

OCHRS BOD Meeting

Date: August 19th, 2008
Time Started: 6:15 p.m.
Time Ended: 8:30 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, and Sharon Fulton
Members Absent: Brad Davidson, Scott Lowber, Michelle Gibson, Janet Fisher, and Gayle Barrett

1. **Minutes from the April 29th BOD meeting were reviewed. Motion for approval by Cooper and seconded by Stephany. All in favor.** Kathleen Lyons
2. **SHRM Agreement - Kathleen signed the SHRM agreement. Sharon will fax the agreement to SHRM and begin working with them to set up our website for free. Sharon will be trained to make changes to website by SHRM.** Kathleen Lyons
3. **Board of Director Meetings – Kathleen indicated that we are required to have 4 board meetings a year. Since she was hearing most board member schedules were very busy she motioned limiting meetings to only 4 per year. Cooper approved and Stephany seconded. All were in favor.** Kathleen Lyons
4. **CAP Report – Kathleen reported that Janet Fisher prepared and presented a CAP report for OCHRS this year.** Kathleen Lyons
5. **Southwest Educator of the Year – Kathleen reported that Lee Tyner was named Southwest Educator of the Year. This award is given to an educator that promotes the human resources profession through education and research and that displays a commitment to the HR community.** Kathleen
6. **Leadership Seminar: Kathleen reminded everyone the Leadership Seminar is coming up the week-end before Thanksgiving. It will be held in Arlington this year. Any BOD’s interested in attending on OCHRS should let Kathleen know ASAP.** Kathleen
7. **Board Positions for 2009: Kathleen advised BOD’s that Lisa has agreed to take over the Treasurer Roll, Genda Owens will take over Workforce Readiness, Stephany Wade Tate has agreed to be President Elect for next year, and Melanie is contacting someone to take over her Membership position. She will invite Kevin Brown to take over Stephany’s role of VP of Professional Development. She encourages all BOD’s to set up committees and do succession planning for their areas. She would like committee members to attend at least one board meeting a year.** Kathleen
8. **Waiving Membership and Monthly Meeting Fees: There was discussion about waiving fees for Vicky Windsor. Lynette moved for approval and Cooper seconded. Stephany motioned approval that Larry Musslewhite, as long as he is in his position at the Oklahoma Employment Security Commission, be approved and Melanie seconded. All were in favor.** Kathleen
9. **Chapter Administrator Cost: Sharon provided spreadsheet showing Y-T-D expenses. Her payroll cost is currently \$9,304.05. Total reimbursements/costs including phone, internet, office supplies, membership certificates is \$11,006.09. Kathleen asked board to consider paying long distance charge of \$3 - \$5 per month to allow Sharon to obtain long distance service so that she could fax documents to SHRM, A/P departments, etc. Cooper motioned and** Kathleen

- Melanie seconded. All were in favor. It was also agreed that Sharon could purchase a printer for no more than \$200-\$250 since a printer has never been provided to her by OCHRS.
10. **Reports Available:** Kathleen advised board that Sharon is providing GL reports for each meeting. GL Membership summary indicates that there is still over \$1,000 outstanding in membership dues. Sharon will research and attempt to collect in the next few weeks. These reports will aid in year-end reporting and provides a better check/balance system for tracking receivables. Kathleen
11. **Program Report:** Joy reported that 2009 Conference will start Sunday night with a break-out session. Monday will be a “roll out the red carpet” for SHRM. Cooper is working on a golf tournament during conference. Joy
- The board voted on paperweights for Member Christmas gifts vs. lapel pen. Cooper motioned to buy 200 paperweights and Lynette seconded. All were in favor.
- Joy will attempt to keep Christmas budget under \$10,000 (same as last year) It will be held at Francis Tuttle. Melanie motioned to approve and Cooper seconded. All were in favor.
- Joy provided 2009 Meeting Schedule. January program will be on Workforce Readiness; February meeting with be Legislation; no meeting in May due to State Conference; July will be the All Chapters Meeting; September will be the Law Seminar; October will be Diversity Meeting. Brad has secured Dr. Pam Johnson to be the speaker. This will paid sponsor in the amount of \$850 plus travel and expenses. Finally, in December we will have PHR/SPHR Awards/Christmas Party.
- Joy’s goal for 2009 is to provide three 2 hour workshops PHR/SPHR approved. These will not include food and pricing will be discussed at a later date. Topics suggested were: Successful Recruiting Tips; Mergers and Acquisitions; and Leadership Development. These three areas were the most requested in post meeting surveys.
12. Cooper suggested in March or April we could put together a panel of benefit specialists....insurance commissioner, brokers, etc. Lynette
13. **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. Melanie
14. **Membership Report:** Melanie motioned that we have all membership applications completed on-line vs. paper to eliminate so many questions. Lisa seconded. All were in favor. She will be glad to serve as advisor/mentor/committee member but did not want to continue to drive Membership. She has people in mind for her position and will be contacting. Cooper
15. **Sponsorship Report:** Sept. will be no charge for Gayle’s firm. October sponsor is About Last Night. Melanie expressed interest in November opening. Lynette expressed interest in CL Frates being December sponsor. Cooper will be reviewing receivables in this area. Lisa
16. **Workforce Readiness Report:** Glenda Owens will assume this position since Lisa will be moving to Treasurer position. Lindsey
- Community Service Report:** Francis Tuttle starting a HR Asst. 18 month Certificate program and Pat has asked to make them unofficial chapter. Kathleen said it might be a conflict of interest since UCO is our chapter. Lynette hesitant to give recognition without HR support & approval. It was suggested that we let students come to our meeting at student prices and to help them get meeting speakers and help publicize in our newsletter. It was also noted that keeping our involvement at University level is good for us as an

organization

17. **Professional Development:** Stephany had a mini meeting with Kathleen in May. Also, another certification test is scheduled for Dec. /Jan window. November 14th is the deadline to register. Her wish is to do more to recognize HR. She suggested nominations for the following areas: HR Strategic Program of the Year, HR Professional of the Year, and HR Department of the Year. Lisa suggested limiting the nomination to a 250-500 word minimum. Ideas for winners were plaque or gift certificate. Stephany
18. **Chapter Administrator Report:** Will work on membership A/R, making the names in larger font on name badges so it's easier for members across the table to read, web transition, Cvent training in the areas Scott usually handles so she can assist, etc... Sharon
19. **Storage Issue:** Joy requested that OCHRS provide a storage facility for all the items she has stored at her home. Approval was granted Joy

Motion to conclude the meeting was made by Kathleen. All present were in agreement.

The meeting concluded at 8::30 p.m.

Next Meeting----To be determined at a later date.