

**SVSHRM BOARD MEETING
MINUTES**

November 1, 2017

4:00 – 5:00 pm

BRCC | Plecker Center | P124

call in – 540-453-2240



Present: Patricia Craft, Rick Larson, Tara Roe, Meghan Schaeffer, Angela Heavey, John Habel, Susan Crosby, Fonda Hamric, Chuck Flick; Kara Westerbeeck

- I. **Welcome:** 4:02 called to order by Tara
- II. **Review/approval of October minutes:** John moved to approve, Meghan seconded
- III. **Financials** – not available until later in the month, because this is the first of the month and figures not yet available

- IV. **Old/ongoing Business**
 - a. HR off the Clock update/recap - *Tara* -successful, about 30 people, everyone enjoyed themselves; got no at-large members but reconnected with some existing members who we hadn't seen in a while. Raised \$310 for the Foundation (one head shot at half price because she couldn't go outside)
 - b. Updates from State Council Meeting – *Tara/Patricia* – held in Roanoke: need to update CLIF; Tara will work with Fonda to get her oriented to it for next year;
~~Tara and~~ Patricia unexpectedly gave a presentation on 'our aging workforce' and it's been distributed across the state. Could also be used at a future chapter meeting and as a workforce piece.
Looking at the list of Foundation donors available at the meeting: once we make our \$2000 contribution, we'll be the top donor chapter in the state. The check should have been cut 3-4 weeks ago and if it's not dated 10/31, we lose our Chapter Champion status.
Recognized SVSHRM for the rise in membership number this year; involvement with the student chapter and the fact that we provide free memberships to thee.
 - c. Financials: Haven't contracted for an audit for 2016 and will soon need 2017 done. Haven't approved June financials yet this year. Debbie Galway, who works with Susan Grossman, usually does it, does a good job at a reasonable rate. If she's not available, Patricia will check with their CFO. Tara will check with Susan G.

- VI. **New Business**
 - a. Slate of Officers for 2018 - slate of officers will be sent out soon for electronic voting
 - b. Best Practices Award deadline – 11/20/17; if you can think of items to include, send to Tara. We did not submit last year. John suggested that if we can determine why our numbers are larger than ever, that could be a 'best practice'. Reasons include having good programs and having them scheduled in advance. Perhaps we have a lot of members bring guests at most meetings. VALF included membership for some. Best Practice might be more macro—that we have many components in place, that consistency is probably attractive. If the population is growing in the area, and the HR population along with that, then they are probably referring new members. Perhaps, when a person joins or renews, ask them why, what attracted you, why are you staying? Consensus was that the chapter should apply for every award SHRM makes available. Meghan did apply for the Learning System Promotion Champion for 2017

- c. Please see the updates under Special Events – email suggestions to Meghan schaefms@jmu.edu - *Meghan*; Some ideas: something in place of the Leadercast; repeat the HR Off the Clock (maybe with a speaker); already have the speaker for Leadership Breakfast for next year secured, Patricia got check yesterday and will send off the packet.
Discussed 2017 Leadership Breakfast numbers, title, and need for enrollees. Emails to past attendees probably went only to the first person on the list from a company (if a member registered more than one person). Should send an email to all chapter members asking them to forward it to their leadership. Meghan will contact Stephanie
- d. Request from RH SPCA - *Tara* - email forwarded from Workforce Center asking for help setting up a survey to determine if they need more staffing and how that would fit with current staffing. Will recommend Tonya to them.
- e. Tara received notification that we did not receive the Pinnacle Award this year.

VII. Succession Planning: Meghan is moving from Social Media to Special Events, leaving that committee chair open

VII. **Committee Updates:** (*see page 2*): all of 2018 meetings are set up, great job Christinal!; membership up; next Newsletter deadline 11/15

VIII. Upcoming Events

- a. Leadership Breakfast
 - i. 11/14 “Leading Transformation: Perspective, Perception, Positioning and Performance; deadline 11/6
- b. Volunteer Leader Summit
 - i. Fonda and Stephanie are attending – Washington DC
- c. December BOD meeting
 - i. 12/6
- d. December Chapter meeting
 - i. 12/12 “Influencing: The Key to Effective Business Partnerships” (*can we add more description to the website – speaker, menu, etc...*)
- e. Lanterns Tour Board Social
 - i. 12/15 @ 6:30 (\$15/adults; \$8/child)
- f. Volunteer Leadership Conference
 - i. Richmond Omni – 1/11 – 1/13
 - ii. 5 board members can attend for free
 - iii. **Email Tara to let her know you want to go**
- g. State Conference
 - i. 4-22 – 4/25 - Homestead, early bird deadline is soon, coming up on

IX. Call for any other Items –

- a. we need to get other signatories on the credit card; Susan Grossman is the only one on there now so a group of us needs to go to the bank to get that changed;
- b. also, Rick is the only person getting notices when the PO Box has mail in it so that has to get changed but, again, both parties, Rick, Barbara, and Chuck have to go together. It is a wonderful service.
- c. Time to send out renewal notices for 2018: Fonda moved and Chuck seconded to keep dues the same. Passed unanimously.
- d. Need an updated distribution list for the Board and the website needs to be updated. Go ahead and make changes for 2018. Susan will see to the website corrections.

- e. Can we Skype (or something similar) in to meetings if not able to attend in person?
Susan will check with BRCC IT.

X. Adjourn at 4:44 p.m.

Certification

- Resubmitted November program with changes
- Submitted December program

Membership

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:

October 2016 – 204	EOY 2016 – 214
October 2015 – 204	EOY 2015 – 211
October 2014 – 217	EOY 2104 – 225

We did have one new member register in October 2017, but is currently still showing as suspended, pending dues payment.

Programs

2018 Save the Date (attached)

Special Events

VALF - 2018

- need recommendations for speakers

Leadercast – 2018

- suggestions needed to replace this event
 - Spring HR off the Clock?

Leadership Breakfast - 2017

- Changed description to hopefully increase attendance
- Lodging/transportation for speaker has been secured
- Catering is good to go