



## MEETING MINUTES

**Name of Meeting:** June Board of Directors Meeting

**Facilitator:**

**Secretary:** Patti Durham

**Date:** June 5, 2018

**Time:** 5:30 – 7:30 p.m.

**Location:** Willis Smith

### Attendees

Present: Steve Hall, Dawn Laidlaw, Renee Hood, Stephanie Dieter, Patti Durham via phone, Liz Cotner, Sandy Zannino, Angela Sain, Candice Singh-Smith, Cally Kushmer, Anthony Gagliano

Absent:

## MEETING NOTES

Discussion Item	Notes
Call to order and welcome	<ul style="list-style-type: none"> <li>Quorum was met and the meeting called to order at 6pm</li> </ul>
Consent Agenda	<ul style="list-style-type: none"> <li><u>Motion to approve Consent agenda and April SHRA Board Minutes was made and approved.</u></li> </ul>
2018 Budget	<ul style="list-style-type: none"> <li></li> </ul>
2018 Objectives	<ul style="list-style-type: none"> <li></li> </ul>
Steve Hall-President	<ul style="list-style-type: none"> <li>Oct conference discussed- Venue is reserved</li> <li>Goal is to get as many registrations as possible. Goal is 100.</li> <li>Reach out to Tom Topping to invite other chapters.</li> <li>Events for PDCs from other HR chapters</li> <li>50<sup>th</sup> Anniversary Party Discussed-Dinner and cocktails offered. Eblast going out to communicate to members. FCCI offered venue at no charge. Coming in under budget. Past SHRA presidents will be no charge. Tom Topping might be able to provide leftover giveaways.</li> <li>HR FL cocktail party invite. Hand out rack cards.</li> <li></li> </ul>
Dawn Laidlaw-Membership Report	<ul style="list-style-type: none"> <li>Dawn amended membership report from 4 to 6 new members. 1 withdrew their application. <u>Motion to approve new members made by Stephanie. Seconded by Candice. All in favor. Motion approved.</u></li> <li>Cymone Harlo – recently relocated from Panama City, seeking employment</li> <li>Shona Taylor – Student Member, board approved variance for non-HR course of study, due to her intention to remain in the area of HR with Criminal Justice focus.</li> <li>Discussion of possibly adding a new corporate membership level. We will look at other chapters to see if they have anything similar we could use as a model. Steve will also do some research and report back next month.</li> <li>Retention rate dropping to 85%. Survey Monkey utilized-minimal response.</li> <li>Steve suggested that Board volunteers reach out to former members who have dropped out to find out why they are no longer participating. (Jan 2017-current). Discussion revolved around how to contact former members whose information is no longer valid.</li> <li>Steve will do research into offering Corporate memberships to large companies to increase membership and retention. Could offer certification class discount.</li> <li>New member orientation included a potential member - joined immediately after orientation</li> <li>SHRA polo shirts have been ordered</li> </ul>

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Discussion Item	Notes
Cally Kushner-Communications Report	<ul style="list-style-type: none"> <li>• Steve thanked Cally for taking on the additional role and asked if any assistance was required from the Board. Cally provided an update on how she is assimilating into her new Board position.</li> <li>• Steve suggested paid advertising on LinkedIn.</li> <li>• Stephanie suggested a membership blast to reach to those looking to earn PDC's</li> </ul>
Candice Singh-Smith-Programming Report	<ul style="list-style-type: none"> <li>• Discussion for the Board and possibly SHRA hold a charitable event together. Steve will drive this initiative.</li> <li>• Logistics for conference are done. Items still needing completing include: Finalizing of agenda for the day; reaching out to speakers for promotional videos; contact Tom Topping to see if HR Florida has any free swag they can give us for our raffle.</li> <li>• Mock trial during September meeting possible topic of Sexual Harassment to see how it can play out in court.</li> </ul>
Sandy Zannino-Treasurer Report	<ul style="list-style-type: none"> <li>• Steve, Sandy and Pam went through entire budget. Financially doing well. Accounts cleaned up.</li> <li>• Sandy expressed the value of having Pam continue to assist with QB.</li> <li>• Consider filling position of Assistant Treasurer to oversee registration and reporting.</li> <li>• Sandy asked about providing refunds for those who asked due to unforeseen circumstances. Refunds provided if 48-hour cancellation notice.</li> </ul>

ACTION ITEMS				
#	Action Item (AI)	Owner	Due Date	Status
1				
2				
3				
4				