

Shenandoah Valley Chapter SHRM  
Board of Directors Meeting – Friendship Industries, Harrisonburg, VA  
Wednesday, November 7, 2012

In attendance: Shawn Printz, Andrew Ansoorian, Frank McMillan, Carol Jackson, Lorna Saunders, Jason Saunders, Patricia Craft, Susan Crosby, Angela Carter, Susan Grossman, Ann MacLeod

The meeting was called to order at 3:37 p.m.

**GENERAL BUSINESS:**

Minutes were distributed prior to meeting. Patricia moved to accept minutes as presented; Carol Jackson seconded the motion. All approved.

**Financial Report:**

- Lorna provided an overview of the financial report sent via email prior to board meeting. Carol moved to accept financial report as presented; Frank seconded motion. All approved.

**Leadership Breakfast:**

- Volunteers working the Leadership Breakfast need to be at BRCC by 6:45 a.m. There are currently 95 registered to attend the breakfast. Lorna will be working the registration table and a member of Frank's staff will introduce sponsors.

**2013 Slate of Officers & Committee Chairs:**

- Shawn noted that we still need a President-elect. Criteria for this position includes candidate must hold an exempt HR position for minimum of three years, be a SVSHRM professional member, and be a SHRM National member.

**Other Announcements/Needs:**

- Bridgewater College has asked SVSHRM members to participate in mock interviews on-site. Jason and Shawn have signed up to participate.

**NEW BUSINESS:**

- Installation of 2013 officers will take place at December 4 membership meeting.

**2013 Budget Review:**

- Line-item discussion was held relative to development of the 2013 budget.
  - Membership Dues – sustainability issues on funding monthly meetings based on current budget, expenses, and membership fees. A motion was made to increase membership fee to \$40 for 2013. If paid before December 31, 2012, the membership fee would remain at current \$35 annual cost. Frank moved to accept this increase; Jason seconded; 8 voted yes, 3 voted no; motion approved by majority for increase to be effective January 1, 2013.
  - Meeting Sponsorship – multiple levels of sponsorship not in place at this time. If a vendor wants to sponsor a meeting and be a speaker, proposed cost would be \$1K. To sponsor and be a speaker would require meeting HRCI program guidelines.
  - Meeting Income – proposed 2013 budget based on 2012 meeting attendance at the current individual meeting rate of \$17. A meeting will be scheduled with Bridgewater Home to develop meal costs for 2013. Board member attendees will include Rick Larson, Frank McMillan, Angela Carter, and Mike Dinger. Board members also discussed who should be responsible for making reservations and authorizing payment of meeting invoices; should this be one person with suggestion that Treasurer be that person. Recommendations for 2013 include basing final meal cost on a per-person basis and use actual reservations as final headcount; also look at meal options for \$15 or less.
  - Newsletter Sponsorships – budget will remain same for 2013.

- Chapter Support – budget based on number of SHRM National members and are the funds returned to the local chapter from SHRM for that national membership.
- SHRM Foundation; Interest Income; Merchandise Income – budget will remain same for 2013.
- HRCI – a sub-committee will be identified to discuss options for 2013.
- Leadership Breakfast – budget will remain same for 2013.
- Chick-fil-A Event – a sub-committee will be identified to discuss options for 2013. Event has been scheduled for 2013; committee will make a recommendation whether to continue this as an annual event.
- Under Expense Budget, 2013 increases proposed will be made for Online Payment Processing Fees, SHRM Foundation Donation, State Council Dues, Student Chapter Membership Support, and Auditor Fee. Decreases proposed to Expense Budget will be made for Monthly Bank Charges, Meeting Expense, Name Tags, Chick-fil-A Event Expenses, Website, SVSHRM Leadership Conference, Miscellaneous Expenses, and Board Initiatives. All other Expense Budget items will remain same in 2013 until further verification of whether there are increases for B&O/Liability Insurance or Website support.
- Discussion confirmed that one student chapter attendee from each college chapter would be eligible to attend monthly meetings at no cost. Angela made motion to continue this eligibility; Jason seconded; all approved.
  - A motion to approve 2013 Budget with changes as discussed was made by Patricia; seconded by Jason; all approved.

**Chick-fil-A Leadercast Event/Committee Development:** The following board members will be part of this committee: Susan Grossman, Angela Carter, Jason Saunders, and Frank McMillan. A request will also be made to general membership to have a volunteer join this committee.

**Chamber of Commerce Memberships (Harrisonburg/Rockingham and Augusta:** This item was removed from 2013 budget due to lack of return on the investment made.

The meeting adjourned at 5:22 p.m.

Respectfully submitted by Ann MacLeod