

**SVSHRM BOARD MEETING  
MINUTES**

January 12, 2018  
5:30 – 6:30 pm

Leadership Conference, Richmond



- I. **Welcome:** Called to order 5:30 by Fonda. In attendance: Angela Heavey, Stephanie Reese, Roslyn Vargas, Megan Schaeffer, Tara Roe (via computer), Jennifer Toth, Susan Crosby (taking minutes), Patricia Craft, and guest Susan Grossman.
  
- II. **Review/approval of December minutes:** Changes: still says “Agenda” at the top; clarification: IV.a.i: the scholarship as awarded but the person wasn’t able to take the course spring or fall. Stephanie moved to accept with changes, Angela seconded.
  
- III. **Review/ approval of December financials:** questions:
  - was income from December for Leadership Breakfast from people who attended and paid late;
  - what was included in the meeting income for December as it seemed high; is some of the ‘pay in advance’ \$190 fee being pro-rated and included there?;
  - thought the \$140.13 miscellaneous is Canva;
  - B&O/Liability insurance was paid in Jan 17 for 2016, Dec 2017 went to the wrong provider and will be sent again Jan 18. Is that correct?
  - The annual audit has been performed; Fonda has received a report which will be reviewed by the Board at a future meeting. Chuck will probably request another early in 2018. Suggested a change to the expense line from “2016 Auditor Fee” to “Annual Auditor Fee”.
  - Approval will wait until Fonda can follow up with Chuck.
  
- IV. **Old/ongoing Business**
  - a. SHAPE contribution from board: SHAPE is due 1/31; Tara sent last year’s and Fonda will update for this year’s submission. Already submitted CLIF. Need to be careful that the CLIF is kept updated;
  - b. Excel submission: due March 15; Fonda will email out last year’s and we’ll divide up the writing;
  - c. Confirmed that the Chapter pays for the President and the President-Elect to attend the State Conference, providing opportunity for the President-Elect to become acquainted with State Council before taking on the duties of President.
  
- VI. **New Business**
  - a. Strategic planning: Fonda would like to have a half-day strategic planning session; has a colleague who can facilitate. Will send a Doodle poll, probably for a Friday late afternoon/evening; Meanwhile, be thinking about a community project, something we can take on as a chapter, and 2-3 specific areas on which we should work this next year;
  - b. Board meetings: Wednesdays at 4:30, at BRCC, and Susan C will set up the video monitor for those who call in;
  - c. Roslyn Vargas may need to be added to the mailing list; Fonda will bring a contact list to the next meeting to update; Stephanie suggested creating a listserve that could be edited, rather than each of us having our own mailing list;
  - d. We should have a link to state and national SHRM scholarships on our web page; the state has 2 \$500 scholarships;
  - e. Fonda received the check (\$3060) for our portion of last year’s conference receipts.

## VII. Succession Planning

- a. Military liaison – Barbara Kite has asked about serving in this capacity; there is a state coordinator, Colleen McLaughlin
- b. Scholarships – Marcy Engle will take on this chair as Chuck has moved to Treasurer
- c. Can we combine social media, web page, newsletter, eblasts under a Communications chair (with each responsibility still having its volunteer)? Angela and Roslyn will reach out to their students to volunteer to put together what we want that person to do, create and SOP. Meanwhile, we will look for someone to fill that role.
- d. Review who's attended chapter meetings but isn't involved as a volunteer for recruits; Membership Committee also needs members

## VII. Committee Updates: *(also see reports at end)*

### a. Special Events:

- i. Meghan has been searching for a day-long event to replace Leadercast and to hold in the spring. Failing that, she began thinking of hosting our own and got some ideas from other chapters:

South West VA partnered with their local VEC for a job fair/resume/interview day, called "Opportunity Knocks"

South Side VA delivered an Administration Professionals Day similar to our Leadership Breakfast (great keynote speaker) but for administrative professionals. JMU and BRCC both sponsor such a thing so we'd have to check on the scope of them, perhaps supplement one of them. Often, these are the people who are "doing" HR while not knowing it. Perhaps "How to Exercise Authority" and /or an HR Panel.

Socials such as a paint party or plant party

This generated some discussion about the purpose of Leadercast—to provide a service to our membership. Generally, liked the idea of administrative day, perhaps check on Dory (from last year's VA HR Leadership Conference as speaker.

- ii. Time to think about speakers for this year's Legal Forum:

Need a keynote (maybe someone 'really big?'); Victor Cardwell of Woods Rogers, led a panel the year before was good; there's a Culpeper attorney who is very good with harassment issues; Michael Latsko is a JD

- b. **Workforce Readiness:** The workforce readiness/outreach partnership with Friendship Industries was discussed; it was proposed we conduct quarterly trainings targeted to employee development needs; we are waiting for their representatives to follow-up.

## VIII. Upcoming Events

- a. State Conference
  - i. 4-22 – 4/25 - Homestead

IX. **Call for any other Items:** Susan Grossman swore Fonda in as President for 2018.

X. **Adjourned at 6:40 p.m.**

### **Certification**

- Chapter approved to be an Approved Provider
- December meeting approved for HRCI/SHRM credit

### **Special Events**

- Need suggestions for event to replace Leadercast in the spring

### **Membership**

Chapter Name: Shenandoah Valley SHRM

Chapter Number: 0126

Total Membership Count: 235

Professional Members: 139

Associate, General, Student & Retired: 96

National SHRM Members: 151 or 65%

Local Only SVSHRM Members: 84 or 35%

Certified (SHRM/HRCI) Chapter Members: 104 or 44%  
(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:

EOY 2017 – 235

EOY 2016 – 214

EOY 2015 – 211

EOY 2104 – 225