Meeting Location: Colorado Mountain College

Meeting Purpose: Monthly BOD Meeting

Date: July 13, 2016

Present: Jeniffer Murray, Michelle Lovins, Linda Giordano, Mallanee Montgomery, Amy Boggs

* **Presidents Update (Michelle)**
* Michelle has reached out to local insurance agent to obtain quotes for D&O coverage. Policy is currently in underwriting and looks as if it will cost about $100 - $125 per month. Discussed consistent “disclosure” message for all BOD who may provide HR guidance or advice as a representative of HCHRA.
* Kirsten Gauthier-Newbury from CMC has asked us, as part of our student coaching program partnership, to review some documents on resume and cover letter writing. Michelle asked that all feedback be filtered through her and she will provide to Kirsten.
* Discussed partnering with Yampa Valley group. They are going to meet soon and discuss what they want to do as a group and get back to us. It was agreed that best approach may be to encourage their group members to join HCHRA and have access to our programs and webinars. Michelle to follow up with them.
* **Financial Updates (Amy)**
* Current total cash balance is $3,100.
* We currently have two unpaid invoices and one outstanding programs payment. Michelle will contact them regarding payment.
* Starting in October a quarterly P&L/Budget update will be given.
* Amy is researching a mobile card reader so program attendees have the ability to pay by card. It appears PayPal’s reading is best option.
* **Membership Updates (Karyne, via email)**
* We currently have 89 active members, 56 (63%) are SHRM, and three pending new members.
* Karyne contacted OG Printing to get price information on cards for a membership drive. Cost will be approximately $65 with mailing. We need to determine design, logos and wording.
* Our membership/sponsorship fees are significantly less than other SHRM chapters. Karyne is trying to pull some historical data on membership and sponsorship sales to determine if a cost change is necessary.
* It was agreed that we would do two raffles. A membership raffle for an IPad or similar item. If renew or join by date to be determined you will be entered in raffle. And one for the August program. If you pay and attend the August program you will be registered for a raffle to win one free future program. Michelle to talk to Karyn to set a date for membership drive ending based on expiration dates of our members who expire in the fall.
* Kayne suggested adding the “Join Now” link to the home page under a “Membership” button and include the “Renew Membership” and “Join Membership” links so they are each visible to new and returning members.
* Linda suggested having ice breaker/networking time at the beginning of our programs. It was also suggested that introductions take place with employer/position at the beginning of each program. Attendees would be encouraged to drop a business card. If they drop business card they will receive contact information for others for networking opportunities.
* **Program Updates (Linda)**
* Upcoming Programs:
  + COSHRM event is in final planning stages and an agenda was presented. COSHRM meeting will run from 9 am – 2:30 pm then our program will follow from 3 – 4:30pm. Reception with cork pull will be immediately following. All corks will be $10 and each BOD is encourage to contribute 1 -2 bottles of wine and give to Michelle. Michelle will collect the wine in her office at the Christie Lodge. Contact Michelle to drop off to her by August 10th so we know how much wine we have on hand.
  + Linda will forward information on the August program to Cherie for certification credits.
  + September – Barb Waters Interviewing Best Practices
  + October or November – Possible Safety Program focused on Active Shooter in the Workplace/Risk Management and Work Comp Cost Containment Certification.
  + December – we need to look at setting a date and location.
  + We will be purchasing an OSHA seminar from COSHRM for our members to view. Link will be available via our website.
* **Certification Update**
* SHRM Boot Camp –We will readdress the dates for boot camp at our next meeting and wait to hear an update from Cherie and Karyne.
* **College Relations – (Mellanee)**
* Mellanee has agreed to take on this role moving forward and will be the main contact for Kirsten Gauthier-Newbury from CMC.
* **Communications Update**
* A Communications/Marketing Plan is being created by Ali to map out our plan for sending out communications and program reminders. This will ensure everyone is on the same page and aware of when notifications will be sent out to membership.

Meeting Adjourned 5:00 pm