

Shenandoah Valley Chapter SHRM
Board of Directors Meeting – National College
Wednesday, September 1, 2010

In attendance: Vikki Ingram, Patricia Craft, Tony Resto, Melody Ritchie, Don Wallinger, Ann McLeod, John Woodworth, Carolyn Fowler, and Susan Crosby.

The meeting was called to order at 4 p.m.

- I. Announcements
 - a. Leadership Instinct Rebroadcast Update – Survey: Emily and Ann are working on a survey of interest in this rebroadcast, to be distributed to the membership
 - b. SVSHRM Logo mugs have arrived: 144 mugs have arrived. They cost \$4.13 each and will be used for sponsors, speakers, and to sell for \$8 each. One will be included in the State Conference silent auction basket
 - c. Directors & officers liability coverage: Vikki is getting additional price quotes; Patricia knows of a United Way non-profit vendor
 - d. 2011 Slate of Officers for September Meeting: we've sent out the Slate of Officers; Ann will check to see last year's Survey Monkey for the voting procedure
 - e. Didawick Scholarship Application has been filed on time by Emily
- II. Minutes from August meeting: Corrections: the Essentials of Human Resource Management workshop was worth 13.5 (not 13.75) General Credits; the lunch error at the July monthly meeting was actually Bridgewater's error, not SVSHRM's. It was also noted that we are trying to call the November meeting the Leadership Breakfast, not the CEO Breakfast. Melody moved and Patricia seconded the acceptance of the August minutes as corrected. Minutes were approved.
- III. Business
 - a. Financial Report: Tony
 - Seminar Income for July had included \$250 that was sponsorship for the meeting. That's been moved so the total is different from the numbers previously provided;
 - Patricia is reviewing all name tag invoices to be sure we're being billed the correct amounts;
 - Seminar expense amount is for the HR Essentials course;
 - Vikki and Tony have talked about making sub-accounts as warranted. For the Essentials workshop, Tony had a breakdown of expenses to double-check against Carolyn's figures and that was helpful
 - b. Essentials of HR Management Recap: Carolyn: We made a profit because there were no room or presenter fees and had a sponsor. We have photos and good feedback.
 - c. Programming: Melody

- Great feedback from the August meeting; the presenter is on her list of potential presenters for the 2011 Leadership Breakfast
 - 2011 is scheduled through May, resume requests have been sent
 - October's original presenter, on social media, has cancelled Susan Gunn, Rockingham County ADAA will be the presenter
 - Leadership Breakfast: presented a draft brochure. Will begin registration at 7 a.m. BRCC is, once again, splitting the room fee. The caterer is secured and the program has been submitted for HRCI. 100-125 books will be ordered, Andrew will coordinate press releases, etc. Vikki will send the announcement to other local chapters. We are not anticipating that this will be a profit maker. John noted that the broader event will have broader appeal. Don is marketing sponsorships for \$300 with one free attendance.
- d. Website: we need to figure out what's up, since Kendra left. The committee will forward company name, etc., information to Vikki and Susan (Susan will be the website coordinator beginning 2011)
 - e. Fall newsletter update: send any articles to John, with a minimum of formatting. He'll cut and paste into Publisher.
 - f. Outreach/Diversity opportunity: Patricia: Chamber of Commerce Military Affairs Committee: military services fair, hopes to include resume reviews. By September 2011 they want to have a veterans career fair, how to translate military experience to the civilian world; will need a booth/spokesperson. Patricia will get more information on deadlines and email to the Board for discussion next month so we can consider ideas.
 - g. Need for a laptop projector: Don will research projectors, for use of sponsors and presenters.
 - h. SHAPE Deadline is 1/31/2011
 - i. New business: Susan: renewal notices are to go out early October. The Board had voted to raise the annual dues then, in light of the economy, kept the rate at the \$30 for 2010 again. What should the rate for 2011 be? It was suggested that the dues be raised by \$5 to \$35. Since there was no longer a quorum present to vote on this, Vikki asked Susan to poll the Board members by email.

The meeting adjourned at 5:30.

Respectfully submitted by

Susan Crosby, Co-Secretary