

Shenandoah Valley Chapter SHRM
Board of Directors Meeting – Bridgewater College, Bridgewater, VA
Wednesday, May 4, 2011

In attendance: Vikki Ingram, Shawn Printz, Steve Gerome, Lorna Saunders, Susan Crosby, Andrew Ansoorian, Carolyn Fowler, Patricia Craft, Ann MacLeod

The meeting was called to order at 3:30 p.m.

I. Business:

- Minutes were distributed to members prior to meeting. Carolyn made motion and Steve seconded accepting minutes as presented. All approved.
- Financial Report: Lorna distributed monthly financials and an April 2011 Financial Update narrative by email prior to meeting. Highlighted areas are additions Lorna has made to the Monthly Report. Lorna added the following at the meeting:
 - The Financial Update narrative will be provided monthly.
 - Notes to the monthly report spreadsheet have been added as explanation of items going forward.
 - Lorna will be transferring the accounting function to QuickBooks.
 - Online payments are processed through AffiniPay. This service is less expensive than ACH direct through DuPont Credit Union account. Online fees are a percent of receipts.
 - Question raised relative to adding \$10 processing fee to online payment for certification class to cover credit card fees. Payments made by check would remain at \$520.
 - A policy needs to be developed to establish how refunds are made. Suggestion was that refunds should be less the processing fees and made by check to avoid any additional credit card processing fees.
- State Council Update – April 29 Meeting:
 - Vikki shared a copy of the February issue of *Virginia Business Magazine* containing a list of the Best Places to Work in Virginia, an initiative sponsored by the SHRM State Council.
 - Some SHRM chapters receiving the Silver Award were appealing for Gold. Vikki noted that our chapter won't process an appeal but if SHRM award's Gold to another chapter, we would get same.
 - A brochure was passed around to garner interest in the National SHRM Advocacy Team, a group being put together to establish relationships with legislators locally in congressional districts where they reside. Steve expressed interest in pursuing.
 - Vikki noted a discussion at State Council on how proceeds from the annual State Conference were divided and plans by the Council to revise to make the division more beneficial to all chapters. Additional information will be provided as any new plan is put in place.
- Membership:
 - Patricia reported that membership grew by 12 from March to April 30.
 - Due to service issues with current vendor, Patricia is having discussions with potential new badge vendor that would allow badges to be done by SVSHRM. Cost breakdown would be approximately \$9 each versus \$10 current charge. She will bring samples to June board meeting.

- Diversity: Steve Gerome reported that he has spoken with Barbara Phelps, State Diversity Chair, and is still working to bring a diversity conference to Charlottesville or Harrisonburg.
- Student Chapters: Vikki asked Patricia to check with Marshall Pattie/JMU on succession plan for that Chapter.
- Programs: Reminder that Friday, May 6, is the Chick-fil-A Leadership Conference being held at BRCC Plecker Center. As a show of appreciation to the Harrisonburg-Rockingham Chamber of Commerce for their e-Blasts, they would be offered two tickets at no cost to be used for the conference.
- Committees: Vikki shared some potential committee changes for 2012. Additional discussions are planned with current committee chair's and announcements of any changes will be made at a future board meeting.
- General Business:
 - Andrew will be speaking at a 2012 State Conference break-out session.
 - To complete the board initiative for the SHRM Foundation, Vikki suggested raffling a basket filled with items familiar to the Valley. Vikki offered to make the basket and suggested each board member add one item significant to our area. Tickets would be sold over a three-month period beginning in September.
 - Susan will assume responsibility for purchasing a laptop projector.
 - Decision made to cancel SurveyMonkey subscription and process survey's beginning in June through our website. SurveyMonkey is paid through May; will use for the May membership survey.
 - As follow-up to past discussions relative to who is responsible for paying monthly meeting cost for guests, Patricia reported our by-laws state that person hosting the guest is responsible for paying. Vikki will add this to other possible changes that need to be discussed as part of the annual by-laws review.
 - Additional discussion on set-up of our new website was deferred to June. Susan requested that all board members look at the site and make suggestions for changes/additions.
 - Discussion relative to emails being sent to membership and whether to cover more items in one email or keep one email per topic. It was agreed to keep as current.

The meeting adjourned at 5:10 p.m.

Respectfully submitted by Ann MacLeod, Secretary