

**SVSHRM BOARD MEETING
MINUTES**

April 4, 2018
3:45-4:45 p.m.



BRCC/Google Hangout: meet.google.com/ayh-accj-dav

- I. **Welcome:** Called to order 3:45 by Fonda. In attendance: Fonda Hamrick, Patricia Craft, Jenny Toth, John Habel, Stephanie Reese, Tara Roe, Chuck Flick, Roslyn Vargas, Angela Heavey, Susan Crosby (taking minutes).
- II. **Review/approval of March** March minutes: Chuck moved and John seconded move to approve
- III. **March financials:**
 - a. VA Legal Forum income is from last year, a check from SHD that was recorded in our book but never deposited/cleared so Lisa Botkin reissued the check and it was deposited this month.
 - b. The Miscellaneous credit of \$754: late December, we were to pay BOD insurance but the check was sent to BC SHRM; we asked the credit union to reverse the payment but meanwhile BC SHRM returned the check to Chuck. So, he's credited it against the future when they will debit it back from our account.
 - c. Until the names are corrected on the DCCU account, Chuck is not able to add new payees to the online account so the charity donations for this year have not been processed. He and Fonda plan to do that after next week's Chapter meeting.
 - d. Clarification for taxes: The gross receipts for a calendar year must exceed \$50,000 before the tax return gets more complicated and we'll need an accountant. Until that time, we will file using the standard 'postcard' method.
 - e. Approval moved by Patricia, seconded by Jenny.
- IV. **Old/ongoing Business**
 - a. badges: can be printed from the web; Jenny suggested folks with business name tags where them, for networking. The current system is 7 years old; the frame itself is permanent and there's a piece of acetate that you print the names on; since some members have not renewed, perhaps we have a number we can reuse;
 - b. Future meeting space: chart on the Agenda; add CommonGround with the caterer right next door to the list which John will check on; perhaps find two places and rotate; have had caterers express interest. Might give the opportunity to switch locations and get folks from different areas attending more.
- V. **New Business**
 - a. Ask an expert, Stephanie: will be publishing, in a monthly eblast, that we'll have a monthly phone call where an 'expert' will be available to answer questions, or similar to the state best practices call. Concerns about liability, would need clarification that these are guidelines, we are not speaking as lawyers. "In my experience", this is what I've seen and done. People might be more comfortable on phone, not necessarily on video. At first, limit the resources put towards this. Fonda will help her, suggested Fridays. Stephanie will arrange.

- b. Concerns from last meeting: the room nor the food was ready in time so Chuck will speak with them; the menu posted in the Event page has not been what's been served the past 2-3 months. What did you think of the presentation? Fonda was disappointed; Patricia heard comments of: always runs long, there was no PowerPoint, documents we got were things I could have found on the web. Perhaps the speaker is too familiar, both ways; some of the newer members who aren't used to her style and who probably need more in-depth information. Some of it may have been 'perfect storm', parking mess room wasn't ready, etc. Perhaps give her a topic for next time OR tell people to submit questions when they register and let her know ahead of time, and
- c. Make them complete an evaluation—discussion of how to do that? Tie the certification points to completion of the evaluation? Have them there? Susan will check to see if she has an old version of the form.

VI. Succession Planning

- a. Still have social media open, need feedback on Sonja and Meghan, if they got to meet; Wes Dove was interested in helping with social media; Stephanie suggested having the two work together. Has Sonja joined SVSHRM yet?

VII. Upcoming events:

- a. April 10, student chapter meeting: deadline extended to tomorrow, Stephanie sent an eblast and included information about parking; up 10 from 18 to 28 already; will the name tags be brought on Tuesday or should we provide them? Chuck will bring them;
- b. April 18" Administrative Professionals Conference: 21 registered; deadline is 4/13; the GM at Bridgewater asked Chuck about menu, he'll get with Meghan to see if she had chosen a menu;
- c. Apr 22: State Conference: for our basket for the silent auction, Patricia suggested a gardening kit from Amazon that she'll order and be reimbursed for; Angela has a student who will be attending the state conference (she won attendance from another chapter); is interested in carpooling with someone; please keep in mind; Patricia volunteered to bring her back on Wednesday; Fonda and Stephanie will try and connect with her for a ride down.

VIII. Committee Updates are on the back of the Agenda

IX. Future Board meeting time—please get preferences to Fonda

X. Call for Additional items

- a. From the strategic planning event, Fonda had included a listing of ideas with the Agenda and would like each Board member to rank three in each category and we'll narrow it down to 1-3 items to actually concentrate on. Will try and do this electronically.

Adjourned 4:53