

Agenda
OCHRS BOD Meeting

Date: March 26th, 2009
Time Started: 6:42 p.m.
Time Ended: 9:02 p.m.

Chair: Kathleen Lyons, President of OCHRS
Minutes Taker: Michelle Gibson, VP Member Services
Members Present: Kathleen Lyons, Michelle Pollock, Lisa Fleming, Melanie Thompson Stillinger, Lynette Parmley, Michelle Gibson, Brad Davidson, Janet Fisher, Gayle Barrett, Kevin Brown, Chade Nash, Glenda Owen, Lindsey Nichols, Stephany Wade Tate, and Sharon Fulton

Guests: Kathy Petito (or would she be BOD)?

Members Absent: Cooper Johnson

1. **Minutes from the December 7th BOD meeting were reviewed. Motion for approval by Glenda Owen and seconded by Janet Fisher. All in favor.** Kathleen Lyons
2. **OCHRS newsletter** - Kathleen stated that Karen Dillier, member of OCHRS and Benefits Administrator at Casady Schools, has taken on the new role of newsletter publisher and will be working on an April edition. Kathleen would like to have a biography provided by each member of the Board of Directors to present in the newsletter (if not April, possibly the May edition of the newsletter), to provide our membership with more information about each BOD. She states that an email would be sent with additional details.

If you have any newsletter items to present, please do by sending them to Karen Dillier at dillierk@casady.org by the end of each month. We would like to have each month's newsletter out no later than the 10th of each month.

Kathleen Lyons
3. **Financial Report** – Kathleen mentioned that there would be limited financials at this time as she has just recently handed over the financial aspect of her position to the new OCHRS Treasurer, Lisa Fleming. Lisa has recently obtained a key from Kathleen to our P.O. Box and will be checking the P.O. Box weekly and providing information to Sharon Fulton for membership purposes on a regular basis.

Kathleen Lyons
4. **Community Services Report** – Lindsey provided her report on the Community Services activities for 2008. She mentioned that the goals that were implemented in 2008 were: becoming more involved as a chapter, strengthening link to chapter advisors and better understanding roles, ensuring there is a College Relations volunteer at each chapter, among others (see CAP report). She proposed a budget for 2009 that includes \$100 for chapter dues to cover Dr. Warning and Dr. Shelton, Lindsey Nichols

\$500 for a student HR scholarship (proposed initiative for 2009), as well as mileage for Lindsey to attend the UCO HR Society meetings. All were in agreement with her budget proposal.

Lindsey invited the current President of the UCO HR Society but he was unable to attend.

5. **Public Relations Report** – Janet states that once things slow down somewhat with her job, she will pursue the initiative for the Pinnacle Award submission. She states that she has a strong plan in place for 2009 but will need to realize more results in order to be a strong contender. She wants to work on a project that provides an impact on the community. Two ideas were suggested: SCORE as well as “Suited for Success”. “Suited for Success” helps women get acquainted with the workforce while outfitting them in businesslike attire. SCORE is not-for-profit group that gives consulting advice and helps businesses write business proposals. Janet Fisher

Chade mentioned bringing clothing to an OCHRS meeting and other mentioned including men and men’s clothing into this initiative.

Stephany mentioned reaching out to those who have been affected by the down turn in the economy. She mentioned distributing unique HR talents to the community by putting together a newsletter for job tips, building a job fair, HR professionals becoming mentors, and also partnering with Workforce Readiness and the Central Oklahoma Workforce Investment Board. More discussion to follow.

6. **Chapter Administrator Report:** Sharon mentioned that she and Lisa are partnering to work on the financial aspects of the Treasurer position. More details to follow at the next meeting. Sharon Fulton

7. **Membership Report:** Michelle mentioned that OCHRS had a 42% growth in membership in 2008 which was very positive for our group. Yeah!!! Membership renewal is ongoing. As of March 24, we had 210 membership renewals and 44 new members. Membership is working on gathering a committee to assist us at meetings, handing out membership certificates, among other initiatives for 2009. Sharon created a system of colored stars that go on name tags at the meetings. **Gold stars indicate guests & blue stars indicate new members.** Please keep your eyes out and greet these individuals! Melanie Thompson Stillinger/Chade Nash/Michelle Gibson/Sharon Fulton

Membership began billing no-shows for our chapter meetings and implemented a system of providing refunds to anyone who notifies us by Monday at 5 p.m., the same week of the chapter meeting, if they cannot attend the meeting. Any cancellations after that date will be required to pay for the meeting. This will be publicized at our chapter website, newsletter, and C-Vent invitations.

Sharon is following up on the SHRM audit to determine if additional billing of \$75 is warranted for individuals who indicated SHRM membership but SHRM records do not reflect such membership.

Michelle is sending out membership e-blasts through SHRM for those individuals who are at-large members are in our geographic area. These e-blasts have proven successful. In addition, she is sending out emails to those who have another chapter listed as their primary chapter and

asking them to switch to OCHRS as their primary chapter. Two members did that in 2009 and several others in 2008. Also, we are sending emails to members who have expired SHRM memberships to remind them of the benefits of SHRM and how their membership with SHRM benefits OCHRS as well.

Recruiting emails have been sent to prospective members stating that the fees for attending the state conference can be reduced by belonging to OCHRS. That has helped recruit several new members over the last two years.

Membership spent \$2,089.79 last year for BOD business cards, stationery, PHR/SPHR/GPHR brochures, and materials for our membership certificates. In 2009, we anticipate about \$250 for mailing the 2008 membership certificates and the early 2009 certificates. After that, we anticipate another \$200-300 for the remainder of the year in postage as well as additional membership certificate materials.

8. **Programs Report** – Michelle provided a report on the chapter meeting dates, food fees, attendee projections, and speaker fees for 2009. The average registrations for our meeting 116, the budgeted food fees are \$25,403.72, and the budgeted speaker fees are \$9,700, for a grand total of \$35,103.72. Michelle Pollock

Michelle mentioned that over 100 people had registered for the ADA/FMLA seminar put on by Crowe & Dunlevy on March 31. This was a free offering to our membership--one of four planned for 2009.

Kathleen mentioned that she would like for Mike Mayzak with JobDig to be a volunteer leader for any OCHRS job fairs that we sponsor. The motion to accept this nomination was made by Stephany Wade Tate and seconded by Janet Fisher.

9. **General Counsel Report:** Gayle mentioned the September 2008 Legal Seminar was another success. She and Adam Childers would be facilitating the ADA/FMLA free OCHRS seminar on March 31. She is currently on the Partners Conference panel (of which 5 OK chapters are involved). Gayle Barrett

10. **Diversity Report:** Brad stated the Diversity speaker for 2008, Pam Johnson, was very well received. In 2008, OCHRS sponsored the Women's Diversity meeting and in 2009, OCHRS sent out an e-blast through C-Vent regarding a SHRM conference call on Veterans Returning to the Workplace. Brad Davidson

Brad is building a committee for Diversity and Melanie will provide some names of some good contacts for this initiative. He spoke about "Making Connections" Women's Diversity conference in May. He will be creating a LinkedIn group/blog on Diversity. He is trying to generate excitement about the topic of diversity and grow an engaged committee. Melanie suggested he contact the Urban League, Latino groups, as well as Native American groups to provide input.

Brad asked for suggestions for speakers for this year's Diversity meeting. Rita Murray was mentioned.

11. **Legislative Report:** Lynette has traveled across the state presenting legislative programs, often on behalf of OCHRS, State Council, and the State Chamber. Lynette Parmley

She attended the SHRM Legislative Conference and will be seeking some reimbursement from the State Council since the **Legislative Chair, Kirk Turner**, was not able to attend. **If the State Council agrees to pay a portion of the conference, trip reimbursement from OCHRS will be less.** The Health and Family Act as well as the Employee Free Choice Act were discussed at length during the conference. Lynette will put in the SHRM talking points in the next OCHRS newsletter.

12. Lynette received good feedback from the February Legislative meeting. Gayle will handle any legislative updates from 4/10/09 – mid-May.
Workforce Readiness Report: Glenda **completed her first Junior Achievement class teaching first graders!** OCHRS is sponsoring 3 classrooms. **Sharon provided her post survey information which led to 10 OCHRS members agreeing to teach Junior Achievement!** Glenda Owen

AARA is pouring millions into the state for training adults, retraining dislocated workers, and youth employment up to the age of 24. OESC distributes these funds. The state of Oklahoma intends to employ 200-300 youth.

13. Glenda wants to encourage organizations to participate in Take Our Children to Work Day in April.
HRCI Report: Kevin states his 2009 budget for HRCI will be \$700 for certification awards. His goal for 2009 is to recognize members who have achieved certification much in the way the HRCI is campaigning. "Where Have Your Letters Carried You"? He will develop an application for those interested in being highlighted which will include a legal disclaimer. Kevin Brown

Kevin mentioned **HRCI certified members can now enter their PHR/SPHR/GPHR certification on the HRCI Institute website.** SHRM has sent out an e-mail about this & he hopes members will take this step so OCHRS certification reporting will be more accurate & less cumbersome.

14. Kevin may be interested in developing a program to assist displaced HR individuals with attaining his or her certification by providing free books/tuition **offered through AARA.**
Treasurer Report: Lisa discussed the types of reports that she will be developing for reimbursement/recordkeeping purposes such as check requests and expense reports. These items will be sent to all BOD's soon. She has asked that each BOD email his or her budget to her in the next few weeks. Will be working to categorize items in QuickBooks, develop financial procedures, and provide documentation to a professional tax preparer for our first tax filing. Lisa Fleming

15. **President-Elect Report:** No report to provide at this time. Stephany Wade Tate

16. **Webmaster Report** – No report to provide at this time. Kathy is attempting to get into the system so that she can make modifications to the website but is having some difficulty in being able to do so. The problems may arise from not being able to get on the web server and authenticate the system. She is still working on the problem and prefers the title of Galactic Commander!!! Kathy Petito

Motion to conclude the meeting was made by Michelle Gibson and seconded by Michelle Pollock. All present were in agreement.

The meeting concluded at 9:02 p.m.

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