

OCHRS BOD Meeting

Date: April 29, 2008
Time Started: 5:52 p.m.
Time Ended: 7:35 p.m.

Chair: Kathleen Lyons, President of OCHRS
Minutes Taker: Michelle Gibson, VP of Member Relations
Members Present: Kathleen Lyons, Scott Lowber, Joy Pollock, Lynette Parmley, Gayle Barrett, Janet Fisher, Sharon Fulton, and Michelle Gibson

Members Absent: Melanie Thompson Stillinger, Stephany Wade Tate, Brad Davidson, Lisa Fleming, Lindsey Nichols, and Cooper Johnson

1. Minutes from the February 2008 BOD meeting were reviewed. Several revisions need to be made. The minutes will be approved as amended via email once Sharon Fulton has completed them. Kathleen Lyons
2. Mini-OCHRS Board of Director's Meeting on May 7th
This meeting will take place in Norman somewhere near Stephany Wade Tate's office. This meeting has been put in place to try to encourage more participation from those Board of Directors who cannot meet on an evening due to other commitments. Kathleen Lyons
3. Oklahoma City Partner's Conference – May 21-23 – Janet, Gayle, Lisa, and Melanie will serve on a panel to discuss the needs of employers for those entering into the workforce. This event can serve as a submission of a Pinnacle Award for SHRM. The audience at this event will be members of state agencies. Kathleen Lyons
4. Annual Net Gain Payment from SHRM – OCHRS received an electronic transfer from SHRM for \$2,543.73 for our annual year-end net gain payment. Kathleen Lyons
5. Conference Attendance – Kathleen discussed the possibility of each Board of Director attending a conference in 2008 and expense it directly to OCHRS (with a detailed expense report for the event). This will not only provide us additional points towards our CAP report but will better develop our chapter leaders. Kathleen Lyons
6. Sharon Fulton – The Board of Directors voted to increase Sharon's hours from 10 hours a week to 15-20 hours a week, as needed. In addition, a vote was taken to increase her hourly wage from \$20.00/hr to \$20.50/hour. Kathleen Lyons

Motion: Lynette Parmley; Seconded by: Joy Pollock
Financial Report – Scott did not provide a financial report but did state that we have plenty of dough in the bank!!! Kathleen will be meeting with the individual that Melanie suggested regarding our financials but would like to seek a person to handle this function for OCHRS full-time. Scott Lowber

Scott stated that he will assist Kathleen with completing the CAP for 2008 and will try to work on more OCHRS projects now that he is past his probationary period with Chesapeake. He will get with Sharon regarding some things that he would like to teach her regarding the website.
Programs Report - Joy will soon be getting with Gayle regarding the Legal Seminar in August. She has been requesting HRCI credits for our programs. Joy Pollock

Chade Nash's company will be the speaker in July and will have at least two speakers present. The Sooner HR chapter will also be participating.

Joy is currently working on the 2009 Programs schedule. January will be a Workforce Readiness meeting, February will be the Legislative meeting, and March will be a Membership meeting. Larry Burk from the Southwest Central Region will be our speaker for March. We may give away a free gift of a SHRM Learning system of the recipient's choice (either PHR/SPHR books or GPHR books) at the March meeting.

2009 State Conference will be held in Oklahoma City in May, with the venue undetermined at this point. There were approximately 432 attendees at this year's state conference.

Joy is considering having a luncheon where the Past Presidents are invited to a special event as well as a celebration of our 60th anniversary. This may possibly take place at the December meeting.

General Counsel Report - Gayle offered to assist with the CAP report as well. She will be working on a white paper to submit to SHRM. We can receive points towards our CAP report regardless of whether or not it is published. She will also be working with Joy regarding the upcoming Legal Seminar.

Gayle Barrett

Public Relations Report - Kathleen, Janet, and Scott will be working on a Pinnacle Award submission via the Partners Conference, Hire A Professional Brochures, as well as Lynette's State Chamber events.

Janet Fisher

Janet is having difficulty receiving any response from members for articles for OKC Business. An interview with an HR professional was done in March but not sure, if it was ever published. She is working on an article for a May submission. Any ideas that the Board of Director's has would be helpful.

Legislative Report - The Small Business Day at the Capitol went very well and there was a lot more interaction this year. Bob Cariker gave an update on the legislative affairs at the national level. Attendees were able to watch the Senate in session.

Lynette
Parnley

Membership Report: Michelle passed out the Board of Directors business cards at the beginning of the meeting that Melanie had so brilliantly prepared. Melanie received the materials to put together the membership certificates and will hand that over to Janet Fisher when her copy center has been completely moved. We discussed what everyone felt about whether to mail the certificates, provide them at a couple of meetings, or drop them by offices. We all agreed that we would hand out the certificates at two different meetings and for those who do not pick their's up, we will mail. We will try to drop off packets to new members.

Michelle
Gibson

Michelle showed the BOD's the copy of the TAHRA card which provides for a free meeting for a prospective member. We discussed getting these printed for ourselves and passing out a few to each BOD. We will have an expiration date put on the back of all cards. Membership feels that this may be a very good recruiting tool.

Michelle spoke to several prospective members at the At-Large Alley booth at the state conference but was the only one operating the booth both days. Next year, we need to have a schedule so that more people are involved, possibly purchase our own booth, purchase a display, provide giveaway, etc.

We have now been converted to a large chapter since we have 341 members. We actually have 296 members that are SHRM members as well. We are reaching for a 10% increase in membership in that area and are currently at 9.6%.

Comments Heard About 2008 State Conference/Other - Scott's colleagues at Chesapeake said that there was too much down time during the day and the schedule should be more compressed.

Scott Lowber

He also stated that a lot of people at Chesapeake go to the Employer Council meetings because they are early in the morning, free, get HRCI credit and that maybe we should tap into that formula somehow such as a sack lunch at

a separate meeting.

Also, it was mentioned that we would like to do a special recognition for Francis Tuttle for hosting our meetings for free. No decision on what will be done.

Chapter Administrator Report Sharon is constantly learning more on C-Vent to make our chapter run more efficiently. She has entered in the PHR/SPHR fields into C-Vent so that they can be printed on name tags.

Sharon Fulton

Sharon is able to pull up post-survey results for each meeting for those who would like to review it. As of 4/29/08, if a member does not renew, the system will charge the former member the non-member luncheon rate in the system, which will hopefully prompt them to renew.

She will be attending a sales presentation on 5/5 with C-Vent as she always picks up something new.

Sharon will be putting stars on the nametags from now on to designate who are our new members. We will need to make an announcement at our upcoming meetings regarding this new change.

Motion to conclude the meeting was made by Lynnette Parmley and seconded by Joy Pollock. All present were in agreement.

The meeting concluded at 7:35 p.m.

Next Meeting----date and location to be determined at a later date.