

Minutes – OCHRS Board Meeting
July 6, 2004

Members Present: Stacey Scott, Brad Davidson, Kathleen Lyons, Lynette Parmley, Scott Lowber, Dan Maloy, Michelle Gibson, Stephany Wade Tate and Melanie Thompson.

Members Absent: Greg Davis, Gayle Barrett and Jeremy Hornbuckle.

Meeting began 5:50 pm

Minutes from the April meeting were reviewed. Motion for approval by Scott Lowber and seconded by Michelle Gibson. All present were in agreement.

Financial approval was put off until Greg Davis could provide more information probably by e-mail. Dan Maloy volunteered to get with Greg Davis to audit and sign off on the bank statement.

PAST/ONGOING BUSINESS:

Stacey Scott discussed the learning lab; decision made to have a learning lab with the August meeting. Suggestions were made to have the learning lab on FLSA or the new COBRA information. Stacey will meet with Gayle on the topic matter.

Scott reported that the access database for membership information can be built for approximately \$100 and will probably be able to be accessed as a read only file through the website for board members. Melanie will be the only one with actual authority to change information. Discussion ensued on possibilities to have the access program track the members enrollment date, demographic information and active/non-active status. **All board members were asked to e-mail Scott as soon as possible with any special reports or tracking requests on membership data because it will be easier to set it up now.**

The directory was distributed at the last meeting and will be again at July's meeting. We will continue to distribute the directory to all our active members. Updates to the directories will be planned for January 2005.

Stacey announced a leadership conference on diversity October 25-27. The early bird cost is \$985 plus airfare, hotel and expenses. Kathleen agreed to attend if the board approved the funds. Lynette Parmley motioned for approval/Michelle Gibson seconded. All present were in agreement.

Stacey announced a leadership conference in Arlington, VA for November 18-20. Stacey will get more information for the next meeting.

Stephany announced OKC-OSU was one of only nine educational institutions in the nation that were honored recently for having 100% pass rate for the PHR/SPHR. This is an incredible achievement.

Our OCHRS law seminar will be held September 16th from 8:00 am – 1:00 pm with lunch included. This will be counted as our September OCHRS meeting. The speakers and topics will be added to the next newsletter and the OCHRS website.

Update on June 2004 State Conference: 77 people attended from the OKC area; 36 marked they were affiliated with OCHRS. Stacey will review the attendance list to verify our participation. Approximately 250 total registrations were submitted. An interesting fact was that 110 people paid by credit card.

NEW BUSINESS

Gayle Barrett volunteered to be on the committee for the 2005 State Conference, which will be held in Tulsa. Discussion continued about the 2006 State Conference to be held here in Oklahoma City and booking the Meridian Convention Center early.

SHRM is questioning our 100% SHRM chapter status. Stacey has sent in a copy of our bylaws and roster. She will keep us updated on this at the next meeting.

Stacey showed a brochure and suggested we put together a brochure for “Hire a PHR/SPHR” to promote HR professionals in the community. Scott mentioned a company could receive cost savings for employers who have an employee who is certified such as 8 or 9% discount on the EPL insurance. Brad and Stephany will work on this together to see what they can develop.

The partnership with Francis-Tuttle is currently on hold; Stacey has asked for a proposal from Francis-Tuttle to better define what the partnership will entail and what benefits OCHRS will receive from the partnership.

We will have the election of officers soon so let Stacey know if anyone is interested in being nominated to the board. Scott Lowber is being considered for president-elect so we will need someone for sponsorships. All board members were asked to e-mail Stacey and let her know if they wanted to continue an additional year in their current positions.

VICE PRESIDENT ANNOUNCEMENTS:

Stephany announced that the first round of PHR/SPHR tests have been completed on the computer. Many of her students have passed on the new computer testing modules.

Dan discussed the packet for the salary survey that recently went in the mail. Please let him know if you do not receive a copy very shortly. If participation is good on this survey, it will be expanded upon next year. Dan submitted an invoice for \$1,415.23 for the cost of mailing, copies, and etc. on the survey. Brad Davidson motioned for approval to pay the invoice/Scott Lowber seconded the motion. All present were in agreement. All participants will receive a free summary but will be charged an additional cost for any special reports. The survey will cost \$500 for non-participants. Dan suggested we have a lunch meeting to explain the findings of the survey. Stacey agreed to announce at the next OCHRS meeting for Dan.

Michelle announced the student chapter is in summer session so there are no activities going on at this time.

Brad announced progress with Durocher's articles. Brad recently completed one on time management and would like to get two to three articles ahead so the deadline won't be so difficult. Stacey asked if we could receive a copy of the Durocher's newspaper to our PO Box so we can see the articles. Brad is planning to submit a press release for the upcoming meeting.

Lynette reported the legislative session is over. She is excited about the Oklahoma Prosperity initiative promoted by the State Chamber which can be used to assist employers in getting employees more involved in political activities such as registering to vote, voting, etc. Lynette is planning on mentioning this at the next OCHRS meeting and giving their website <http://www.okprosperity.com/oklahoma/>.

Kathleen turned in an invoice for buttons (\$87) for diversity awareness and passed around one of the buttons with the emblem stating, "Diversity is Beautiful" for everyone to view. She will be using these to promote diversity awareness at the OCHRS meetings. Kathleen will submit the past issues of the diversity moment pages to Scott to be added to the website in the Diversity section.

Scott announced that all the sponsorships are full until the end of the year. Please email him any information before Friday that needs to be added to the website.

Melanie discussed the new membership breakfast, which will probably be held on Thursday, September 23, 2004 from 7:15 to 8:30 a.m. Melanie will get with Greg to see if we can reserve the Embassy Suites for this breakfast. All board members will need to attend the breakfast meeting to welcome the new members and explain their position with the board.

Stacey led a discussion over Section I of the CAP requirements. Areas discussed included legislative and diversity. Lynette will ask Mike about the percentage of activity in the last few years and if it was recorded so we can see if we have increased the legislative activity of our membership and by what percentage. We will continue to review sections at each meeting.

Next Board Meeting is scheduled at 5:30 pm, Thursday, September 2nd at the office of Lynette Parmley, C.L. Frates and Company, 5005 N. Lincoln.

Meeting adjourned and seconded, Brad/Lynette, all present agreed.

Meeting ended at 8:27 pm

Minutes submitted by Kathleen Lyons, VP of Diversity