



NORTHWEST HUMAN RESOURCES MANAGEMENT ASSOCIATION

Board Members

| | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Patty Hickok | <input checked="" type="checkbox"/> Renee Larsen | <input type="checkbox"/> Lisa Dean | <input checked="" type="checkbox"/> Nancy Miller |
| <input checked="" type="checkbox"/> Lisa Snively | <input checked="" type="checkbox"/> Jeanne Haave | <input type="checkbox"/> Mary Nance | <input checked="" type="checkbox"/> Lindsey Castle |
| <input checked="" type="checkbox"/> Patty Billingsley | <input type="checkbox"/> Ophelia Yan | <input checked="" type="checkbox"/> Melissa Vigil | <input type="checkbox"/> Dianna Gould |
| <input checked="" type="checkbox"/> Gayle Young | <input checked="" type="checkbox"/> Kristina Bader | <input type="checkbox"/> Theresa Chow | (non-voting) |

Guests: Dawn Jansen, Roshelle Pavlin (representing Theresa Chow)

Eight members constitute a quorum

Meeting Minutes

CALL TO ORDER AND WELCOME

May 20, 2015 | 1:00PM PST | Phone Call

The meeting was called to order at 1:00 PM by President Patty Hickok.

MEETING FACILITATION AND DISCUSSION

NHRMA Conference Profit Sharing Program

Patty H discussed the background for the reasons to update profit sharing for the NHRMA Conference. Last year, we had no hosts for 2016 and 2017, but thanks to the efforts of the OR and WA State Councils this year, hosts for both years have now been secured. An issue that had been discussed at the Strategic Session in January was on reviewing the Profit Sharing structure. Patty H, Patty B and Mary met and developed the proposal. Changes include increasing the profit share to the host chapter or council to 35%, and a 15% profit share to state council (instead of directly to chapters based on SHAPE Award). State Councils will be able to choose and decide on how to better assist their chapters with these funds. NHRMA will send out communications on the changes to the State Councils and those can be forwarded on to local chapters. Lisa S moved to pass the new proposal. Nancy



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seconded. Lisa S asked who from the NHRMA board will be charged with monitoring that the required criteria be included accordingly. Renee suggested that President Elect be charged with ensuring criteria is met. Roshelle asked about criteria for host, suggestion made to reference other document that outlines the criteria for the conference.

Motion amended to add information about host criteria, who from NHRMA board will monitor process and effective date.

Motion carried by unanimous vote.

Lisa S motioned that the new profit sharing plan start in 2016, Renee seconded. Discussion that this is late in the year for 2015 this gives lead time for a change next year and will not disrupt the current chapters that are expecting funds from NHRMA based on their SHAPE Awards. Motion approved to start 2016.

HR Academies 2016 and Beyond:

Earlier this year, the HR Academy was held in Alaska. It was managed by the State Council with help in CY2014 from the NHRMA professional development director and another volunteer. The Alaska State Council asked (after a successful event) if NHRMA would consider profit sharing a particular % of the funds, in consideration to the fact that it was now paying approximately 40% to another entity to manage the other two conferences. Motion was passed. However, there was discussion at that time about not having considered the same opportunity for all the state councils. Since the existing contract with CS for the HR Academies is only for CY2015, Patty H reached out to the 3 state councils to see if there was interest in them partnering with NHRMA for the HR Academies and receiving a profit sharing percentage instead of an outside organization. Interest was expressed by all chapters. Patty H, Patty B, and Mary Nance met and worked on the plan that is being presented for consideration today. The proposal mainly divides the duties between NHRMA and the State Councils, establishes expectations and provides for profit sharing between NHRMA and the State Councils.

Lindsey suggested that whoever would take on the task of planning the HR Academy would need to be able to devote a majority of time to the planning. Patty H said she would volunteer to help plan the following HR Academies. Questions asked related to who would be able to devote the time and energy to the planning. Lisa S stated that she feels that WA and OR state councils may not have the time to devote to the planning. Lisa S is in favor of profit sharing, but she thinks that Conference Solutions would still be a good resource to help plan the HR Academies. Lindsey and Lisa S are not in favor of the change. Roshelle said that WA state council did not understand that Conference Solutions would not be involved. Patty H said that the idea was to take the money that was spent on Conference Solutions and have that go back to the State Councils instead. Melissa supports keeping Conference Solutions and not adding additional tasks to the Oregon State Council. Nancy motioned to approve. Patty B seconded. Patty H said the committee would regroup and discuss the feedback and get back to the board or reach out if help



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was needed.

Motion did not carry.

Meeting adjourned at 2:01 PM.

SECRETARY

VOTE April 15, 2015 Meeting Minutes

April 15, 2015 minutes were presented for approval via Electronic Vote. On May 13, 2015, April meeting minutes were passed by unanimous approval of the board.

TREASURER

Renee finalized AK Academy profit statement. Balances are about the same as last month. Working on the numbers for OR Academy. Taxes are done and the bill is paid. New email for Renee as of August 3, 2015. treasurer@nhrma.org will reach Renee.

☒ Report attached

AWARDS AND RECOGNITION

Spirit of NHRMA Awards

Kristina reported that the awards are being renamed, reviewed and streamlined to be more consistent. Dates for deadlines for nominations are July 15th and decisions made July 30th.

COLLEGE RELATIONS

None submitted.



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NHRMA 2015 CONFERENCE REPORT

Everything is moving forward and on track. We are ahead of previous years on selling advertisements and sponsors, but are a bit behind pace on selling booths. We have sold \$25,000 more in sponsorships than we budgeted, but we still need to sell \$45,500 in booths, sponsorships and/or advertising to meet budget, and we need to raise extra to cover carpeting in the tradeshow. We're continuing our efforts and hoping that the booth price increase June 1 will be an incentive for vendors to purchase booths before then. Again – please send us ideas or suggestions you may have for tradeshow vendors. Early bird registration ends June 12 so we are getting the word out about that. As of last Friday we were almost 1/3 of the way to our budgeted registrants. Planning for the Monday night dinner is ongoing. Recruiting for volunteers is happening at this time.

We are following up with some of the speakers who are presenting International and Business programs to get more information to satisfy HRCI. We hope to have that resolved before June 12 so people will know what credits are available and still have time to register at the early bird rate.

We are discussing options for driving traffic into the tradeshow during the conference – we have a bit of time...

We are also starting to work on the content for the conference program.

For Monday night restaurant options – the committee is working on developing the list and creating a message board so attendees can connect with other attendees to go to dinner Monday night.

We are starting to recruit volunteers for the conference. We're starting with PHRMA members, but will expand to other SHRM members if we aren't able to get enough from the chapter.

Patty acknowledged the effort going into the conference planning and appreciates everyone who is working on this.

FOUNDATION

None submitted.

PROFESSIONAL DEVELOPMENT

None submitted.

COMMUNICATIONS

E-blast for Spring NHRMA Newsletter in process



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ALASKA STATE COUNCIL

- State Conference update: “HR Us Roar” Our early bird registration rate ended May 15. We have 235 total registrations which include exhibitors, sponsors and students. Everything is going very smoothly. We are very excited about the event. We are hoping for another informational, inspiring, fun and record breaking conference!
- Prisoner Re-Entry Walking Tour: Ann Flister, Workforce Readiness Director for the AK State Council, organized a group to participate in a “Re-Entry Walk”, led by Cathleen McLaughlin, Executive Director of the Partners Re-Entry Program. The tour along 4th Avenue began at the Anchorage Jail and takes participants through the “steps” of an offender after completion of his/her prison sentence. Stops on the tour included the Alaska Community Mental Health Service Day Center, the Alaska Office of Public Assistance, the Re-Entry Center, Henry House (transitional housing), The Downtown Soup Kitchen, Beans Café and Brother Francis Shelter. Participants included Deputy Labor Commissioner Joe Thomas, members of the Alaska State Council and ASHRM, U.S. and Alaska Departments of Labor, Bristol Bay Native Association, and the Department of Veterans Affairs. The tour also included a clothing drive. Cathleen McLaughlin is one of our session speakers at our State Conference. We are planning on having a sock drive at conference as part of this program!
- We are working with the Anchorage and MatSu Chapters in finding volunteers to assist at the Hiring Our Heroes two day event at the Dena’ina Center in Anchorage, July 22 - 23. This summit will feature workshops, panel discussions, and a hiring fair, all focused on improving competitive employment for Service Members, Veterans, and their spouses. The event will also include networking opportunities for all involved. All of the lessons learned will bring together job seekers and employers in a culminating hiring fair and career forum on July 23.

OREGON STATE COUNCIL

OSC is looking at a name change since “OSC” does not indicate a relationship with the HR field. Renegotiating relationship with Stoel Rives on the annual law conference. This may cause more work for the council and chapters.

WASHINGTON STATE COUNCIL

We have appointed our Vice President (2016 Director Elect)-Chance Brimhall, he was our 2015 Conference Director and did an amazing job with taking us to the next level and showed amazing leadership skills.



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Our Membership Director, Megan Shover, and Director Elect, Roshelle Pavlin, are coordinating a WA Membership Event at the SHRM Annual Conference in June. This is a great networking opportunity. There will be an E-blast sent out to all Washington attendees with more details prior to the SHRM Annual Conference.

Our 2016 HR Day in the Hill will be on January 28th. We are also working on developing a legislative committee from the SHRM A-Team members to assist with new ideas for this event as well.

Our Workforce Readiness Director, Linda Rider, has been working hard the past year on a Skills Gap Survey and the results are out. You can see them at <http://wastatecouncil.shrm.org/workforce-readiness>. They are currently working on a toolkit/skills gap guide for HR Professionals that we hope to have available before the end of the year. There is some very interesting information for the manufacturing industry so please take a look.

Roshelle Pavlin, Director Elect, has been working closely with the When Work Works team to develop some great 'best practices' and toolkit information that streamlines the process for chapters and to assist them with implementing an initiative focused on workplace flexibility. June 2, 2015 will be a free meeting in Eastern WA for membership recruitment.

SHRM REPORT

None provided.

PAST-PRESIDENT

2015 NHRMA Conference Update:

Emily Knuerr is a new employee at Conference Solutions. She will be working on the conference this year.

Booth assignments are beginning for early vendors and sponsors.

We are still waiting to hear on HRCI credits...the application was sent to HRCI on March 20.

June brings a tradeshow rate increase and registration cost increase.

There will be no SHRM bookstore at the conference.

PRESIDENT-ELECT

None submitted.

PRESIDENT

None provided.



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ACTION ITEMS

| Area | Action | Responsible | Due Date |
|---------------------|--|---|------------|
| HR Academy | 2016 and Beyond Ideas for the board | Patty B & H, Mary Nance | 7/15/2015 |
| Awards | Identify nomination committee members | Kristina | 5/15/2015 |
| College Relations | College Relations: Proposal for 2016 and Beyond | Ophelia, SC College Relations reps, advisors | 7/30/2015 |
| Awards | Marketing and solicitation for awards | Kristina | 6/30/2015 |
| Awards | NHRMA Awards Deadline | Kristina | 7/15/2015 |
| Awards | NHRMA Awards Selection and communication to Conference Solutions | Kristina and committee | 7/30/2015 |
| SHRM Foundation | Request for auction items | Lisa Dean | 8/7/2015 |
| Treasurer | Renewal Business License | Renee Larsen | 9/1/2015 |
| President-Elect | Finalize Slate of 2016 Officers | Patty B | 9/5/2015 |
| President/President | CVent Contract renewal decision | Patty B & H | 10/15/2015 |
| College Relations | Marilyn Hoppen Grant | Ophelia | 11/1/2015 |