

Shenandoah Valley Chapter SHRM
Board Meeting Minutes – Williamsburg Lodge
Friday, January 9, 2015

In attendance: John H, Susan G, Rick L, Andy B, Patricia C, Susan C, Tara R
The meeting was called to order at 5:45 p.m.

GENERAL BUSINESS:

- Minutes were distributed prior to the meeting. November minutes were reviewed and approved. Patricia moved to approve minutes and Andy seconded. Minutes were approved.
- Susan G moved to accept December minutes, Susan C seconded, and minutes were approved with the attached changes.

Financial Report:

- December financials were reviewed. Several questions/suggestions were raised, including the following:
 - How did we arrive at the figure of \$2,450 for the Emily Sterrett Scholarship? *Note: I believe this was the cost for one EHRM student and one Learning System student. In 2015 we are only responsible for book fees. I can get this figure from Kathleen Wilson-Gibson. sg*
 - It was suggested we remove the line item for the State Conference Income as it fluctuates from year-to-year. *Note: we received the money from the 2014 conference while at the state leadership conference. sg*
 - The SHRM Certification Course should be changed to HRCI. A lot of research needs to be completed before deciding if the board would like to offer the course this year.
 - We should add a line item for SHRM Certification Bonus (each affiliated chapter will receive \$20 for each member that receives SHRM certification).
 - Under Student Chapter expenses, Rick will discuss the figures from 2014 and going into 2015.

It was moved by Patricia and seconded by Andy to accept the financials. Financials approved.

- Rick reported that there were a lot of unanticipated expenses in 2014 which contributed to the budget shortfall. Several other line items, including sponsorships and an extra fee to the IRS for our non-profit status were noted. However, the chapter did better than the budgeted goals in several areas. The group briefly went over the 2014 budget and Rick will produce a variance report to present at the February Board meeting so we can discuss and finalize the 2015 budget.
- Rick also raised the question of how much our chapter should have “in the bank.” He attended a session at the State Leadership Conference that suggested each chapter have at least 6 months’ worth of operating expenses on hand. The board should decide this and move toward that figure.
- Rick and the Finance Committee have drafted four policies, based on our non-profit status. They include:
 - Record Retention
 - Travel Expenses
 - Whistleblower
 - Conflict of Interest

Rick will send to the board for review and feedback for approval at February’s Board Meeting. SVSHRM is the only chapter that is proposing these policies.

Other Discussion Items

- **Survey**
We continue to receive the same responses for speakers/topics.
John will briefly share the survey results and if time permits, will put a brief description on the tables at Tuesday’s Chapter meeting.

The meeting adjourned at 6:45 p.m.

Respectfully submitted by Susan Grossman, Past-President