



Shenandoah Valley Chapter SHRM  
Board Meeting Minutes  
Wednesday, December 2, 2015  
Truck Enterprises, Inc.

In attendance: John Habel, Andy Breeding, Susan Grossman, Susan Crosby, Ashley O’Roarke, Patricia Craft, Rick Larsen, Tara Roe, Stephanie Reese, and Laura Leduc from JMU.

**I. Review/Approval of November Minutes**

Susan Crosby moved and Andy seconded to accept the minutes. Motion passed.

**II. Review/Approval of November Financials**

Rick reviewed draft of 2016 budget. Some items were asked to be reviewed for possible updates, such as estimated membership counts and name tags. Rick to make some minor changes and recirculate.

**III. SHAPE Initiatives**

As mentioned in October’s meeting, the SHAPE Year-end report is due 1/31/2016 and must follow a stringent format (250 words and set questions to answer). John has sent questions to select board members and once draft submissions are returned John will work with Tara and Jenn to shape up and send-off. A game plan was discussed on what to include: Our four sections will most likely include using the Legal Forum as our membership drive; Kathy’s legislative update will be used for Governmental Affairs; activity with Friendship Industries as Outreach; and our Workforce Readiness program will also be included.

**IV. 2016 Meetings**

Beginning in January 2016, we’ll meet at BRCC, but first meeting of year will be held in Richmond at leadership conference.

**V. Leadership Summit**

Tara attended and recapped highlights.

**VI. Succession Planning**

Board attendance for 12/8 meeting is highly encouraged – mandatory for elected board officers. Susan Grossman will swear in the 2016 board at the beginning of the meeting.

**VII. Updates from Chair Persons**

- a. **Certification** – reminder that HRCI conversion certifications are free and easy until end-of-year.
- b. **Sponsorship**- no report
- c. **Newsletter** – Rick is running with establishing a template. Once format is set, the newsletter should run smoothly. Considering quarterly issues as frequency. Typical first newsletter of year is board bios.



- d. **Programs** - Tara and Ashley determining speaker schedule for 2016, some ideas were suggested.
  - e. **Scholarship** – no report
  - f. **Workforce Readiness** – no report
  - g. **Student Chapter** – JMU to host Feb student meeting. Price will be \$20.00 for everyone. Working on parking but students won't be in class, so shouldn't be a problem. If Dean of Students (with HR background) cannot speak due to busy schedule, Lou Pugliese will be back-up speaker. Potential topics were presented - goal to get strategic credit and we need to apply ASAP. It's been a challenge to get strategic credit, but it is something members really want. Student Chapter asked Board for help with event they are hosting. Competition between JMU and BRCC students on Jan 29<sup>th</sup> and Feb 5<sup>th</sup>. On the 29<sup>th</sup> teams will be made and presentations will be delivered on the 5<sup>th</sup>. 2-4 Volunteer judges are requested on the 5<sup>th</sup>. The student chapter is requesting that the SVSHRM chapter provide food to the judges and students (12-16 people). We will make announcement at next chapter meeting to get judges and will vote on food. We can also include volunteer opportunity on website.
  - h. **Special Committee** – no report
- VIII. Leadership Breakfast P&L**
- Total loss of \$728 (estimated) which is not as bad as originally expected. Overall great event and feel good about it. Caterer was fantastic and should be considered again for future events.
- IX. Other Business**
- a. **Membership Renewals** – reminders went out already
  - b. **Name tags** – Rick to pass badge books to John, who will own going forward
  - c. **B.O.D Socials** – 12/18 Frontier Culture Museum
  - d. **Next Chapter Meeting** – 12/8
  - e. **Next Board Meeting** – during leadership planning session in Richmond

Meeting adjourned at 4:51 PM

Meeting minutes respectfully submitted by Stephanie Reese, in Carol Jackson's absence.