

OCHRS BOD Meeting

Date: August 6, 2007
Time Started: 5:49 p.m.
Time Ended: 8:00 p.m.

Chair: Scott Lowber, President of OCHRS
Minutes Taker: Michelle Gibson, VP of Member Relations
Members Present: Scott Lowber, Kathleen Lyons, Joy Pollock, Lisa Fleming, Melanie Thompson Stillinger, Lynette Parmley, Gayle Barrett, Brad Davidson, Lindsey Nichols, Susan Leonard, Sharon Fulton, and Michelle Gibson

Members Absent: Stephany Wade Tate and Cooper Johnson

Visitors: Jennifer Harper, UCO HR Society President for the school year 2007-2008

1. **Minutes from the April 2007 BOD meeting were reviewed. Motion for approval by Kathleen Lyons and seconded by Lindsey Nichols** Scott Lowber
2. **2008 Meeting Schedule:** - All of the meetings for 2008 have been scheduled with Francis-Tuttle Vocational Center off Rockwell and West Reno. Joy Pollock will send the schedule of the meeting dates via email within the next month. Scott Lowber and Joy Pollock
3. **Annual Election of the 2008 Board of Directors** - Scott mentioned that during the month of September, Kathleen will be contacting the current members of the board to determine his or her intentions regarding his or her leadership role for 2008. Scott Lowber

Scott stated that Susan Leonard will be leaving her position as VP, Public Relations and that Janet Fisher has accepted the challenge of taking her place. We will miss you, Susan! Good luck to you!
4. **Norman (Sooner) Chapter Request Regarding OCHRS' Legal Seminar-** The Sooner chapter has requested that we allow their membership to attend the legal seminar for the cost of the member fee. The consensus is to allow them to pay the non-member fee of \$25. Scott Lowber

It was also mentioned that we should start sending out invitations to our monthly meetings to the president of each chapter in the state of Oklahoma via Cvent.
5. **Financial Report** - Kathleen reviewed the financial report that she provided to each member of the board. Kathleen took over the financial aspect of her position this spring and presented a very thorough and easy to read report. A new improvement that she has made has been to invest some of our OCHRS money into a couple of CD's. She has invested one 7-day CD in the amount of \$25,000 at 3.85% interest and one 7-month CD in the amount of \$20,000 at 4.75% interest. Kathleen Lyons
6. **Discussion of Adding a New BOD to Handle the VP, Treasury:** - Scott and Kathleen discussed adding a new BOD position to handle specifically the treasury, preferably an individual with an Accounting Scott Lowber and

	<p>background. In years past, we have not had as much concern but since our society is growing rapidly, we need to ensure that our funds are handled in the most appropriate way.</p> <p>Melanie mentioned that either she or Michelle could take over that position since Sharon Fulton has in large part taken over some of the Membership duties but it was agreed that a professional in this area would be the best idea.</p> <p>Motion for approval to add a permanent treasurer position on the Board of Director's was made by Melanie Thompson Stilling and seconded by Lynette Parmley</p>	Kathleen Lyons
7.	<p>Programs Report: Joy discussed the December Member Appreciation Celebration. She is currently looking into the Greens Golf and Country Club off NW 122nd and St. Andrews (NW OKC) as a different venue for this event.</p> <p>Joy also stated that she has all monthly meetings for 2007 scheduled and has meetings through March of 2008 scheduled as well. August 2007 will be the Crowe & Dunlevy Legal Seminar and January 2008, Jill Hudson will be the speaker.</p> <p>Joy discussed that the meals at the monthly meetings are running the society \$19/person. It was discussed that we consider raising the member fee for meetings to \$20 in 2008 and allow the student and non-member fees to remain unchanged.</p> <p>Motion for approval to change the member luncheon fee to \$20 in 2008 was made by Lynette Parmley and seconded by Lindsey Nichols</p>	Joy Pollock
8.	<p>Membership Dues Increase: Melanie and the BOD's discussed the possibility of raising the membership dues for 2008 to \$50/year. \$75 for a membership fee was discussed but it was determined that would be too much of a shock at one time for our members.</p> <p>Motion for approval to increase the membership dues to \$50 for 2008 and make an incremental increase in the future was made by Melanie Thompson Stilling and seconded by Kathleen Lyons.</p>	All
9	<p>Diversity Report: Brad discussed his choice for the Diversity speaker for 2007. Penny Hampton is the Corporate Learning Consultant with OCCC and has a speech that she does on "Diversity Education...We've Come A Long Way...Maybe". It is generally 2.5 hours in length but could cut it down to meet our meeting needs. The speech is very interactive, has ways of defining diversity and culture, and helps attendees develop a personal plan of diversity. Ms. Hampton will speak to our organization free and OCCC is interested in sponsorships with OCHRS.</p> <p>Brad inquired as to whether or not anyone has received any feedback on his quarterly reports in the newsletter and no one had. Scott mentioned adding a counter to our newsletter to see how much traffic it is actually getting. Olivia Giron is still completing the newsletter at \$50/month but Susan Fulton will be taking over in the coming months. Michelle Gibson, who previously developed the newsletter (2003-2004), will be helping Susan in this transition.</p>	Brad Davidson
10.	<p>Legislative Report: - the Day at the Capitol event is in question at this time because of recent legislation that went into effect on 7/1 -</p>	Lynette

legislators cannot exceed \$300/year in meals, gifts, etc. More information on this topic is to come. Parmley

Also, Lynette will be speaking soon on HB1804 at an Altus Vocational Center.

11. **Membership Report:** - Melanie expressed her gratitude to Sharon Fulton for all of her hard work on registration, phone calls, Cvent, etc She has really made a big difference in our chapter and a lot of the stress of meeting days has really been reduced.

Melanie
Thompson/
Michelle
Gibson

It was discussed as to whether or not we needed to allow Sharon to work more than 10 hours per week since she has had so much to accomplish. We may vote in the future if we see that this is a necessary next step.

Melanie and Michelle will be working together to develop a new membership packet. This type of "service" has not been provided to our members in many years and we want to bring a better since of community and outreach to our membership. It was discussed as to whether delivering the packets would bring a more personal touch or if mailing them would be a better option. At this time, Melanie will be working on a budget for this initiative and will report before year's end.

Lynette mentioned that each member of the board could provide a small synopsis of what his or her duties are on the board and what opportunities abound in those areas.

Michelle sent out OCHRS' Quarterly Chapter Membership Report on 7/31/07 to the Core Leadership Area Membership Chair, Les Brown. Melanie and Michelle are working on action plans to develop the area of membership and to start looking at trends, retention initiatives as well as campaigns for new members.

SHRM will send out two email blasts per year, per chapter, to at-large members in Oklahoma, Canadian, and Cleveland counties. The first email blast went out on 4/13/07 and Michelle will have the next blast sent out soon.

Michelle is also going to be working on a small packet to send out to at-large members via mail regarding the benefits of OCHRS and belonging to a local SHRM chapter. We received addresses from our regional coordinator in order to complete this initiative.

12. **Community Services Report:** Lindsey introduced the new UCO HR Society President, Jennifer Harper, to the BOD's and stated that she is eager to help out the society in any way that she can including with speakers for their monthly meetings.

Lindsey
Nichols

13. **UCO HR Society Report:** Jennifer mentioned that the first officers meeting for the fall 2007 semester is on 8/8/07. At that time, they will know more regarding which months are lacking speakers, etc. At this time, they do feel that some speakers will be needed.

Jennifer
Harper

In addition, they are still searching for some members to hold some of the office's on the UCO HR Society.

Meetings will be held on Tuesday afternoon from 2:30 p.m. - 3:30 p.m.

in the Troy Smith Lecture Hall, Business Administration Building at UCO. Lindsey Nichols will provide actual meeting dates to the board at a later date.

14. **Public Relations Report:** Susan is happy to work with Janet Fisher in transitioning her into the Public Relations position for 2008.

Susan
Leonard

The Oklahoman has contacted her on several occasions for articles, which is a great step; however, the OKC Business Journal has not seen much activity as of late due to a large turnover in reporters.

15. **Workforce Readiness Report:** Lisa discussed a summit on the education/skills gap and that members of businesses need to be educating our prospective employees.

Lisa Fleming

Lisa attended a Workforce Readiness conference call recently with SHRM where Pat Beck was very active.

16. **General Counsel Report:** Gayle discussed that this is the first year that she has joined the Oklahoma SHRM State Council as the General Counsel, which is a new leadership area for the state. Kirk Turner with TAHRA advised in this area during his tenure as the CLA for Legislative Affairs but was not the General Counsel. This distinction is important because there was an issue this year that put Gayle in the middle of whether or not she should be on the side of the state council or OCHRS. She states that there may be times where she may have to step down from one or another but there are not many instances where this may occur. Scott has asked that she draw up an agreement that states that she will remain with OCHRS if an issue does come up and that she will leave the state council instead.

Gayle
Barrett

Motion for approval to retain Gayle Barrett as the General Counsel for both OCHRS and the State Council of Oklahoma unless an issue arises between the two parties, whereas she would step down from the state council. This motion was made by Lynette Parmley and seconded by Kathleen Lyons.

Jasmine Majid, an attorney with Crowe & Dunlevy, will be speaking on Immigration Reform at the Legal Seminar this month in addition to the mock trial and an EEO-1 speech.

Fifty-eight people have already rsvp'd for the legal seminar and special notices will be sent to the chapter president of each SHRM chapter in Oklahoma.

17. **Chapter Administrator Report:** - Sharon mentioned that we will continue to pro-rate membership dues when a member pays during the last three months of the year.

Sharon suggested that we add an option on Cvent to list volunteer opportunities.

Sharon has inputted all membership applications that she has received. It was discussed that we might consider discarding the old membership applications since all information should be in Cvent (except for volunteer opportunities) which we may be adding to Cvent in the near future.

It was also discussed that we may want to modify our membership form if we do retain it to state that payments are not required by check but can be made on online. Scott may be making some changes to the online application in the next quarter to make the join/renewal process a smoother one.

Motion to conclude the meeting was made by Lynnette Parmley and seconded by Lindsey Nichols. All present were in agreement.

The meeting concluded at 8:00 p.m.

Next Meeting---A future meeting has not been discussed for 2007. We have already met the requirement for meetings held by the Board of Directors for year 2007.