

**SW Washington Human Resource Management Association  
Board Meeting – June 7, 2007  
Minutes**

Present:           Angie Sperandio-Hart           Krista Holland           Cerise Jolliver  
                          Michelle Allan                   Rainer Seitz            Julie McCord  
                          Ann Nordquist                Becky Whitten         Carrie Cofer  
                          Tamara Russell               Susan Shaffer

Website Review:

The board agreed to the following parameters regarding content development and upkeep:

- Each board member is responsible to ensure their area is current and accurate;
- Each board member is responsible to post their own event information;
- Every posting – e.g. events, etc. will have 2<sup>nd</sup> person review (could be another board member or someone from your own office) before final version posted to website. We are a professional organization and want to be sure we always present a professional image;
- Use 00 and your SHRM ID # to sign in on those fields with green \* by them;
- Job Postings – will be posted by Tamara Russell for now; in future, need to decide what role this responsibility goes with.

Get all events posted ASAP so we can go live with website. Be aware the clock is a 24 hr military clock so have to post stop times in military time so it translates to correct p.m. ending time.

Events that are submitted for HRCI CEU will show “HRCI Approval Pending” or “HRCI Approved” underneath title line.

Events will be posted showing costs as: SWHRMA Members, and Non-Member/Late Member Registration.

Those attempting to register for events after the deadline will be required to contact registrar directly.

The board approved allowing the registrar on-line administrator access to the website.

President’s Report:

Financials for May reviewed and approved with the following change - \$300 listed under Diversity, actually belongs under Workforce Readiness.

Minutes for May Board meeting reviewed and approved.

Superior Merit – Chapter received for 2006. Congratulations!

SHRM has a new logo which will be introduced for use after the annual conference, beginning July 1<sup>st</sup>.

CAP – Angie requests all board members conduct a mid-year check-up on their area of responsibility under the CAP and report status to her by June 20<sup>th</sup>. Not necessary to give a line by line summary, but rather any areas noted that the board member needs to jump on in order to make sure we meet and any assistance needed.

Badges – Angie to talk with Wendy about ideas on generating for those who do not receive a regular badge. Criteria for a badge is that an individual must have attended at least 4 meetings within the last year. The list will be reviewed and updated quarterly. Angie's receptionist will prepare the badges. The board agreed to not purchase the more expensive badges and lanyards at this point. A basket will be purchased where attendees can drop their badges at the door on the way out.

#### Legislative Report:

The annual conference location is confirmed for the Quay again. Discussion ensued regarding sponsorship fees and location at the conference. Ann will check on PHRMA sponsor fees and report back.

Carrie is working on securing speakers. Ann requested those be in place by mid-July so we allow adequate time for submission of topics and event for HRCI approval. Please get suggestions of speakers to Carrie. Carrie will also check SHRM speaker's board.

#### Workforce Readiness:

Becky reported she, Marianne Jones, Tamara Russell, Lori Fuller participated in the NW Youth Career Expo. It is estimated between 4,100 and 4,500 students participated.

The SHRM website has new information regarding a Workforce Readiness Certification. Washington State was involved in the development of the 9 dimensions which are: 1) speaks so others can understand, 2) listens actively, 3) solves problems and makes decisions, 4) cooperates with others, 5) resolves conflicts and negotiates, 6) observes critically, 7) takes responsibility for learning, 8) reads with understanding and 9) uses math to solve problems.

#### Communication Report:

Rainier thanked the board members for their input on survey content. Survey Monkey through Riverview is still under evaluation – they've been busy with all summer events. The board approved a \$100 gift certificate rather than an I pod for survey participants to be eligible to win in a random drawing. Board members are not eligible for the drawing.

#### HRCI Certification Report:

Michelle has a new position with the port that conflicts with the monthly SWHRMA meetings/luncheon. The board supports her late arrival as needed.

Krista and Riverview donated a functional laptop to the HRCI study group. Thank you!

Michelle is waiting to hear if the study group will still be able to utilize the Elections Office for their meetings. With elections on the horizon, a new location may need to be found.

Meeting adjourned 4:50 p.m.

Respectfully submitted by Ann Nordquist, SPHR