**HCHRA Board Meeting Minutes**

Tuesday May 12th 2020

3:30-5PM

virtual meeting

1. **President’s Update**: (Candie Delp)
   1. The SHRM Annual Conference has been officially cancelled. Anyone who signed up can get a refund if it is requested before the middle of June, otherwise, it will be transferred to the 2021 Conference in Chicago.
   2. We are all now on Basecamp. Each person will have unique items on the home page based on differences in responsibility. Make sure we are using the message board and schedule on the main page for anything that we want to announce. We should consider it for anything we’d like to advertise to members. This is a good tool as we can ask questions of the group and do polls. There are also upcoming webinars offered there which might be of interest. Candie can resend the invitation for Basecamp to anyone who needs it.
   3. CO SHRM is talking about doing a virtual conference. The dates and content are TBD, but sometime in August. The costs are still being discussed but they should be fair. This will likely be an all-day conference where you can attend all day or pick and choose sections of interest. There will be 4.5 credits available. A legislative update will occur during this conference. Candie will keep us updated as she learns more.
2. **Financial Updates:** (Candie Delp/Kathleen O’Toole-Gilles)
   1. The US Bank balance is $4,766.00 and PayPal balance is $950.
   2. We are still having issues with PayPal. The PayPal balance is large and we need to move it. Candie, Allie and Kathleen will meet to sort through this.
3. **Membership Update:** (Candie Delp)
   1. Current Memberships:

* 70 members
* 0 pending members
* 28 members that are expired
  1. Outstanding invoices are being reviewed that were sent out by Amy which maybe were paid but not updated in the system. After that is confirmed, Candie will send invoices and/or follow up with these expired members.
  2. We will look to extend membership expirations from January to June 30th, given the current climate/situation and the anticipated timeline to when we will start to re-open. Candie will follow up with these individuals regarding the extensions and invoices will be sent out July 1st.

1. **Programs Update: (**Jackie Huffman)
   1. May 20th is the Depression and Anxiety in the Workplace seminar. Jackie is looking for someone else to do the introduction for this. If available, please let her know.
   2. Future virtual program options are being reviewed. Please feel free to forward any that you have seen or know to Jackie and she will take a look.
2. **Certification Update: (**Lisa Lowe)
   1. For items that are HRCI/SHRM approved, please note that HRCI takes longer to approve. We must send requests 4 weeks in advanced.
   2. The Boot Camp may need to be virtual this summer. Lisa will reach out to Lance to confirm and discuss so we may begin advertising. It may be nice to offer the option for choice of in-person or virtual, but TBD. We will be announcing something by the end of this month. There is a minimum number of required attendees for the Boot Camp, so we need to see what we get for registration. Lisa will send a follow-up email on how this is all moving forward.
3. **Diversity and Inclusion Update:** (Alex Fuller)
   1. Alex shared information on the Back to Work Campaign. This is a COVID-19 recovery response about getting workforce back to work. SHRMfoundation.org/backtowork. If anyone is interested in more information, link can be emailed.
4. **Workforce Readiness Update:** (Mark Hoblitzell)
   1. All workforce centers are extremely busy with unemployment matters.
   2. Trevor from Skillful will be presenting on workforce level disaster response planning and Mark will be attending on that call. If we could get Skillful to do a presentation it would be well attended.
5. **Legislative Affairs Update:** (Karyne Spadi)
   1. No legislative updates
6. **Communications Update:** (Brenda Perez)
   1. LinkedIn is being explored for a private group. There is currently a group there with people that are no longer members. We can start a group with just the Board to test it and make sure the privacy measures are in place. Brenda will send an invitation. This tool would be great for sharing resources.
   2. We need an updated list of current members so we can take non- members off of the group.
7. **Other Topics for Discussions:**
   1. Our next meeting will be on June 9th. We can discuss having an in person meeting closer to the date should guidelines allow for this. Candie will send out an email as it gets closer and make a decision.