board:** - Kathleen introduced Glenda Owen as the 2009 Workforce Readiness VP, Kevin Brown as of VP of Prof Development/Certification Chair, Stephany as President-Elect, Lisa Fleming as Treasurer for 2009, and Chade Nash as VP of Membership. Kathleen Lyons
3. **Treasurer Report** – Lisa reported that she learned more about expectations for the newly created Treasurer position she'll be assuming at the SHRM Leadership Conference in November. She went to a Chapter Management Professionals Organization break-out & learned much. She indicated most complaints in chapters were communication related & that she felt that we did not have that problem in our chapter. (Good job all!) She did feel it important for our chapter to set up a safe deposit box for important documents. She reported that the person that balances should not be a signer on our bank account. She also indicated it might be a good start for everyone to submit a 2009 budget. As we grow it becomes even more important to proper reporting. Lisa Fleming/
Kathleen
4. **SHRM Leadership Conference** – J. Michelle, Lisa, Kathleen & Michelle attended. They reported the conference was wonderful with excellent sharing of ideas and networking opportunities. Kathleen said Stephany & Sharon will be attending next year and encouraged all to attend at some point as it is a great learning opportunity. J. Michelle & Kathleen Lyons
5. **State Leadership Conference** - Kathleen reminded everyone that the conference would be in January at the Crowne Plaza. Kathleen
6. **Pinnacle Award:** Janet reported that we did not win this year. She reviewed some of the top submissions and there was discussion as to how we could be a strong contender for 2009. A committee was formed (Janet, Lindsey, Lisa & Glenda) to meet within next few weeks to brainstorm, develop & design a plan. She welcomes any ideas from the board & asks they be sent to her for review. Janet
7. **Community Service Report:** Lindsey reported that UCO students haven't asked for speakers and are doing well. HR Games are scheduled for 2/7/09 at MetroTech. If anyone wants to volunteer for the games let Lindsey or Michelle know. Credits can be earned for helping. The disappointing news is that students can not take the HRCI test before graduating as of 2011. To sit for the test, an individual must have 2 years of exempt experience. Lindsey
8. **Professional Development Report:** The recent study group didn't go over very well. She was also disappointed to report that she did not get one Stephany

nomination for HR Mgr. /Team of the Year. Everyone still values the idea and discussion was made to change timeframe & perhaps rework. She also reported Kevin did a great job of presenting December newly certified members.

9. **Membership Report:** Melanie reported that Michelle, Sharon, Chade & she will meet the following Thursday to help transition Chade & work on CAP information. She agreed to stay on one year longer as a committee member to help with VP Membership transition. She will handle getting new business cards for new board members or those assuming different positions in 2009. Michelle will handle ordering new name tags. Melanie and Michelle
- Michelle reported that she did the 2nd e-mail blast through SHRM recently to at-large members, has done friendly reminders for members with expired SHRM memberships & has had some personal meetings with prospective members that joined recently.
10. **Legislative Report:** Lynette spoke in Shawnee at the COHRA meeting. They are ramping up for the 2009 session. There will be a health meeting on October 9th presented by the State Chamber. She will try to get information on the web site. She asked if anyone was interested in State Council position. Lynette
11. **Past President Report:** Scott wanted to clarify if Webmaster would be a Board Position or if it would fall under Janet's area. Kathleen recommended it be a board position. Melanie motioned. Lynette seconded. All were in favor. Kathleen will amend by-laws and send to everyone to vote on wording. Discussion followed about how we all need to help get our information to Olivia so newsletter can go out no later than the 10th of each month. Scott
12. **Program Report:** J. Michelle presented Kathleen with a thank you gift certificate for her great leadership this past year. She also suggested Job Fair at Francis Tuttle for nominal fee of perhaps \$25 for members vs. usual \$300-500 charged at most fairs. Venue will hold 50 vendors. Everyone thought it would be worth trying. J. Michelle
13. **Workforce Readiness Report:** Glenda reported that OKC public schools have a 46% drop out rate and OK has the 10th largest drop out rate in the nation as a whole. Tulsa's drop out rate is 48%. The more impoverished the family the more likely the student to drop out of school. We have a very large working poor in our state. She suggested Junior Achievement and Job shadowing as good goals to help students graduate. Glenda
14. **Chapter Administrator:** Continues to learn more efficient ways to gather information on Cvent. Sharon
15. **SHRM Foundation Report:** Cooper reported that December's meeting brought in over 1,000 cans of food for Oklahoma Food Bank & a total of 564 pounds of food to feed 400+ people. OCHRS was able to contribute \$250.00 to SHRM on this win/win/win fundraiser. Good job Cooper!

Motion to conclude the meeting was made by Scott & seconded by Michelle. All present were in agreement.

The meeting concluded at 3:25 p.m. Next meeting to be determined at a later date.

