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**Board Retreat Meeting Agenda**

**January 10, 2025**

**8 AM to 10 AM**

**Zoom Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| X | *Lisa Wakeley, President* | X | Alisa Wolf, SHRM Foundation |
|  | *President Elect - Vacant* | X | Anna Garcia, Legislative Chair |
|  | *Secretary - Vacant* | X | Jesus Castillo, Diversity Chair |
| X | *Rhonda DeWitte, Treasure* | X | Anita Carney, Education Chair |
| X | *Sally Hanrahan, Programs Chair* | X | Kendra Hull, Workforce Readiness Chair |
| X | *Mandy Anderson, Membership Chair* |  |  |
| X | *Julie Hoak, Certification Chair* |  |  |
| X | Morgan Germann, Communications Chair - Vacant |  |  |

**A. Board Members**

**Secretary** – Vacant

* + Megan Kuhn resigned from the Board.
  + Kendra stated if no one else wanted this position, she would step in. She would like to see if anyone else is interested first.

Approval of Minutes – Motion – Kendra Hull

Second – Mandy Anderson

Opposed - 0

**Treasurer** – Rhonda DeWitte

* Sent out the Treasurer’s report to everyone. We are currently sitting pretty good at this time. Rhonda will be working on the budget for this year. She will be getting with Dianne Frye to see how she goes about getting it audited.

Approval of Treasurer’s Report – Motion – Julie Hoak

Second – Kendra Hull

Opposed - 0

* DMR Support Update - SHRM sends daily reports and then cuts a check once a month for dues and then quarterly investments. Rhonda did send out invoices for the members who are not SHRM members.

**Programs** – Sally Hanrahan

* 2025 Program Schedule
* January – booked. Advertised on website as virtual. Still need to send out a Teams invite for this.
* February – booked @ SVCC – Karen Smith from AIM – Managing Young Workers
* March – booked @SVCC.
* All meetings but in May and December have been reserved for SVCC.

Motion - Rhonda DeWitte – made motion to allow Chapter Members to bring one free

guest per year. $5 fee for guests to attend additional meetings.

Second - Mandy Anderson

Opposed - 0

* Kendra will send Mandy the blank sign in sheet.
* Lisa will send out meeting invites.
* Summer Event – August 22nd. Sally will reach out to SVCC to see if it is available.
* We get one free training from a SHRM member a year. Jenny Locanthi – Membership

Initiative Director is the person we would reach out to. 503-481-8063. Topics vary as to

what they can present on.

**Membership** – Mandy Anderson

* Welcome/ Renewal Emails – a few renewals over the last few weeks. Mandy does send welcome and renewal emails. She started this after the last Board meeting in November.

**Certification** – Julie Hoak

* Renewed membership with HRCI and SHRM for certifications.
* Recognize members’ certifications (used to do this at our Membership Appreciation meeting). Will plan on doing this at our May meeting.

**Past President** –Kendra Hull

* Thank you for letting me be part of the Board.

**President Elect** – Vacant

**President** – Lisa Wakeley

* Who files our taxes? – Rhonda does not remember ever talking about this with Dianne and has not filed taxes. She will ask Dianne.
* Do we have any external audits done? – We do an annual audit, but this is not done by an external third party.
* SHAPE is going away. This is our last year. They are changing it to SHRM Affiliate Standards. They received feedback and tried to make it easier. Part of the standards will be: Affiliate Leadership, Partnership with SHRM, Financial Reporting, Government. We will need to have a third partner audit. SHRM wants to make sure we have checks and balances. As Lisa gets more information, she will forward it to the Board.
* Post financial reports on website – Lisa has reached out for clarification on this.

**B. Committee Chair**

**SHRM Foundation** – Alisa Wolf

* Nothing to update. Happy New Year.

**Diversity** – Jesus Castillo

* First meeting as Diversity Chair and being on a Board. Excited to be part of this. Will have Rebecca guide him.

**Education** – Anita Carney

* Will get the scholarship information out next week. No major changes, other than some dates. Will distribute this out to the schools in the area and hoping to get some applications. Hoping to be able to allow candidates to email their information. She will get the list of counselors and schools from the recruiter from SVCC. Anita will share this with Lisa, who will then share this with all RRHRPA Members.

**Workforce Readiness** – Kendra Hull

* Kendra is going to look into ways the Chapter can support Veterans in the workforce. She did find a brochure on Best Practices for Recruiting and Hiring Veterans.
* Tammy Nehkorn has a lot of information on job fairs and workforce resources. Anita would get some information from Tammy to distribute to the group.
* Alisa has a packet of information from Goodwill that she will share.

**Legislative** – Anna Garcia

* No new updates.

**Communications** – Vacant – Morgan Germann

* Website/ Newsletter? – Morgan will do the January newsletter but will need someone to do February – Lisa Wakeley will help.
* Email – President & President Elect have access Board Member Spotlight List: each member needs to do 1 month, spotlight due 1st week of the month.
  + January: Lisa Wakeley
  + February: Julie Hoak
  + March: Alisa Wolf
  + April: Kendra Hull
  + May: Polo Castillo
  + September: Anna Garcia
  + October: Sally Hanrahan
  + Nov/December: Mandy Anderson

**C. New Business – Lisa Wakeley**

* + **By Laws Update**
  + Kendra has the DMR Bylaw template. She will send these to Lisa. More information is going to be coming out in February.
  + **Board Member One-on-One Meetings**
    - Used for evaluation and goal setting – Lisa will be reaching out to everyone very soon.
  + **Chapter meeting schedule**
  + Engagement – Question of the day as an icebreaker. Feel that is still a good idea. Introduce self and say where they work.
  + Have Board members take turns and welcome everyone at the Chapter meetings.
  + Roll of sticker name badges – Rhonda will pick up.
  + Sponsorships for Meetings – small fee, have a few minutes to promote their business. In theory this is a good idea, and we would have to have someone coordinate this. With two vacancies, we are stretched pretty thin right now. Maybe later down the road. Suggested putting this on our website.
  + **Board Meeting 2025 Schedule**

Board members are required to attend 75% of all Board meetings, unless approved by

Board.

* + 8 AM to 9 AM – 2nd Wednesday of every other month.
  + January 10th
  + March 12th
  + May 14th
  + July 9th
  + September 10th
  + November 12th
  + **VLBM Updates:**
  + Director & Officer Liability Insurance – Required by 2026
  + Digital privacy – SHRM is trying to figure out what type of financial burden this

would put onto Chapters. They are planning to help the Chapters but want Chapters to be aware that this is going to be a requirement. There have been some serious lawsuits in the past.

* + SHRM Foundation – toolkit for fundraising – This is on the VLRC and SHRM

Foundation website.

* + Co-Branding – SHRM is pushing this. This is where we have our affiliate logo

right next to SHRM logo. Would no longer have to say, “affiliate of SHRM.” Have some tools on line for doing this. This does not have a cost. Lisa will look into this further.

* + Eblasts – DMR and other – This has been done in the past.
  + Awards – Stretched thin, but this could be a goal for next year to see how our

Chapter can be more active in this.

* Mandy is working on getting us new business cards. She emailed this to everyone for us

to review and give feedback.

**If it is a business thing, it’s an HR thing.**

**Next Board Meeting – March 12th.**

Motion to Adjourn – Rhonda DeWitte

Second – Anita Carney

Opposed - 0

Adjourned 9:26 AM