

BRCC | President's Conference Room | Armstrong Hall (C 100)

Attendees: Tara Roe, John Habel, Patricia Craft, Stephanie Reese, Andy Breeding, Rick Larson, Jenny Toth, Meghan Schaeffer, Angela Heavey, Rick Larson, Fonda Hamrick, Christina Dovel, Liz Hilton, Susan Crosby, Chuck Flick

Meeting called order at 4:01pm by Tara

I. Review/approval of August minutes

- a. Motion to accept – Patricia; 2nd – John; accepted

II. Review/approval of August financials

- a. Barbara Kite, treasure was unable to attend this meeting. Since Questions remain, including Leadercast P&L, State conference income, and Student Chapter meeting expense credit, Tara compiled a list of specific questions and will get those questions to Barbara to answer. Responses will be distributed to the Board and with the plan to approval financials for May, June, July, and August.

III. Ongoing Business

Pinnacle Award submission has been completed under a specific category as defined by the submission form. However, the submission form has different category listings than the submission website. Andy and Tonya are working to determine the most appropriate category to submit under. Part of the submission is to articulate why the category was chosen. Those that saw the completed submission form were impressed with the work.

V. New Business

- a. Christina asked for approval to pay mileage, 400 miles round trip, and an overnight hotel stay for a monthly chapter meeting speaker. Motion to approve request – Patricia; 2nd – John; accepted
- b. Patricia presented a bio for Janine Driver, who is a potential keynote speaker for our Leadership Breakfast. Exact topic to be determined.
 - a. After review of the bio, the Board voted to approve her as the keynote speaker, including her speaking fee, two (2) hotel rooms (one for her and her manager), plus round trip mileage from Dulles to the Hotel. Motion to Accept – Fonda; 2nd – Megan.
- c. Canva.Com membership proposal - Megan
 - a. Canva.com is a web-based graphic design software that Meghan uses and recommends the chapter purchase a membership. While there is a free version for non-profits, the paid version offers many features, including storage of logos and fonts. Month to month costs are \$12.95 per month or an annual subscription is \$119.40. Andy made a motion to purchase the \$119.40 annual subscription. Patricia – 2nd. Motion approved.
- d. Emily Sterrett scholarship for the Essentials of Human Resource Management
 - a. Since last Spring's recipient, Angie Pyles, was unable to register due to the late notification that she was selected, Chuck will reach out to her and see if she can participate in the Fall session.

- e. **Fall Board Social**
 - a. Two ideas were discussed, both occurring on 10/14/17: JMU Home Football game or Massanutten Fall Festival with a gathering at some point at Patricia's house. Board chose the Fall Festival. Rick offered to help Patricia with the event at her home.
- f. **Discussion of meetings done in the months with larger events**
 - a. John suggested next year's board decide if we would have a chapter meeting in months with a major event. The consensus was to skip chapter meetings in months with a major event.

VI. Succession Planning

- a. Open positions – President Elect, and Treasurer. Chuck has graciously accepted this role for 2018 😊
- b. Intent to stay – no changes

VII. Committee Updates: (see page 2)

VIII. Upcoming Events

- a. HR Off the Clock – October 19th – Bluestone Vineyards
 - i. Board sponsored events, so board members please be there to help: before, during, and after.
 - ii. International Festival – September 30 at Hillandale Park. We are a sponsor, and need someone to attend a Network area for sponsors and to be there with our table.

Adjourn – 4:58pm by Tara

Committee Updates:

- **Membership – Andy:** We are 2 members away from our 2013 record.
- **Newsletter – Rick:** Reviewed a listing of topics for next newsletter and also asked for other ideas, including names for the member spotlight section. He also asked for any candid pictures of SVSHRM members or events.
- **Student Chapter – Angela** reported a meeting with the student chapter leadership this evening. She also stated that the students chapter would like to have local business leaders as speakers. If you are interested, please let Angela know.
- **Social Media - Meghan** would like to have local content for posts and asked the Board to please pay along posts to her.