



## MEETING MINUTES

**Name of Meeting:** October Board of Directors Meeting

<b>Facilitator:</b> Christine Clyne President	<b>Secretary:</b> Adele Avolio	<b>Action Keeper:</b> Steve Hall	<b>Location:</b> Girl Scouts of Gulfcoast Florida, Inc. 4780 Cattleman Road Sarasota, FL 34233 <b>Contact:</b> Marie Graziosi
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**Date:** 10/4/2016      **Time:** 5:30 – Dinner and open discussion  
6:00 P.M. – 7:16 P.M. Business meeting

### Attendees

Present: Christine Clyne, Steve Hall, Marie Graziosi, Angela Sain, Adele Avolio, Renee Hood, Angie Messerschmidt, Liz Cotner, Dawn Laidlaw,  
Absent: Cynthia Keaton, Gina Burwood, Mary Munier  
Guests: Debbie DeVore, Toni Ripo, Kathy Bouchard, Amber Thornhill, Stephanie Deiter

## MEETING NOTES

Discussion Item	Notes
Call to order and welcome	<ul style="list-style-type: none"> <li>Christine called the meeting to order at 6:07 PM</li> </ul>
Consent Agenda	<ul style="list-style-type: none"> <li>Motion to approve the September minutes with revisions, new member report and treasurer report was made by Liz. Seconded by Steve. All in favor. Motion carried.</li> </ul>
Discussion Item from Board Members	
Christine	<ul style="list-style-type: none"> <li>SHRM Foundation donations – if you haven't had a chance to make your individual contribution, please do so by the end of October. Be sure to designate SHRA as your home chapter so the credit is properly applied.</li> <li>Purchased 12 super saver tickets for HRFL 2017 at a total of \$6,800</li> <li>Marie and I will attend the last council meeting in Orlando October 13<sup>th</sup>.</li> <li>The Transition Dinner will be December 1<sup>st</sup>. Please save the date.</li> <li>Marie, Steve and I will spend a few hours on a Saturday in December to complete the SHAPE report.</li> <li>Oct. 21 is Breast Cancer awareness day. Touch of pink recommended, but optional</li> <li>Motion to make a donation in the amount of \$100 to the SHRM Foundation in memory of Wendy Larson. Seconded by Liz. All in favor. Motion carried.</li> <li>Steve and Marie will be going to Washington, DC in November</li> </ul>
Liz	<ul style="list-style-type: none"> <li>Still pending CEU approval from HRCI. Will place a call on Friday if not received by then. E-blast completed. Elham, Dawn and Angie will work registration table. Debbie and mom Judy will hand out Tervis Tumblers, Stephanie and Kathy will sell raffle tickets, Cynthia and Steve will be with Sponsors. Agenda is finalized.</li> <li>Speakers will be asked to bring their own lap tops as a back-up. Will work with Angela to send out the message to speakers.</li> <li>Will send finalized list of raffle items to Christine.</li> <li>Excellent feedback on Survey Monkey for September Member Meeting.</li> <li>2016 calendar is complete. Still working on the 2017 calendar.</li> </ul>



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Discussion Item	Notes
Angela	<ul style="list-style-type: none"> <li>• Took laptop to Apple for diagnostics</li> <li>• Motion to purchase a slide advancer (approx. \$100) made by Angela, seconded by Renee. All in favor. Motion passed</li> <li>• Updated website</li> </ul>
Dawn	<ul style="list-style-type: none"> <li>• Discussion on membership application reviewed. Board decided not to approve.</li> <li>• 5 new membership applications in September</li> <li>• 266 active SHRA members, 156 (71%) SHRM , 32 honorary members (21 SHRM), 5 students, 94 no SHRM (SHRA only), 30 claim SHRM but currently not</li> <li>• 76 new members since 1/1/2016</li> <li>• 1% increase in membership from last month</li> <li>• Prepared recognition gift packages for newly certified HR professionals from the fall 2015 and spring 2016 certification classes</li> <li>• Recognized 7 newly certified members during the September general membership meeting</li> </ul>
	<ul style="list-style-type: none"> <li>• 266 active 156 SHRM,</li> <li>• 76 new members since January, 1% increase since last report</li> </ul>
Adele	<ul style="list-style-type: none"> <li>• Notification of October Conference was sent to the Sarasota Herald Tribune</li> </ul>
Steve	<ul style="list-style-type: none"> <li>• Presented Cynthia's report</li> <li>• Sponsors will collect their own business cards. Attendees will be reminded to bring business cards.</li> <li>• October conference sponsors: Advance Talent Solutions, Alltrust Insurance, Cigna, Canada Med Service, PayServ Systems, Williams Parker Law Firm, Fleet Feet New Balance</li> <li>• November sponsor – Detweiller's, Community Spotlight – Drug Free Manatee, December – Longboat Key Club, January – Star Staffing, February – Sentinel Background Checks</li> </ul>
Marie	<ul style="list-style-type: none"> <li>• Announced the 2017 Board - President Elect – Steve Hall, Vice-President - Stephanie Dieter, Secretary – Donna Campbell, Membership – Dawn Laidlaw, Data – Debbie DeVore, Treasurer – Renee Hood, Assistant Treasurer – Angie Messerschmidt, Technology – Angela Sain, Nominating Committee Chair -Christine Clyne, Workforce Readiness Chair – Kathy Bouchard, College Relations Chair - Toni Ripo, , Diversity Chair– Dennis Stull,</li> <li>• Communications Director - cultivation in process</li> <li>• Reserved Girl Scout meeting room for SHRA through 2017</li> <li>• Researched December 1 board and committee member gathering</li> <li>• Completed plans to attend November Leadership Conference in Washington, DC with Steve</li> </ul>



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Renee		<ul style="list-style-type: none"> <li>• 47 registered for the conference</li> <li>• Will work offline regarding sponsor/guest count.</li> <li>• Offering lap top to streamline the process for presenters</li> <li>• Will ask Gina to take photos of the sponsors and speakers</li> <li>• E-blast is ready to go out to at large members. An automatic tag line will be added</li> <li>• Will have a laptop available to sign up new members on-site. Turvis Tumbler will be issued upon registration.</li> <li>• Twitter account is up 9 to 201followers</li> <li>• Tweeted extensively at the HR Florida/Conference/Expo – not included in August report</li> <li>• Managed communications portal</li> <li>• Promoted/prepared for October member meeting</li> </ul>		
Toni and Kathy		<ul style="list-style-type: none"> <li>• May 19<sup>th</sup> is the date for the next conference where SHRA members will partner with Workforce and College Relations</li> <li>• Topics to include best practices from local employers, Dept. of Labor information</li> <li>• The skills committee will meet this month</li> </ul>		
ACTION ITEMS				
#	Action Item	Owner	Due Date	Status