

Minutes  
OCHRS BOD Meeting

**Date:** September 28, 2009  
**Time Started:** 11:25 a.m.  
**Time Ended:** 1:00 p.m.

**Chair:** Kathleen Lyons, President of OCHRS  
**Minutes Taker:** Sharon Fulton, Chapter Administrator  
**Members Present:** Kathleen Lyons, Michelle Pollock, Lisa Fleming, Lynette Parmley, Michelle Gibson, Brad Davidson, Gayle Barrett, Kevin Brown, Lindsey Nichols, Stephany Wade Tate, Kathy Petito, and Sharon Fulton  
**Members Absent:** Cooper Johnson, Chade Nash, Glenda Owen, Janet Fisher

1. **Minutes from the previous BOD meeting will be completed and emailed to board by Kathleen in the near future. Motion for approval for minutes will be handled by email.** Kathleen Lyons

2. **Next BOD Meeting** – Will be after December meeting. Kathleen Lyons

**2010 BOD CHANGES:** Chade Nash has resigned for 2010.

Kathleen mentioned that Donna Miller was interested in Board Position. Discussion followed. A secret vote was held but final results were not reported since Donna Miller asked Stephany to withdraw her nomination as VP of Public Relations shortly after meeting concluded.

Kathleen also asked for a proxy to attend October 9<sup>th</sup> State Council meeting since she would be unable to attend. Kevin agreed to attend meeting as proxy and vote that we want Norman for next State Conference site.

She also reported that the State Council has an open position for a College Relations Representative and asked us to let her know if we know anyone.

3. **Financial Report** – Lisa reported that she has reinvested CD's at a higher interest rate. We currently have approximately \$41,000 in CD's. Administrative costs are down from prior year possibly due to fact that Sharon has Event Creation somewhat mastered. Also, big expense with Membership Certificates and materials are much less this year since we are only providing these for new members vs. entire membership. Lisa Fleming

With membership renewal occurring in November and profits still to come from State Conference, the hope is that she won't have to tap into the CD's this year.

4. **Community Services Report** – Lindsey stated that the next UCO HR meeting is scheduled for October 9<sup>th</sup>. All is going well for college relations. Lindsey Nichols

5. **Chapter Administrator Report:** Sharon reported that our SHRM members have grown to 357 YTD with 62 more SHRM members over Sharon Fulton

2008 resulting in a 21% growth. Our records reflect 14 additional SHRM members than SHRM's report. Sharon will research to determine if errors occurred in registration where Affiliate Membership should have been noted vs. membership. If so, she will bill the \$75.00 difference in membership or ask them to join SHRM to receive \$50 rate vs. being charged the \$125 rate.

Cvent recent upgrades allow events to be shared with different groups such as LinkedIn without the individual having to register. This is a great opportunity to build our database.

Cvent has worked with Sharon to enhance events by adding the following tabs: Summary, Sponsor Information, Contact us, Speaker Bio and Upcoming Events. She's also worked with them on feasibility of creating a Job Posting Event and Sponsor event to capture GL reporting information and possibly streamline work flow.

Some State conference attendees received \$50 discount for conference by indicating they were a member of OCHRS when in fact they were not. Initial e-mail has gone out; phone follow up will follow soon. If they choose not to join OCHRS, State Council will bill \$50.00.

6. **VP of Membership Services Report:** Michelle is trying to catch up from maternity leave. She extended offer to Trish Bennett to be on the 2010 Board as VP of Membership. Trish has been a great help to OCHRS delivering 2008 membership certificates, working the registration desk and promoting OCHRS as she meets HR people in her sales position. Trish is interested in this opportunity. Lisa moved that Trish be approved as VP of Membership for 2010. Michelle Gibson seconded. All were in favor.

Michelle Gibson

7. **Professional Development/Certification Report:** Kevin has pulled a report from HRCI showing people receiving certification during the specified timeframe for December recognition. Sharon will send him the OCHRS membership report so that a cross reference can be done to determine OCHRS members receiving recent certification. Kevin will send personalized invitations to members as has been done in the past inviting them to attend December meeting for recognition and gift. Also, it was suggested that a notice be put in the newsletter to catch anyone we might miss. It was also decided that December meeting will be for members only.

Kevin Brown

Since we don't have the budget for entertainment at December's meeting, Joy will try to find orchestra students to play while we dine. The menu/set-up/decorations will be similar to last year. Lisa suggested having some fun networking ideas in place since we continually have members reporting that they come to meetings seeking networking opportunities. Lisa also suggested we could offer surplus conference items as gifts. The board felt that it was somewhat confusing for members last year having both Toys for Tots and the Food Drive. Cooper will make the call as to which one charity we will want to promote and help at Dec. meeting.

Kevin was disappointed to report that no one had volunteered to be interviewed by him to show how their certification has helped them in their career, etc. Michelle Pollock offered to be the first person to be interviewed. Her story will soon appear in the newsletter with the heading "Certification Counts". Good idea Kevin & thank you to

- Michelle for volunteering to share your story.
8. **Programs Report** – Michelle provided a report on the 2010 chapter meeting dates and quarterly free meetings. This information has been posted on our website and is included in events. Michelle Pollock
- She has secured Max Muller, SHRM published author, as the speaker for the July All Chapters Meeting and presented a proposal to the board and part of an article he wrote. His price is \$3,000 vs. standard \$5-6,000 speaker fee. She proposed we offer \$2,500 plus travel expense. Lisa agreed and stated with the economy down, now is a good time to barter.
9. **General Counsel Report:** Gayle mentioned the September 2009 Legal Seminar was another success. Sharon will send her post survey results and attendee information. Gayle Barrett
- The meetings left this year are October-Diversity, November-Dr. Rene Warning and December's certification and party.
- Some suggestions she had for next year were: Ok Bar Association, Employment Law Update, and Michelle Roberson with EEOC.
- She mentioned that the GINA goes into effect in two months. Important to note that any post offer medical information asking for medical history which shows a genetic component such as breast cancer, is now in violation of EEOC guidelines and that most companies will need to review their hiring practices in this regard.
10. Gayle's term for State General Council is up. Stillwater nominated Leonard Court. She asked us for our approval for Leonard and Kathleen approved. Brad Davidson
- Diversity Report:** Brad stated the Diversity meeting will be a little edgy and risky featuring GLBT discussion. Gayle has agreed to overview this topic and typical issues that arise in this area. There will be a panel of GLBT employees who will share their stories and how they were affected in workplace. Members will be able to ask questions. The purpose is not to present a political stand but rather to offer education to our membership. Lisa suggested that Brad plant some questions in the audience because many members may be too shy or uncomfortable to ask a question on the subject matter.
11. Brad reported the meeting will be \$200 under budget. Lynette Parmley
- Legislative Report:** Lynette reported that last year there was no Small Business Day at the Capital. She believes if we don't own it that it won't happen. She made a motion that OCHRS sponsor a HR Day the Capital for 2010 with a budget of \$2,500. Stephany seconded. All were in favor.
12. **Workforce Readiness Report:** Glenda was unable to attend due to illness but sent her report via e-mail. She attended the Workforce Oklahoma (workforce development) agencies meeting. We have two workshops slated for the March 31 to April 2, 2010 conference in OKC. One request was to hear from HR on the subject of what employment barriers jobseekers have that hinder their employment retention. The other requested was how to help recruiting for diversified workforce. She will be attending the next conference meeting Friday, October 9<sup>th</sup>. Glenda Owen
- Also, she was recently appointed to serve on Gov Henry's Advisory

Board for the Employment of People with Disabilities.

13.

**Webmaster Report - Kathy** reported that she continues to post jobs, events, newsletters to the website. Sharon mentioned how efficient Kathy was at job postings which have resulted in fewer member complaints and refund issues for her.

Kathy Petito

14.

**President Elect Report** – Stephany asked and learned that Kevin, Michelle Pollock, Sharon and possibly Lisa will be attending Leadership Conference in November with her. Asked if lunch works better for BOD meeting and most seemed to think it worked better for them than evening meeting.

Stephany Wade  
Tate

**Motion to conclude the meeting was made by Stephany Wade Tate and seconded by Lindsey. All present were in agreement.**

**The meeting concluded at 1:02 p.m.**

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