

COMPLETED ITEMS

Area	Action	Responsible	Due Date	Status	Completed	Notes
College Relations	College Relations: Schedule conf planning meeting with host chapter, Patty H, CR for Portland Chapter?	Ophelia	1/24/2014	Complete	1/30/2015	Ophelia taking lead
College Relations	College Relations: Communicate decision to advisors to reinstate 2015 conference	Ophelia	1/19/2015	Complete	1/23/2015	
Professional Development	Communicate to CS/Lindsey correct order of topic presentations	Patty H	1/19/2015	Complete		OK for AK and WA Academy. However, OR Academy's order of presentations is not the correct one since speakers had been confirmed and were unable to reschedule for the right date
Professional Development	Communicate to CS/Lindsey re: CVENT for WA/OR –remove line about experienced professionals	Patty H	1/19/2015	Complete		
Communications	Website – move SHRM logo to header	Patty H	1/24/2015	Complete	1/24/2015	At Dianna's request
Conference	Conference marketing materials for potential host chapters/SC	Patty H and Patty B	1/25/2015	Complete	1/25/2015	
Conference	Share conference marketing materials with Roshelle Pavlin	Patty H and Patty B	1/28/2015	Complete	1/25/2015	
NHRMA Education	Update NHRMA Advantage Presentation	Patty, Patty, Lisa D	1/31/2015	Complete	1/30/2015	
State Council	Invite State Council Director-Elects to attend meetings, if feasible	State Council Directors to forward invite to SCD-Elect	1/31/2015	Complete	1/30/2015	Invite sent to Director-Elects and accepted

UPCOMING DELIVERABLES

Area	Action	Responsible	Due Date	Status	Completed	Notes
Communications	Newsletter - investigate paper format requirements and to-do list to make transition	Jeanne H	2/13/2015	In Progress		
NHRMA Education	Webex orientation for new board members and State Council Directors/ Director-Elects	Patty	2/17/2015			
Communications	gather articles and get next e-newsletter out	Jeanne H	2/18/2015	In Progress		
WA State Council	WA State Council: promotion of hosting possibilities for NHRMA Conference 2016	Roshelle Pavlin	2/28/2015	Complete	2/17/2015	
WA State Council	Deadline to submit intent to host 2016	Interested chapters/SC	3/1/2015	In Progress		Already received one letter of intent
Communications	Social Media campaign, analytics, postings mappings	Jeanne H and Patty H	3/18/2015	In Progress		
Communications	Communications: What is NHRMA for general public	Jeanne and Patty H	3/31/2015	Not Started		
Awards	Review application process and rebranding of awards	Patty H and Patty B, Lisa, Ophelia	3/31/2015	Not Started		
Professional Development	HR Academies surveys review to define whether level of attendees is an issue or a perception	Mary Nance and Melissa Vigil	3/31/2015	In Progress		2014 WA/OR provided along with 2015 AK
Conference	Conference: Profit sharing analysis and recommendation	Patty H, Patty B and Mary	4/15/2015	Not Started		
Professional Development	Academies curriculum	Patty H and Patty B	4/30/2015	In Progress		
College Relations	College Relations: Proposal for 2016 and Beyond	Ophelia, SC College Relations reps, advisors	6/30/2015	Not Started		