Flathead Valley Chapter SHRM

Board Meeting

November 7, 2013 at 4:00 pm

LC Staffing – 702 East Idaho, Kalispell

Meeting was called to order at 4:00 p.m. on November 7, 2013 in the LC Staffing conference room.

Present: Peggy Young, Maria Gilman, Roberta Diegal, Maureen Bryan, Amanda Hawley, Ronda Gress, and Jaime Braden

Minutes: Roberta made a motion to approve the October minutes as written; a second was made by Amanda and all approved.

Treasurers Report: Ronda shared the Treasurer’s Report for review. $7235.06 was the beginning balance for October with an ending balance of $8,421.24. The Conference Proceeds were larger than expected due to the large registration numbers for the 2013 State SHRM Conference. Peggy made a motion to approve the Treasurers Report as written; a second was made by Jaime and all approved.

Maria requested approval for the SHRM National Leadership expenses for travel ($562.60) and hotel ($277.76). Roberta made a motion to approve the expense request; a second was made by Maureen and all approved.

Other Business:

* Membership- Peggy shared that the chapter is at 98 members. 2014 Chapter membership registration forms will go out around Thanksgiving to allow Early Bird registration through 12/31/2013. First time guests will not have a fee. Future attendance will cost $24. Ronda will share with Maria the ‘coupon’ that was used in the past for guests so that we have contact information to reach out to the guests directly regarding the benefits of membership. There was a unanimous vote that the dues stay the same for 2014.
* Certification- Maria reported for Deanna. The fall study group dissolved due to lack of participation. Maureen and Lauren plan to test in the Spring so we will try to have a spring study group.
* College Relations- Maria reported for Jodi. The Resume Café on November 1st was a great success. The students and staff have made requests for future Resume Café opportunities.
* Foundation- Amanda shared that the group received $32 from Split the Pot last month. Decision was made to complete Split the Pot for November instead of a prize drawing. Discussion was had regarding options for the Holiday Party Silent Auction and lunch choices. Maria will check to see if there can be two entrées and desserts.
* Diversity- Roberta shared that the Flathead Valley has lower Veteran unemployment rates than the National and State levels. Leaders of Tomorrow is having an all day workshop on November 20th and would like to conduct a mini Resume Café from 11:30-1:30pm on this date. Notification was shared that there will be a job fair on April 16, 2014. The ESGR is donating $2600 to Job Service which will cover all employer registrations for the event. Recommend that FVCC host a Resume Café the week of April 2nd or 9th to help prepare students for the job fair. MT National Guard will be doing an Employer Lift in recognition of employers that support service men and women who are also part of the reserve/National Guard Armed Forces.
* Legislative- Jaime shared that the IRS has come out with 2014 COLA information; and, the Dept of Treasury and IRS modified the Health FSA ‘use-or-lose’ rule. Reminder to conduct the new HazCom training by 12/1/2013.
* Workforce Readiness- Refer to Diversity discussion. In addition, Amanda was approached by Linderman Education Center to conduct a class on ‘Intro to Resumes’ the week of 11/18 with a resume review follow up the week of 12/2/2013.
* Communication- No report.
* SHAPE- Maureen shared that she is working on finalizing the 2013 end of year report.
* Programs- Maria informed the group that January 2014 has been planned.
* Succession Planning- Maria shared that a majority of the positions have been succession planned for 2014. There are still a few positions that need to be filled: Programs Director, Certification Director, and Workforce Readiness Director. Please reach out to anyone who might be interested.

Old Business:

* Succession Planning/Board Ballots for 2014 – see Succession Planning above.
* Excellence in HR Award for 2013 – there are two nominees: Susan Townsend and Cheryl Keller. Amanda will email out the nomination forms and voting must be to Amanda by Friday, November 15th to allow time for the award to be made.
* State Council webinar – 5 people participated at the Job Service site
* 2013 SHRM Leadership Conference – Maria will be attending the week of November 18th.

New Business:

* Membership dues structure for 2014 – see Membership Chair Report above.

The meeting was adjourned at 5:15 p.m. The next Board Meeting will be held on Thursday, December 5, 2013, at 4 p.m. in the LC Staffing conference room.