

<b>Meeting called by:</b>	<b>Ann Nordquist</b>
<b>Type of meeting:</b>	2009 Board Members Retreat
<b>Members Present:</b>	Ann Nordquist, Diana Shaw, Sheryl Johnson, Lisa Hobbs, Jeanne Brault, Julie McCord, Patty Murphy, Carrie Cofer, Krista Holland, Carol Zaharko, Wendy Henderson, Elizabeth Stork
<b>Members Absent:</b>	Dave Konz, Jennifer Burris, Angie Sperandio-Hart
<b>Guests:</b>	Brenda Wallace, Cerise Jolliver

The Southwest Washington Human Resource Management Association (SWHRMA) was established in June 2000 to serve human resource professionals throughout Southwest Washington, including Clark, Skamania, and Cowlitz counties.

## Agenda Topics

<b>2008 President/Elect/2009 President</b>	Ann Nordquist, SPHR
<ol style="list-style-type: none"> <li>Ann presented the agenda for the meeting</li> <li>All attendees introduced themselves and stated their Board role for 2009.</li> <li>After Lisa's presentation, Ann led the group in a team building exercise.</li> <li>Ann led the group through goal development. She asked that all Board members develop a SOP for their position. The goals are listed under each area of responsibility below.</li> </ol>	
<b>2009 President Elect, Diversity &amp; Foundation Director</b>	Carrie Cofer, SPHR
<ol style="list-style-type: none"> <li>Focus on dynamic speaker/market in the prior months.</li> <li>Goal of 40 attendees for the conference.</li> <li>Sponsor an award for diversity.</li> <li>The auction goal is to raise \$4500 for the SHRM Foundation.</li> <li>The SHRM Foundation Auction goal is 60 participants.</li> </ol>	
<b>2009 Secretary</b>	Becky Whitten, SPHR
<ol style="list-style-type: none"> <li>Have minutes to Board members within a week of the Board meeting.</li> <li>Updated job descriptions on the website by the end of January.</li> </ol>	
<b>2009 Programs Co-Chair</b>	Carol Zaharko, SPHR Jennifer Burris, PHR
<ol style="list-style-type: none"> <li>Increase attendance by 9%.</li> <li>Secure one meeting sponsor per quarter.</li> <li>Secure HRCI strategic credits of at least three meetings and general credits of nine meetings.</li> <li>Sponsor one Executive Forum and bring one executive at no cost.</li> <li>Sponsor one member appreciation event at no cost to members.</li> <li>Provide program support to North Pocket meetings.</li> <li>Ensure income covers cost the cost of the luncheon meetings.</li> </ol>	
<b>2009 Treasurer</b>	Diana Shaw
<ol style="list-style-type: none"> <li>Change financial records format and attach bank statements for Board members each month.</li> <li>Utilize the software to increase efficiencies.</li> <li>Invest savings.</li> <li>Publish financial reports on the website.</li> </ol>	
<b>2009 Professional Development &amp; Certification Director</b>	Jeannie Brault
<ol style="list-style-type: none"> <li>Hold spring and fall sessions.</li> <li>Increase certified Board members by one.</li> <li>Goal of 30 participants in each session with a higher retention of WSUV students.</li> <li>Have an average of 20 participants sit for the exam.</li> </ol>	
<b>2009 Web Site Director</b>	Krista Holland
<ol style="list-style-type: none"> <li>Ensure the expectations of the Board and the members are met.</li> <li>Assist the Communications Director.</li> </ol>	
<b>2009 Communications Director</b>	Wendy Henderson, CPP, PHR
<ol style="list-style-type: none"> <li>Develop a brochure for sponsorship/advertisement.</li> <li>Develop SOP and checklists.</li> <li>Work with Website Director to ensure a backup for the position.</li> </ol>	

<b>2009 College Relations Director</b>	Angie Sperandio-Hart
1.	
2.	
<b>2009 Workforce Readiness Director</b>	Dave Konz
1. Build relationships with more high schools in SW Washington – examples: Prairie, Battle Ground, Skyview.	
2. Work with PHRMA counterpart to develop workforce strategies that will mutually beneficial for both communities.	
3. Work with WorkSource on how to match up candidates with career fields that are in need of candidates.	
<b>2009 Legislative Director</b>	Patti Murphy
1. Attend the Legislative Law Conference.	
2. Participate in core responsibility conference calls.	
3. A goal of 100 attendees at the SWHRMA annual conference.	
4. Focus on HR Voice.	
<b>2009 Membership Director</b>	Julie McCord, SPHR
1. The goal is to increase membership by 10%.	
2. Write articles for the newsletter on the value of membership.	
3. Write articles for general public about the value of HR.	
4. Sponsor two membership drives with “fabulous” prizes.	
5. There will be a prize for the Board member that recruits the most new members in the first six months of 2009.	
<b>2008 President/2009 Past President</b>	Lisa Hobbs, SPHR
1. November minutes were approved with a corrected date for the meeting.	
2. Lisa provided materials and described the role of the Washington State Council. She reminded the Board to include WSC goals in their area of responsibility.	
3. Lisa led a discussion about the 2008 CAP submission that we need to complete in order to receive the quarterly SHRM payments. We also need to submit the 2008 CAP in order to receive our Superior Merit Award. We have almost all the point required to receive that award for 2008. Lisa asked Board members to review their area of responsibility to see if there are items we have completed and to email them to her.	
4. Lisa reminded us we are in a period of transition and to recognize any areas of concern.	

<b>Additional Comments/Notes</b>	
<b>Adjournment:</b>	5:05 pm
<b>Next Meeting:</b>	January 8, 2009
<b>Minutes Submitted by:</b>	Becky Easley Whitten, SPHR
<b>Minutes Approved by:</b>	