

**SVSHRM BOARD MEETING
MINUTES**

October 4, 2017

BRCC - Armstrong Hall – President’s Conference Room – C100



John Habel, Patricia Craft, Stephanie Reese, Barbara Kite, Chuck Flick, Susan Crosby, Tonya Ferguson. Angela Heavey

Called to order by John at 4:01pm

I. Review/approval of September minutes

- a. Move to approve – Patricia; 2nd – Susan

II. Review/approval of financials

- a. Questions:

- i. May 2017 – Marketing expense of \$302.27 (Staples \$45.27; GARCP membership - \$257); Student chapter \$460 – normal payment to chapter; Motion to accept – Fonda; 2nd – Patricia
- ii. June 2017 – Leadercast credit of \$2317.71 – credit for overpayment of caterer invoice; they credited and returned check; then had to repay the invoice. Should have been \$1870.34. \$147.25 on Chapter Meeting Expense line was for Patricia for Foundation Conference needs to be reallocated to Foundation budget item.

Adjustments:

- 1. Chapter Meeting Expenses of \$1870.34 should be under Leadercast.
- 2. Miscellaneous - \$300 – deposit for Bluestone
- 3. June approved by meeting Chapter Meeting expense to Leadercast expense; Foundation expense moved to State Council (\$147.25)
- 4. Add expense line item to reflect State Council expenses.
- iii. July 2017 – Chapter Expenses - \$1308.65 - a couple of months of no invoices received for chapter meetings (Bridgewater Home Dining)
 - 1. Motion to accept – Tonya; 2nd – Chuck
- iv. 2016 Auditor Fee – verified that it will be to look at 2016 data and not 2017 data. 2016 financials have not yet been audited
- v. August 2017 – Marketing - \$26.99 – Cracker Barrel – board committee lunch; Miscellaneous - \$104.44 – Bluestone event – Motion – Fonda; 2nd – Susan
- vi. September 2017 – Chapter Meeting Expense - \$1030.52 – 2 mos of chapter meeting fees that included June 2017 chapter meeting; VALF - \$2606.59 - \$50 to Martin’s; \$2472 to caterer; \$84.23 to Staples; need to move postage to VALF from Misc line; \$49 will be

credited; there was \$49 paid twice because of the way the reimbursement submission occurred. Community Sponsorship \$250 was for the International Festival. Lou requested that a donation be made in his name to the Foundation; that will be placed in the Donation (to SHRM Found.) line. Motion – Susan; 2nd - Fonda

III. Ongoing Business

- a. Pinnacle Award – update – submission was completed
- b. HR Off the Clock 10/19
 - i. Invitations went out to at-large list. Board members need to attend. Focus is membership drive.

V. New Business

- a. SHRM Foundation Contribution by 10/31. Last year, we voted to make a donation of \$2k every year. Just a reminder that we need to send a check out. Patricia will reach out to Tara and Barbara for follow-up
- b. 2018 Leadership Breakfast – Jeanine Driver’s personal contract has been received. Requiring us to initial and agree to speaker conditions. Patricia isn’t comfortable doing that on behalf of the board.
 - i. Hotel rooms have been reserved
 - ii. Breakfast will be at BRCC
- c. Membership fees – do they need to increase for 2018?
 - i. Motion to keep at current rate – Patricia; 2nd – John
- d. Patricia has a gift certificate for Planet Fitness; suggested that it be used as a door prize at HR Off The Clock

VI. Succession Planning

- a. PRESIDENT-ELECT 2018 – Stephanie Reese has accepted
- b. Intent to stay

VII. Committee Updates: (see page 2)

- a. College Update – Angela
 - i. JMU/Bridgewater Case Competition planning underway. Preparing for presentation.
 - ii. Hosted guest speakers from Target at JMU; discussed recruiting and the future of retail
 - iii. 10/11 – Resume review session
 - iv. New chapter advisor at Bridgewater is engaged with Angela
- b. Membership Update – Andy

Chapter Name: Shenandoah Valley SHRM

Chapter Number: 0126

Total Membership Count: 227

Professional Members: 137

Associate, General, Student & Retired: 90

National SHRM Members: 152 or 67%

Local Only SVSHRM Members: 75 or 33%

Certified (SHRM/HRCI) Chapter Members: 104 or 46%

(23 PHR, 1 PHR/SPHR, 23 PHR/SHRM-CP, 14 SHRM-CP, 5 SHRM-SCP, 2 SPHR/SHRM-CP, 19 SPHR/SHRM-SCP, 17 SPHR)

Total membership in comparison to previous years:

- September 2016 – 197 EOY 2016 – 214
- September 2015 – 200 EOY 2015 – 211
- September 2014 – 212 EOY 2104 – 225

- c. Charlottesville Annual SHRM Conference Update – Stephanie
 - i. We give out copies of the slides; they did not do that.
 - ii. We have a slide show marketing upcoming events; they don't do that.
 - iii. They have lots of door prizes
 - iv. Also gave out Charlottesville SHRM logo merchandise
 - v. They leveraged the long hallway to the restroom to house the vendors. You had a sheet to have initialed by each vendor. Then if you won the drawing, the prize was the cost of the state SHRM conference.
 - vi. Excellence Award based on submissions from area companies.
 - vii. Sonia Aranza spoke on the Power of Personal Leadership; very engaging speaker
 - 1. Patricia shared that we could start looking at her for 2019 Leadership Breakfast. She's reached out to Patricia and Fonda previously.
- d. 2018 Programs update – Christina
- e. Newsletter - Rick Larson
 - i. Complete by end of next week. Will send out for review.
 - ii. In need of pics. Please send available pics directly to him.

VIII. Upcoming Events

- a. October Chapter meeting – 10/10 – Where are we headed? Population, Employment & Development Trends in the Valley
- b. Next BOD social – 10/14 Massanutten Fall Festival Patricia/Rick
 - i. After Fall Fest get together; will be at Patricia's house; encourage guest
 - ii. 207 Bobcat Lane Massanutten 5pm-8pm
 - iii. Providing chilling. Bring folding chair and your own alcohol.
 - iv. If you get misplaced – call Patricia at 540-746-1125
 - v. Please RSVP by 10/13.
- c. Leadership Breakfast – Patricia expressed concern about the status; scheduled for Tuesday, 11/7. Lisa Botkin is working on travel; Susan Grossman need help for the day of the event.

IX. Adjourn at 4:58pm