



## MEETING MINUTES

<b>Name of Meeting:</b> December 5, 2017 Board of Directors Meeting			
<b>Facilitator:</b> Marie Graziosi, President	<b>Secretary:</b> Marie Graziosi	<b>Action Keeper:</b> Steve Hall	<b>Location:</b> Phone conference
<b>Date:</b> 12/5/2017	<b>Time:</b> 12-12:20pm – Meeting		
<b>Attendees</b>			
Board of Directors present (8): Marie Graziosi, Steve Hall, Anthony Gagliano, Angela Sain, Dawn Laidlaw, Pamella Horton, Renee Hood, Liz Cotner			
Board of Directors excused (2): Stephanie Deiter and Donna Peregoff			
Guest: Patti Durham			

## MEETING NOTES

Discussion Item	Notes
Call to Order	<ul style="list-style-type: none"> <li>The meeting was called the meeting to order at 12pm. Roll was called with eight Board members present and quorum declared.</li> </ul>
Marie Graziosi, President	<ul style="list-style-type: none"> <li>Motion to approve the November 7, 2017 Board minutes made by Angela, seconded by Liz, and motion carried.</li> <li>Announced that the 2018 Board was officially elected by the membership on November 16, 2017. The 2018 Board members elected by the membership are: President – Steve Hall; President Elect – Stephanie Deiter; Vice President – Renee Hood; Treasurer – Sandy Zannino; Secretary – Patti Durham; Membership – Dawn Laidlaw; Technology – Angela Sain; Communications – Pamella Horton; Programs – Candice Smith-Singh; and Marketing – Anthony Gagliano</li> <li>Motion made by Dawn to ratify the results of the official election of the 2018 Board of Directors as presented, seconded by Steve, and motion carried.</li> <li>HR Professional of the Year – no nominations were received to consider</li> <li>Volunteer of the Year – a nomination for the same SHRA volunteer was received by several board members. Motion to approve Mark McKim as SHRA Volunteer of the Year 2017 was made by Pamella, seconded by Dawn, and motion carried.</li> <li>Motion to adopt the Program Records Retention Policy dated December 5, 2017 was made by Renee, seconded by Liz, and motion carried.</li> </ul>
Renee Hood, Treasurer	<ul style="list-style-type: none"> <li>Profit &amp; Loss Detail and Budget vs. Actuals dated Jan-Nov 2017 were presented. The bank balance reported as of November 30 was \$36,556.55. Motion to accept the Treasurer's report was made by Dawn, seconded by Angela, and motion carried.</li> </ul>
Dawn Laidlaw, Membership	<ul style="list-style-type: none"> <li>Three new member applications were completed in November for approval. Motion made by Steve to approve the new members as presented, seconded by Pamella, and motion carried.</li> <li>As of November 27, SHRA had 295 active members: 178 (65%) with SHRM, 27 honorary (13 with SHRM), 8 students, 82 no SHRM, and 13 claim SHRM but currently not. There was a 2.6% decrease in membership from last month's report. SHRA welcomed 80 new members since 1/1/2017.</li> </ul>
Angela Sain, Technology	<ul style="list-style-type: none"> <li>Leadership website page and email redirects will be updated by end of December. All requested to review and/or submit bio and headshot, and preferred email.</li> </ul>
Other Reports	<ul style="list-style-type: none"> <li>Written reports submitted by Secretary, President Elect, Vice President, Program, Communications, and Marketing/Sponsorship were reviewed and not discussed.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>The meeting was adjourned at 12:20pm.</li> </ul>