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| High Country Human Resources AssociationBoard MeetingMarch 25, 2015 |
| minutes | WEDNESDAY, March 25, 2015 | 3:36 pm to 5:04 PM |  |
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| Meeting called by | Angelo Fernandez, HCHRA President |
| Type of meeting | HCHRA Board Meeting  |
| Facilitator | Angelo Fernandez, HCHRA President |
| Note taker | Jeniffer Murray, HCHRA Secretary |
| Attendees | Jeniffer Murray; Angelo Fernandez; Kim Blackford; Cherie Chavis; Kari McKay; Mary Cunningham; Rhea Bonk; Ashley Boie; Michelle Lovins, Linda Giordano |
| Associated documents  | None  |
| Legend | **Bold = Action Items**Red = Important Information |
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| Agenda Topics |
| Called to Order at 3:36 p.m. |

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| **Programs Check-In*** Kari presented the proposed calendar for 2015.
	+ The programs schedule has been set and updated on the website.
	+ Michelle reported that the Day at the Capitol event was well attended and organized with good representation from the “high country.”
	+ Legislative Update program is set for April 9th at CMC. Program will be 90 minutes with Q&A time.
	+ ACA Program is scheduled for April 7th. This is not an official HCHRA event we are only assisting with promoting the event for VVP.
	+ COSHRM Leadership Summit is schedule for April 16th & 17th . Angelo encouraged Board members to attend if they were able to.
	+ HR101 Program will be confirmed for June 18th at CMC. This program is being held in partnership with MSCC with Performance Management & Documentation being the topics.
	+ COSHRM Quarterly Meeting is in the process of being scheduled. **Ashley to finalize date with COSHRM and Sonnenalp.** This event will be used as our introduction to the partnership with Health Links. **A flyer needs to be created for this.**
	+ **Kari will update the programs calendar and redistribute to the BOD.**
	+ The August program will be targeted for the 12th.
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| **Certification Update*** Rhea reported that she is now able to log in to website to request certifications for programs. ACA program has been submitted.
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| **Membership Update*** This position has been officially transitioned to Tina.
* An email was sent out on membership drive with free SHRM membership being offered for those that renew or purchase new membership by deadline.
* We currently have 84 HCHRA members of which 48 are also SHRM members.
* **Angelo requested that Tina and Cheri produce revenue projections for all programs and membership income for 2015.**
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| **Communications Update*** Michelle attended the VPP breakfast as part of our new membership. She and Kim will be meeting with them this week to discuss the benefits associated with our membership. Board members are able to attend their events as part of our membership.
* Michelle proposed producing a newsletter to share information regarding what’s happening and upcoming events with HCHRA. It was agreed this should be produced quarterly.
* The CLA quarterly call schedule has been uploaded to the web site.
* New HCHRA board member business cards have been created. Each member was provided a stack and ask to distribute them as necessary to contacts.
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**Financial Update*** US Bank balance is currently $5,161 and PayPal $739. Angelo will transfer funds to get PayPal balance down to $250.
* Cheri provided an update on our IRS status. According to the IRS we are not reflected as being tax exempt. In order to obtain this status a form must be completed and filed with a $400 fee.
* We have until May 15th to file all back taxes.
* Cheri is still researching best accounting software options.
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| **Initiatives*** After discussion it was determined that the Health Symposium on May 7th did not necessarily link with HCHRA initiative. Angelo to discuss with on March 26th conference call.
* Kristen has drafted a proposal for HCHRA relative to our involvement in the Career Mentoring Program. **Please** **review and provide feedback to Angelo.**
* **Rhea to confirm whether or not volunteer hours can be used for recertification credits.**
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|  adjournment | 5:04 pm |

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