



MEETING MINUTES

Name of Meeting: November Board of Directors Meeting

Facilitator: Marie Graziosi, President

Secretary: Donna Peregoff

Date: 11/7/2017

Time: 5:30 – 6pm Dinner and Open Discussion
6:09 – 7:58pm Business Meeting

Location: Willis Smith
5001 Lakewood Ranch Blvd. N, Sarasota, FL 34240

Contact: Dawn Laidlaw

ATTENDEES

Board Members Present (10): Marie Graziosi, Donna Peregoff, Anthony Gagliano, Angela Sain, Dawn Laidlaw, Pamela Horton, Stephanie Deiter, Renee Hood, Liz Cotner, Steve Hall

Guests: Debbie DeVore, Patti Durham, Sandy Zannino, Candice Smith-Singh

MEETING NOTES

Discussion Item	Notes
Call to order and welcome	<ul style="list-style-type: none"> Marie called the meeting to order 6:09pm. All ten board members present and quorum declared.
Consent Agenda	<ul style="list-style-type: none"> Motion to approve Consent Agenda to approve September 5, 2017 and October 3, 2017 Board Minutes was made by Stephanie, seconded by Dawn, and motion carried
Marie Graziosi, President	<ul style="list-style-type: none"> Professional of the Year nominations due by November 27, Volunteer of the Year nominations due from board members by November 29. Both will be selected at December 5 meeting. Marie and Stephanie will finalize plaque selection. Worked with Anthony to implement electronic 2018 board election; ceremonial installation for 2018 board members will take place at January 2018 meeting. Planned for November 17 monthly meeting: recognize recently certified Represented SHRA sponsorship at the NAMI Out of the Blue event on October 26 Board members agreed to support SHRM Foundation Team Empower and make a minimum \$30 contribution to meet SHAPE criteria; completed the \$600 SHRM donation to pay the \$800 full amount as approved in the 2017 budget; with the \$364 raised at the October Annual Conference, total SHRM Foundation donation to date is \$1164. Bylaws to be reviewed in 2018; also review finance policies for revisions and updates, and need conflict of interest and document retention policy SHRA 2017 goals and objectives – board should email summary to support initiatives SHRA meeting venue appreciation donations to Keiser and Girl Scouts of Gulfcoast Florida as approved in 2017 budget: confirmed Keiser donation will include note “Cystic Fibrosis Foundation donation”; will send check and Thank You note on behalf of SHRA Worked with Angela on website revisions December 5: scheduled board meeting at noon and transition dinner invitations sent Disbursed \$200 to HR FL State Council for January Leadership SHRM Foundation donation Completed email to members and slide deck: Nominate HR Professional, Make a Difference – Stigma Free Florida, Donate SHRM Team Empower, Renew NOW – SHRM Got 60 Represented SHRA with four other board volunteers at Herald Tribune Great Places to Work luncheon Attended HR FL State Council October meeting and provided report to board; SHOUT out to SHRA for membership growth!

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Renee Hood, Treasurer	<ul style="list-style-type: none"> • Processed refunds for cancelled Sept SHRA monthly meeting for 18 members • Processed payments for October Conference speakers & book purchases, sponsorships for NAMI and State of Jobs Conference, HR FL Veteran's Initiative, SHRM Foundation • Worked with Kerkering Barberio for completion of 990 Tax return to file by 11/15/17 • Reconciled receipts for large purchases (HR Florida Bulk Tickets, SHRM Learning System, venue deposit for January 2018 meeting) • Provided Profit & Loss Detail and Budget vs. Actual reports Jan – Oct 2018 • Bank balance as of October 31: \$37,860.42 • Motion to accept the Treasurer's Report was made by Pamella, seconded by Liz, and motion carried.
Liz Cotner, Program Director	<ul style="list-style-type: none"> • Completed first training session with 2018 Programs Director Candice • Secured SHRM 2018 reaffirmation certification provider and submitted for HCRI 2018 • Securing December 2017 and February 2018 Speakers, finalizing details for Annual Legal Update for January 2018
Angela Sain, Technology Director	<ul style="list-style-type: none"> • Website updates – front & event pages; preparing website for 2018 transition • Assisted Marketing Director in sending our invoices • Discussion topic initiated: should Board Members attend monthly SHRA meetings at no cost? Roundtable discussion completed. Marie will receive post-meeting board feedback, research practices of other SHRA chapters, and provide results to Board.
Donna Peregoff, Secretary	<ul style="list-style-type: none"> • October Conference advertised • Will provide incoming Secretary with advertising and Jason's information
Anthony Gagliano, Communications Director	<ul style="list-style-type: none"> • Attended and provided October 10 State of Jobs Conference success report; SHRA sponsorship; Pamella served as a panelist, and other SHRA member colleagues supported the event as panelists and facilitators • 17 tweets during October (2,871 impressions), 74 profile views, followers increased to 284 total (increased by 2); 4 LinkedIn posts in October – 5,646 impressions and 75 clicks; sent 9 bulk emails to database; 5 job posts approved in October with 37 views • Prepared PowerPoint for member meeting
Dawn Laidlaw, Membership Director	<ul style="list-style-type: none"> • Motion to approve five new members was made by Renee, seconded by Anthony, and motion carried. • 303 active members, 185 (65%) with SHRM, 27 honorary (13 with SHRM) , 6 student, 87 no SHRM, 11 claim SHRM but currently not actively registered • Since 1/1/2017 registered 74 new members, with 2% decrease since August 2017 • 2017 retention rate is 88%, 81% for past 12 months and 70% for 2016 • New Member Orientation was not held on 10/27, rescheduled to 11/3. 2018 schedule will be published on the SHRA website in Dec 2017 at noon. • Did not have Membership Committee meeting in October due to Pre-Conference Meet and Greet. Next meeting scheduled for 11/2. • SHRM key chain order was cancelled. Backordered and replacement offered was poor quality.
Pamela Horton, Sponsorship Director	<ul style="list-style-type: none"> • Provided list of secured 2017 and 2018 sponsors booked to date • Two sponsors booked for 2018 annual conference. Conference team will prepare an overall project plan to identify a theme, the number of sponsors, etc.

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Steve Hall, President Elect	<ul style="list-style-type: none"> • 2018 Calendar draft provided • HR Florida 2018 Ambassador needed. Liz expressed interest; she is serving on the HR FL conference team. • Meeting with incoming and outgoing board members and committee chairs to review position descriptions and identify revisions, and to strategize on opportunities. • Working with president on transition. • Engaging with past presidents to construct a strategic plan for 2018 • Prepared to attend the SHRM Volunteer Leader Summit in November
Stephanie Deiter, Vice President	<ul style="list-style-type: none"> • Represented SHRA sponsorship at NAMI fundraiser in October • Prepared to attend the SHRM Volunteer Leader Summit in November • Need to identify additional facilitators for SHRM certification exam review sessions. Consider alternate format for sessions. Consider HRCI exam review sessions.