



MEETING MINUTES

Name of Meeting: August Board of Directors Meeting

Facilitator: Steve Hall

Secretary: Patti Durham

Date: August 7, 2018

Time: 5:30 – 6:00pm Dinner/Open Discussion
6:00 - 7:10pm Business Meeting

Location: Willis-Smith Construction

Attendees

Present: (9) Steve Hall, Stephanie Dieter, Sandy Zannino, Anthony Gagliano, Dawn Laidlaw, Candice Smith-Singh, Patti Durham, Renee Hood, Cally Kushmer

Committee Chairs Present: Nick Feather, Liz Cotner

Guest: Amanda Kinney

MEETING NOTES

Discussion Item	Notes
Call to order and welcome	<ul style="list-style-type: none"> Steve called the meeting to order promptly at 6pm. 9 board members present and quorum declared.
Consent Agenda	<ul style="list-style-type: none"> <u>Motion to approve Consent agenda (June amended minutes and July SHRA Board Minutes) was made by Sandy Zannino. Seconded by Stephanie Dieter. All in favor. Motion approved.</u>
Steve Hall-President	<ul style="list-style-type: none"> LeRoss Scholarship was discussed. Two applicants were chosen and will split the award. 55th Anniversary Party plans are moving forward (Nov 8 at FCC-\$25/person). HRFL18 was discussed. Thanks and kudos go out to Cally for representing SHRA. Because of her representation of SHRA, a free ticket to attend the conference was received. SHRA will host a Cabana Soiree Sunday night by the pool, with the goal to increase SHRA engagement and interest.
Dawn Laidlaw-Membership Director	<ul style="list-style-type: none"> Current membership up to 310 members. 1% decrease in membership retention. Dawn suggested a new board position of Retention Chair. A job description would need to be created. A pre-meeting announcement will be made to recruit for the new position. <u>Motion to approve 11 new members was made by Dawn Laidlaw. Seconded by Anthony Gagliano. All in favor. Motion approved.</u>
Candice Smith-Singh-Programming Director	<ul style="list-style-type: none"> Candice provided an update on the October conference: Venue is booked; Over 75 registrations-65 of which qualified for early bird. Agenda will be provided She is working on professional development credits Liz requested the Excel spreadsheet for last year's volunteers 4 raffles A conference booklet will be prepared by the September board meeting
Sandy Zannino-Treasurer	<ul style="list-style-type: none"> Sandy provided an update on SHRA finances. Amanda Kinney is a volunteer working to assist with Registration and will eventually take over Sandy's role as Treasurer. Affinipay upgrade is active-although there is still difficulty tracking within QB.
Renee Hood-Vice President	<ul style="list-style-type: none"> Renee offered to assist with Volunteer Coordinator position. A "volunteer table" at the September meeting was suggested with a "Hospitality Volunteer." Liz will create a job description.

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Cally Kushmer-Communications Director	<ul style="list-style-type: none"> Social Media: Facebook goal is to increase presence; LinkedIn has over 4000 followers
Liz Cotner-Board Liaison	<ul style="list-style-type: none"> Liz offered to support board members in respective projects to boost SHRA development in 2018/2019. Steve suggested the creation of job descriptions for two new positions: Membership Ambassador and Outreach Coordinator. Candace would like assistance with a communication flow chart. Discussion of Liz crating a presentation on the after effects of an HR department after an active shooter incident. This program will be developed to offer professional development credits for SHRM/SHRA members.
Nick Feather-Legislative Chair	<ul style="list-style-type: none"> Nick provided report to board on legislative update for October conference.

ACTION ITEMS				
#	Action Item (AI)	Owner	Due Date	Status
1	Create job descriptions for new positions-Hospitality Volunteer, Retention Chair, Membership Ambassador and Outreach Coordinator	Liz Cotner		
2	Complete October Conference Booklet	Candice Smith-Singh	September 4, 2018	
3	Add Amanda Kinney as Admin User in YM	Anthony Gagliano	August 2018	
4	Announcement for new position of Retention Chair at September SHRA Lunch Meeting	Steve Hall	September 21, 2018	