

Shenandoah Valley Chapter SHRM
Board Strategic Planning Meeting Minutes – Wyndham Crossings, Richmond, VA
Friday, January 11, 2013

In attendance: Carol Jackson, Lorna Saunders, Jason Saunders, Patricia Craft, Susan Crosby, Lou Pugliese, Susan Grossman, Andrew Ansourian, Shawn Printz

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

GENERAL BUSINESS:

Minutes were distributed prior to meeting. Shawn moved to accept minutes as presented; Susan C seconded the motion. All approved.

Financial Report:

- Mike provided an overview of the financial report sent via email prior to board meeting. Jason moved to accept financial report as presented; Shawn seconded motion. All approved. Discussion followed about the budget for 2013. Susan G stated that we need to get the IRS tax exempt filing for a cost of \$850.00, which is net income for the year divided by 4 years. Patricia C moved that we spend the money and apply for the filing. Shawn seconded and it was approved by all.

2013 Slate of Officers & Committee Chairs:

- 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:

- Angela Carter has resigned from the Board as Program Chair effective immediately. Vicki Ingram has agreed to help out in this area to get speakers for 2013.

NEW BUSINESS:

- **Rick and Frank met with BRCC to discuss pricing for 2013. It went well and they will report further at the next Board meeting**
- The members reviewed the Vision Statement and agreed that our Purpose is really our vision and mission statement.
- A motion was made by Patricia to review our bylaws to make sure they are still correct and applicable. Shawn seconded and the motion carried.
- It was decided by the Board that we will require a break even analysis for every event that we hold during the year.
- It was mentioned that Plecker will give their room ½ price or gratis if Blue Ridge sponsors an event. Susan C is going to look into that.
- A change was requested by Lorna for DCCU to add Susan G and Mike to signature list. Susan C moved and Jason seconded. All approved and the request was signed.
- Discussion was held about paying for the President to attend the State Conference and State Council meetings every year. The Board agreed as this is part of the budget under Board Officers Expenses.
- Lou suggested that we have a page of information with a set of metrics and balanced score card showing information about the Chapter to be shared at every Chapter meeting. The Board will be working on this.
- We discussed the 2013 SHAPE initiatives and did not decide whether to go for the Gold or Platinum. It will be discussed further at the next meeting.
- Patricia had advised at the last Board meeting that we are 12 members short for meeting our membership initiative. However, we learned that we did, indeed, have enough members to meet the initiative.

The meeting adjourned at 6 p.m.

Respectfully submitted by Carol Jackson

Finance Committee Goals attachment

- 1) Develop a protocol for membership meeting food orders and the provision of final counts to the caterer to ensure greatest efficiency.
- 2) Effectively track membership meeting revenues and expenses associated with the provision of food and provide guidance where necessary.
- 3) Establish a list of policies/procedures that should be implemented to ensure that SVSHRM is run professionally and is protected from liability.