

Minutes – OCHRS Board Meeting  
April 6, 2004

Members Present: Stacey Scott, Brad Davidson, Jeremy Hornbuckle, Kathleen Lyons, Lynette Parmley, Scott Lowber, Dan Maloy, Gayle Barrett and Melanie Thompson.

Members Absent: Stephany Wade Tate, Greg Davis and Michelle Gibson.

Meeting began 5:40 pm

Minutes from the February meeting were reviewed. Motion for approval by Melanie Thompson and seconded by Lynette Parmley. All present were in agreement.

Financial reports were distributed; discussion ensued to set up more of a checks/balances for deposits and bank statements. Financial approval was put off until Greg Davis could provide more information probably by e-mail. Stacey wanted to track how much money we were making on each meeting. Suggestion made for Greg to get with another Board Member each month to sign off on the bank statement.

PAST/ONGOING BUSINESS:

Stacey Scott discussed the CAP, wants to go over this information at next meeting to see how each of us are going to contribute to achieve the Superior Merit Award. Stacey announced that only 25 people have registered for the State Conference so far.

Discussion about ways to focus on this at the next meeting; show a clip, presentation, mini-testimonials, someone from Lawton to talk/take registrations, give out a tiered chapter giveaway of \$20, \$50, \$100 and a free registration, call/email all membership, website advertising, set up car pool (Scott to check on prices for bus).

Information shared by Lynette about the Learning lab from last meeting; 26 to 30 people attended the meeting. Lynette suggested having two board members facilitating the learning labs in future. Suggestions made for future learning labs included, HSA's, Wage & Hour, Employment/Retention Plans, etc. Also, discussed having the speaker start earlier in the meeting and have the sponsor and giveaway after that to provide better flow on timeliness.

Stacey is going to check on if the PHR/SPHR announcements will be at the next meeting; if not already announced will put this off until the next OCHRS meeting so we can focus the next meeting on the State Conference. We will try to plan another learning lab in July or August. Stacey announced decision made not to have golf tournament this year due to membership predominately women and would have low participation. Everyone is asked to provide ideas for a fundraiser for next year and share at the next meeting. Stacey is currently proofing all the names, phone #'s, for the directory and plans on having completed by the next meeting. All Board Members will help deliver the directory's once completed.

Stacey and Michelle met with Dr. Warning at UCO about the Masters program for Human Resources estimated to begin Fall 2005. Dr. Warning requested OCHRS to help give the profession a better image; perhaps some letter writing, etc. and to focus on "advancing the profession." Providing ways for the membership to balance their

interests better with the company interests; accounting terms, balance sheets, perhaps set up as a learning lab. Suggestion made to include Dr. Warning and Mike Rogers in this endeavor.

Lynette was unable to attend the Leadership Conference due to conflicts and having only two weeks notice. Stacey announced there will be a fall leadership conference and all Board Members will be invited to attend. Please plan on attending this meeting if possible. Stacey will provide dates/times of this meeting to everyone.

Gayle discussed the Law Seminar for our membership will be on September 16th for approximately ½ day at the Embassy Suites; requested a “Save this date” announcement at the next meeting, website and newsletter. Topics suggested include: FLSA, Electronic Privacy, Workers’ Comp, ADA, FMLA, I-9 Compliance. Discussion about giving membership a discount on this meeting as a value added benefit.

#### VICE PRESIDENT ANNOUNCEMENTS:

Jeremy stated he had the speaker’s set for the April Meeting; Jason Elliott. May speaker will be Kathleen McComber, June is the state conference, September will be the law seminar, and October’s will be Jill Hudson. Jeremy will provide this information to Scott to place on the website. Jeremy is still planning on contacting SHRM for a speaker; perhaps Dennis Montgomery.

Kathleen contacted Bill Webb and he referred her to other people. There is not much on this topic. Kathleen checked the SHRM website and suggested we start by having a “diversity moment” at each meeting either as a question or scenario focusing on different levels of diversity placed on each table for discussion. Kathleen also suggested having different people talk about the culture differences in the workplace for different minority groups. Brad suggested a “bias” awareness program he will try to get a copy and send to Kathleen. Kathleen announced she will be working at a new company, CIT, beginning April 12<sup>th</sup> and will let everyone know her new information as soon as she gets it; send any information before then to her personal e-mail address at [kathleenlyons@hotmail.com](mailto:kathleenlyons@hotmail.com).

Lynette stated this is the downward slope for most legislative issues. She plans on having a bullet point list for the next OCHRS meeting to place at the tables and submit a website update.

Melanie states that membership renewals were going well. Deadline will be until June 1<sup>st</sup>. Discussion ensued about the registration table and how well that was going at this time. No new suggestions were given. Melanie has discussed with Greg the New Member luncheon to possibly be given in late June, not conflicting with either the State or National conferences. Each Board Member will be asked to attend and give a short statement about what your position involves and the benefit of membership. One change will be made to the website. Reservations will only be able to be made by website or phone call.

Scott has all the sponsorships we need through February 2005. Discussion about other ways to allow sponsorships; website sponsors, learning labs, vendor holiday party, etc. Scott announced that he had Access about ready for Melanie to change over our database

information. Scott is currently checking on prices to have someone help set up the database for us and should be less than \$500.

Dan discussed the Comp Survey for OCHRS and his company is willing to do the survey on their own if OCHRS will bless the survey and will share the information with the board by the July meeting. Lynette/Gayle motioned and seconded, all members were in agreement.

Brad announced the Gazette has filled the position on the columnist; he has been sharing the information about the press releases by e-mail with everyone. Susan Leonard has been working with him on employment/retention survey. He plans to survey the OCHRS membership and publicize the findings in our newsletter. Brad discussed information received about putting in place something like an HR Innovation of the Year Award from his recent meeting with Oklahoma Venture Forum. They use this award as a fundraiser and have a black tie dinner event to announce the winner. Everyone needs to ask about having an HR Professional of the Year Award or another type of award at their table at our next OCHRS meeting.

Discussion ensued about putting the newsletter on the website but we only want this to be available to OCHRS members.

Next Board Meeting is scheduled at 5:30 pm, July 6th at the office of Lynette Parmley, C.L. Frates and Company, 5005 N. Lincoln.

Meeting adjourned and seconded, Scott/Jeremy, all present agreed at 8:30 pm.

Meeting ended at 8:30 pm

Minutes submitted by Kathleen Lyons, VP of Diversity