

Shenandoah Valley Chapter SHRM  
Board Meeting Minutes – BRCC  
Wednesday, March 2, 2016

In attendance: Sarah Connor, Patricia Craft, Susan Crosby, John Habel, , Fonda Hamric, Jim Hungate, Barbara Kite, Rick Larson, Ashley O’Roark, Lou Pugliese, Stephanie Reese, and Tara Torkelson

The meeting was called to order by John (on behalf of Jim) at 4:03 p.m.

**General Business**

- Review/approval of February minutes
  - Item 4 under Financials should read: Budget revenue for meals for monthly meetings was increased to \$18 from \$17 last year to reflect the fact that some attendees pay the non-member rate of \$20
  - Under Foundation, ticket prices are 1 for \$3; 2 for \$5 and 5 for \$10
  - Rick moved and Patricia seconded the approval of the minutes, as changed.
- Review/approval of February financials:
  - The date has not consistently been changed from 2015 to 2016 in all the bottom left notes; Barbara will address and will delete any 2015 comments that were copied forward and are no longer relevant
  - Question was raised about the \$4200 amount in the Leadership Breakfast line; it was thought that this should be for the Leadercast, the next line down; Barbara will check on this, verify, and distribute the February financials to be approved electronically.
  - The January financials were not approved at the last meeting; Rick moved and Tara seconded the approval of the January financials.

**Financials**

- Review/approval of February financials:
  - The date has not consistently been changed from 2015 to 2016 in all the bottom left notes; Barbara will address and will delete any 2015 comments that were copied forward and are no longer relevant
  - Question was raised about the \$4200 amount in the Leadership Breakfast line; it was thought that this should be for the Leadercast, the next line down; Barbara will check on this, verify, and distribute the February financials to be approved electronically.
  - Need Board resolution to place Barbara and Jim on the bank account and remove John and Rick. John motioned and Patricia seconded the Board resolution.
  - The January financials were not approved at the last meeting; Rick moved and Tara seconded the approval of the January financials.

**Other Announcements/Needs:**

- Mock Interviews: April – mock interviews at BC; soliciting help
- Peter Veglahn scholarship now open

**New Business/Committee Updates**

- **Membership:** No report
- **Succession Planning:** Muriel has accepted the military liaison position. Please reach out to Jim and Tara if you have any nominations for President elect.
- **Programs:** Stephanie indicated she will send reminder for upcoming meeting – Tuesday, March 8<sup>th</sup>.
- **SHAPE:** No report
- **Certifications:** Ashley reported that March meeting was approved for general credit. Need more meetings with strategic credits.

- **Newsletter:** Rick provided a handout, outlined the components and solicited input. Discussion included:
  - Need to take pictures
  - Will be sent electronic and can mail
  - Sent every four (4) months: quarterly (March, June, September & December)
- **Special Events:** The following upcoming events were discussed.
  - Diversity Conference – March 16<sup>th</sup> – Rick stated this year’s event is less of a JMU and more of a community event. Stephanie will do a blast email and Ashley will add to the event page.
  - Leadercast – May 6<sup>th</sup>; posters distributed to board members to place in community; 20 attendees to date. Beta test – no membership meeting in May. Catering by Honey Baked Ham (100 attendees) 50% deposit due by April 6<sup>th</sup>.
  - Legal Forum – Susan to reach out to prospective speaker, Natalie Holder – cost \$4500 plus travel costs from DC.
  - Leadership Breakfast – Prospective speaker, Art Jackson – “Strategic Significance of Leadership” – Cost \$1000 plus travel from NOVA.
- **Social Media:**
  - Sarah has been working with Stephanie on a “calling” business card which will include all social media addresses.
  - Will also confirm if we already have a generic email. Susan has been checking emails and forwarding after assigning.
  - Discussion surrounding possible need for an answering service? To direct people back to website. No consensus reached that this was needed.
  - Lou recommended we attract more people to our site by holding a trivia contest and providing “trash & trinkets” as a reward.
- **Scholarships:** Chuck gave an update on current scholarships.
  - Emily Sterrett – one applicant applied for the certification program; open for HR Management Essentials
  - Peter Veghlan – currently open
  - Discussion surrounding better promotion of scholarships for the future.
- **Strategic Plan:** No report
- **Foundation:** Stephanie is receiving requests regarding a foundation liaison.
- **College Relations:**
  - February meeting very good; received a grant to cover the food so financials were strong. 70-80 in attendance.
  - Student competition was very successful – three (3) teams participated.
  - Bridgewater holds a weekly HR meeting. Chuck Flick will be speaking this Friday.
  - Lou invited everyone to his house for an Easter egg hunt after the college chapter’s visit to Dynamic Aviation. Will provide the date.
  - Mock interviews – early April – NEED Help!
  - Lou has a student in his chapter (graduating in May) who needs a job. Her major is Accounting but she would like to be in HR.
  - Succession planning underway for Lou’s upcoming departure. Steve Zimmerman is a past SHRM chapter president and may possibly be interested in the college liaison position. He is also interested in starting a chapter at Mary Baldwin College. Lou to contact him to **gauge** interest.
- **Workforce Readiness:** No report
- **Social:** Crosskeys on March 20<sup>th</sup> from 1-3PM.

The next board meeting will be held on Wednesday, April 6<sup>th</sup>.

The meeting adjourned at 5:13 p.m.

Respectfully submitted by Fonda Hamric