

Shenandoah Valley Chapter SHRM  
Board Meeting Minutes – Truck Enterprises  
Wednesday, July 3, 2013

In attendance: Susan G, Rick L, Frank M, Shawn P, Kathy A, Chuck F, Susan C, John H, Mike D, Jeannine P

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

**GENERAL BUSINESS:**

- Minutes were distributed prior to the meeting. Minor correction to last month's minutes – Scott Wayne, not John Lane, is the confirmed speaker for the event at a cost of \$750.00. Shawn moved to accept minutes as presented; Susan seconded the motion. All approved.

**Financial Report:**

- Financials were reviewed.
- Member Meeting Analysis – Rick shared a template to analyze profit/loss for the monthly meetings. Rick will update the template to include the appropriate sales and meals tax %s.
- Shawn moved to accept financials and Frank seconded the motion. All Approved.

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

- Susan is waiting to hear back from Tara Roe regarding the Program Chair position.
- John will make a determination regarding which position he is interested in, Program co-chair or President-Elect, and confirm with Susan prior to our next meeting.
- Karen K will serve as a committee member to assist Jason with the newsletter

**Other Announcements/Needs:**

**NEW BUSINESS:**

- **Membership.** Membership is up by two new members. 43% of members are certified.
- **VA Legal Forum.** Brochures are ready; Kelly Service picked up the cost of printing – thank you, Frank!
- **At Large Campaign.** Flyers and letters are ready for distribution. Several sponsors are also lined up – thank you Frank!
- **Cost Benefit Analysis.** Rick reviewed changes made from the last meeting. The group provided additional suggestions regarding the benefits of being a SVSHRM member. Rick to revise, add quotes and resend to the group.
- **Bylaws.** Final review – Susan C to give Susan G some of her edits. It was agreed that the Treasurer position be 2 years. Any other positions could be unlimited terms.
- **Monthly Meetings.** Rick shared recent problems with Bridgewater Retirement Community's service with the group. After last month's meeting fiasco, he has addressed the service failures and asked the group to keep him updated on any issues going forward.
- **Meeting Certificate (HRCI Credit).** We will return to the old format and use a post-meeting survey to solicit feedback from attendees. Members will have to complete the survey to receive their HRCI credit certificate. Rick will update the paper receipts available at the meetings to reflect who to contact to be included in the post-meeting survey distribution list.
- **HRCI Credits.** Lisa is working on HRCI credit approval for upcoming meetings – September, November and December approvals are still in process.
- **Sponsorships.** July's meeting sponsor is BB&T.
- **Workforce Readiness.** Steve sent Susan an update regarding his involvement speaking at an upcoming Workforce Readiness seminar. We are still looking for a Workforce Readiness co-chair.
- **Diversity.** Jeannine to highlight a diversity/inclusion topic on a monthly basis.

- **Speaker Gifts.** Susan is looking for suggestions regarding gifts for returning speakers. Please brainstorm and send Susan your ideas via email.

The meeting adjourned at 5:00 p.m.

Respectfully submitted by Jeannine Peterson