



**March 2009 Meeting**  
**Thursday, March 5, 2009**

**5:30 p.m. – 7:00 p.m.**

**Location:** The Unity Group, 110 Unity Street, Bellingham, WA  
**Recording:** Marie Gallagher  
**Attending:** Marie Gallagher, Rachelle Verbarendse, Elaine Haser, Camille Gatza, Patricia Dye, Pamela Davis, Stacey Snodgrass, Marian Exall, Lorna Klemanski, Erica Hull, Judy Upham, Lorna McGowan-Smith, Diane Shelton, and Carl Roberge  
**Absent:** Shannon Jacoby, Brenda Horat, Sandra Fusman, Juan Hernandez  
**Guest:** None  
**Called to order:** 5:35 am by Elaine Haser  
**Adjourned:** 7:00 pm

TOPIC/WHO	DISCUSSION/RECOMMENDATIONS	ACTION/FOLLOW-UP
Meeting Called to Order: Elaine Haser	Confirmed agenda	
Approve Minutes:	February minutes were unanimously approved with submitted corrections. <ul style="list-style-type: none"> <li>- Marian Exall made motion to approve as amended and Pam Davis seconded the motion.</li> <li>- Minutes will be posted on the website without financial information</li> </ul>	<b>Marie</b> will send the approved minutes to the Board each month.  <b>Camille</b> will redact and post the minutes on the website each month.
Communications: Patricia Dye	<u>Business Cards:</u> Patricia looked into Vista Print at the recommendation of Diana Gould. The Board discussed the options. Some of the members would prefer tent cards with individual names on them. Other members are fine with a generic card. The Board would like Patricia to order a sample set of cards to see what a Vista card would look like.  <u>Brochures:</u> Patricia presented the idea of having a brochure on each table that included the speaker's bio, information about the workshop, the board members, and upcoming lunch speakers. The Board discussed having a monthly update versus a quarterly or yearly	<b>Patricia</b> will order a sample Vista Print card to present at the next Board meeting.

	<p>brochure. The majority of the Board thought an annual brochure would be better and require less maintenance since it would not have to be updated every month.</p> <p><u>Press Releases:</u> The Business Journal is free and printed out our last two press releases. The Bellingham Herald charges \$30 and up for press releases. The Pulse is printing them for free. The Chamber of Commerce has agreed to post the announcements, but has yet to actually do so.</p> <p><u>Networking:</u> Patricia will work with selected Board members to test out ‘Linked-In’ as a possible networking idea for SHRM.</p>	
NHRMA Conference: Elaine	The student conference is still in need of monitors on Friday afternoon and evening. In addition, the students are looking for two or more speakers to speak at the event. The event is April 17 <sup>th</sup> and 18 <sup>th</sup> . Judy Clark is the proposed keynote speaker.	
Programs Lorna M.	Lorna reported that the final open spot (August) has been filled with Rich Hammond from WA Employers Association. He will be speaking on HR metrics and will qualify for a strategic credit.	
Membership Stacey	<p>The membership committee (Brenda, Rachelle, and Stacey) met to go over the membership goals and presented the following list of ideas:</p> <ul style="list-style-type: none"> <li>- we miss you letters</li> <li>- list of upcoming speakers on the tables</li> <li>- certificates to new members and free pins</li> <li>- note in the new member bags regarding contact information for more SHRM details</li> <li>- ambassadors at the tables</li> <li>- membership contest for Board members to compete and see who can sign up the most new members for SHRM</li> <li>- get a white board for SHRM announcements</li> <li>- More press releases</li> <li>- Send the post cards out more timely</li> <li>- Make an announcement about designations forms at each meeting</li> <li>- Make an announcement that if you are not receiving emails or post cards to contact membership.</li> </ul>	<b>Stacey</b> will order workshop brochures.
Workshop Stacey	Stacey reported to the Board that the vendor form and registration form are completed. The Board agreed to be committed to organizing and contacting workshop vendors. Stacey has already contacted several vendors and will email the list out to the Board members. Stacey has drafted a form letter to email out to potential vendors. The goal is to have 12-13 vendors.	<b>Stacey</b> will email the list of vendors already contacted to the Board.

Miscellaneous	<ul style="list-style-type: none"><li>- Diane passed out the 2009 CAP worksheets to each Board member with a portion to fill out.</li><li>- Meeting location change to 4029 NW Ave. 1<sup>st</sup> Floor, Bellingham WA. Parking is in the back</li></ul>	
Next Meeting	5:30 pm - April 2, 2009	
April Refreshments	Lorna McGowan-Smith	
Adjourn	7:00 pm	