



SARASOTA-MANATEE HUMAN RESOURCES ASSOCIATION
Board of Directors Meeting at Webster University – November 3, 2008

~ **Meeting Minutes** ~

Call to Order and Welcome	The board meeting was called to order at 6:01 pm by Verna Blaine. Board members present were: Verna Blaine, Judy Brewer, Lynne Tuccy, Sue Gutek, Patti Hartsell, Enid Jack, Wendy Larson, Stephanie Pishkula, Jean Raskin, and Heather Vogel. In Ms. Webster's absence Ms. Raskin and Wendy Larson (when Ms. Raskin leaves) will take the minutes.
Consent Agenda	Consent agenda was sent out via e-mailed to Board members for vote since a quorum was present. Ms. Larson recommended that our venue for the December 12, breakfast meeting be changed to the Lakewood Ranch Holiday Inn. The price has increased to \$15.99 per person, but she states everyone seemed interested in having another meeting there. Ms. Larson also proposed that we approve \$100, \$50, and \$25 gift cards for the HR Jeopardy winners. Approval received via e-mail consent vote. The October Treasurer's report was approved. The October minutes were not approved and will be sent to Ms. Webster with revisions.

Old Business and Board Updates

Marketing	<p>(Stephanie Pishkula) – Ms. Pishkula reported a solicitation has gone to some members from Joe Lo Castro from Firkins Nissan. The concern is he may be related to Jill Lo Castro and the board agreed that Ms. Lo Castro has gone "over the line" if she is now giving names to a relative. Ms. Pishkula will contact Ms. Lo Castro to discuss SHRA's concerns. Ms. Pishkula reported that Marketing brought in \$12,650 for 2008, and the board members gave great kudos to Ms. Pishkula for the outstanding work she has done in her time on the Board.</p> <p>Ms. Pishkula suggests a survey for 2009 to include a follow up to Alan Silva's request to ask about what members would like to see from their sponsors. Ms. Vogel added that we haven't had a survey for a couple of years and this would be an ideal opportunity to include other topics such as: speakers, venue, and time for the meeting. Ms. Pishkula gave an update on the Leadership Conference: we have 9 sponsors. For Network Night: 35 were booked as of this morning (11/3) and they have 24 gifts. Ms. Pishkula will be working with Ms. Doran to transition Marketing. Ms. Pishkula reported that our December Sponsor had cancelled and she made a motion that SHRA sponsor the December meeting. Ms. Pishkula suggested that SHRA could sponsor as a "thank you" to the members. Since the meeting will be held at Lakewood Ranch, the maximum # of attendee's will be 70. After much discussion, which included Ms. Vogel's suggestion that our December meeting could be viewed as a "Celebration Month", a motion was made to have the December meeting sponsored by SHRA, Ms. Jack seconded the motion, and the motion carried.</p> <p>Ms. Pishkula then discussed a request for "Step Up for Students" which is a non-profit organization that offers scholarships at private schools for K-12 for low income families. There is a \$30.00 application fee and there are funds available that are going unused. A motion was made to have a 5-minute PSA at a future SHRA meeting and to add to our "Events Calendar", seconded by Ms. Hartsell, the motion carried.</p>
Communications	<p>(Lynne Tuccy) – Ms. Tuccy reported there were 31 votes so far for the revised by-laws. She will send another reminder and will inform the BOD when we have a majority vote. Ms. Tuccy went over an e-mail sent from Lisa Krouse which asked for space in the next newsletter to inform members of the "Blended Workforce Committee of the Suncoast Workforce Board". The website was also given and a motion was made to include in the December newsletter. Ms. Vogel seconded and the motion carried.</p>
Programs	<p>(Jean Raskin) -- Ms. Raskin reported the following: We rec'd 50/57 responses from the last meeting. Ms. Raskin will be tracking how many surveys are filled out vs. how many attended the meeting (thank you for the #'s Patti).</p> <p>Donald Rodgers was our first speaker to stay overnight at the hotel and Ms. Raskin asked for an honest evaluation. He said it was "okay, not great and they didn't know I was coming even though I gave them the confirmation # and said SHRA booked me. I wouldn't stay here on my own but for one night it was just okay". Ms. Raskin added that she "may have one or 2 speakers who will need to stay overnight next year and the SRQ hotel is convenient for obvious reasons; however, I know we talked about another location for alternating our meetings so we may have another venue for a hotel option". Ms. Raskin will follow up and report to the BOD at a future meeting regarding hotel stays for speakers.</p> <p>The outline and bio for our January meeting have been sent for 2 CEU's, Wendy Smith's information was rec'd last week and Heather sent it to HRCI (thank you!!) and we don't doubt we will get approval so we are off to a good start!! I rec'd the bio for Tony Conboy, our speaker for Feb and his outline has been requested so we can get those submitted and get a good jump on the CEU's.</p> <p>Ms. Tuccy will be copied when sending the bio and outline for CEU approval so she can have the information available when needed for the newsletter.</p>



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<p>Membership</p>	<p>(Lupe Cardenas-Plancarte) – Ms. Cardenas-Plancarte e-mailed the following new members:</p> <p align="center">SHRA NEW MEMBER APPLICATIONS <u>11/03/08</u></p> <p>1) <u>Paula L. Ridgewell</u> 10/20/08 Pmt Rec'd Administrator Retired from SSA 8006 Oak Dr Palmetto, FL 34221 941-729-1985 plrismotivated@yahoo.com SHRM Member- No Certification</p> <ul style="list-style-type: none"> • Social Security Assistant Manager, Bradenton, FL, Employed 10/76-4/08 EEO, LMR, Appraisal Systems, Progressive Discipline, Hiring, Payroll/Leave, Benefits, Interviewing, HIPAA, ADA, FMLA, Worker's Comp, Sexual Harassment, Violence in the Workplace, HIPAA, Conflict Resolution, Statistical Analysis, Purchasing, LAN Administration, Hardware and Software Troubleshooting, Coaching, Team Building, Consensus Building, Operations, Customer Service, Claims Representative, Service Representative • Board of Directors, Camp Palabra 9/03-present • Secretary, Camp Palabra 9/03-12/06 Accomplished executive leader with a strong portfolio of successful establishment and growth of diverse non profit organizations for the maximum maturation of individuals and groups. Credited for the expediency of obtaining record breaking IRS approval time for one of the non profit organizations. <p>Referral: Joan who volunteered at the job fair [REDACTED] Volunteer: Membership</p> <p>2) <u>Jack Wolf, PhD, CPT</u> 10/30/08 Pmt Rec'd Consultant Lifelong learning Partners 4115 Pinar Dr. Bradenton, FL 34210 941-447-0900 jackwolf@ij.net Not SHRM Member- No Certification</p> <ul style="list-style-type: none"> • Independent consultant for over 32 years. Have worked with for-profit and not for-profits from HBO, FedEx, Starbucks to Goodwill, Sarasota Players Theater and the Community Foundation of Sarasota. • Have consulted in the start-up of 6 Corporate Universities. Have trained trainers for Bob Pike for 4 years. Was a trainer for Jack Canfield for 3 years. • Currently consult with local businesses on the increased capacity to lead in lean times for middle management teams while increasing performance. <p>Referral: Patrice Say, Wendy Larson Volunteer: Certification & Continuing Education, Programs, Seminars & Special Events November Total New Members: 2 At Large-bulk mailing: 4 (Jun=2, July=1, Aug=1)</p> <p>Motion was made by Ms. Jack in Ms. Cardenas-Plancarte's absence and seconded by Ms. Gutek that the BOD approves the new members and the motion carried.</p>
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<p>President-Elect</p>	<p>(Wendy Larson) – Ms. Larson discussed the agenda fro Network Night, which includes more time for networking: <u>2008 Network Nite Agenda</u></p> <p>5:30-6:15 Registration and Networking</p> <ul style="list-style-type: none"> ♦ Check person off list/take money/give receipt ♦ Give drink ticket ♦ Give name tag ♦ Put business card in basket for prize drawings <p>6:15-6:30 Welcome and Introductions</p> <ul style="list-style-type: none"> ♦ Welcome by President Verna Blaine ♦ Spotlight Sponsor announcement ♦ Introduction of HR Jeopardy Facilitator, Lisa Ward, & Judge, Wendy Smith.
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	<p>6:30-6:45 Network Ice Breaker</p> <ul style="list-style-type: none"> ◆ Lisa Ward and Wendy Larson will facilitate an Icebreaker Activity. <p>6:45-7:45 HR Jeopardy</p> <ul style="list-style-type: none"> ◆ Lisa and Wendy S. to provide Game instructions. ◆ PowerPoint Presentation of "HR Jeopardy". ◆ Determination of Winners and Award of Prizes. <p>Game Instructions:</p> <p>***** 15 Minute Food and Drink Refresh/Break *****</p> <p>7:45-8:00 Prize Drawings</p> <ul style="list-style-type: none"> ◆ Business card raffle drawings – prizes donated by SHRA and other companies. ◆ Winners need to be present to win prize! <p>8:00 Networking and Adjourn</p> <p>Ms. Larson also discussed the menu for the BOD transition dinner scheduled for Tuesday, 12/2 @ Treviso's. During the discussion, Ms. Larson asked for a suggested amount of wine to be ordered, the # of bottles will be 3 red and 3 white. Ms. Brewer opposes wine being offered with the transition dinner.</p>																																				
Vice=President	<p>(Sue Gutek) –Ms. Gutek reports that the study group is going well; they are looking for a volunteer for the wrap up meeting. Chris McKenna had been contacted and she was not available. A discussion began regarding the purchase of the 2009 SHRM Learning System Instruction book and the possibility of purchasing 3 sets of modules. The cost would be about \$2000-\$2500 and the discussion was tabled until 2009, Ms. Gutek will look to see if SHRA would be eligible for any further discounts.</p> <p>Ms. Gutek discussed the response to the HR Professional and Volunteer of the Year. 3 applications have been submitted for HR Professional: Lisa Ward, Lisa Krouse and Deborah Kostroun. Ms. Raskin opposes Lisa Krouse as a candidate due to the response from the January meeting when Jennifer LaHurd and Heather Vogel won both awards. Ms. Raskin reminded the BOD of the negative comments made stating the BOD is a volunteer board. Ms. Pishkula added the "perception" was that the BOD was rewarded for their positions. Ms. Raskin added that while Ms. Krouse is an excellent candidate, she will be sworn in as a BOD member at the December meeting and there could be some feedback again that the BOD was rewarding their own members. Ms. Raskin also added that she did not agree with the negative feedback regarding Ms. LaHurd and Ms. Vogel, both have done outstanding work, and was not happy being put in the position of the messenger, but she had received several comments and Ms. Blaine had also said there were many "snickers" when both names were announced. Ms. Krouse will remain as a candidate and Ms. Vogel nominated Lynne Tuccy and Susan Howard as Volunteer of the Year. Ms. Gutek will send an e-mail to the BOD to vote on both categories.</p> <p>Ms. Gutek discussed "Projects with Industry" as a possible PSA for a future meeting. After discussion, Ms. Vogel suggested they may not fit into our vision statement and this will be reviewed at a future BOD meeting.</p>																																				
Secretary	<p>(Lottie Webster) –Ms. Webster was absent and had sent nothing to be reported.</p>																																				
Treasurer	<p>(Patti Hartsell) – Ms. Hartsell reported the following reports:</p> <table border="1" data-bbox="375 1524 1279 1950"> <thead> <tr> <th>Bank Balances:</th> <th>January</th> <th>February</th> <th>March</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td align="right">23,161.70</td> <td align="right">20,752.24</td> <td align="right">21,751.71</td> </tr> <tr> <td>CD</td> <td align="right">0.00</td> <td align="right">0.00</td> <td align="right">0.00</td> </tr> <tr> <td>Petty Cash</td> <td align="right">100.00</td> <td align="right">100.00</td> <td align="right">100.00</td> </tr> <tr> <td>A/R</td> <td align="right">0.00</td> <td align="right">0.00</td> <td align="right">0.00</td> </tr> <tr> <td></td> <td align="right">\$ 23,261.70</td> <td align="right">\$ 20,852.24</td> <td align="right">\$ 21,851.71</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td align="right">April</td> <td align="right">May</td> <td align="right">June</td> </tr> </tbody> </table>	Bank Balances:	January	February	March	Cash	23,161.70	20,752.24	21,751.71	CD	0.00	0.00	0.00	Petty Cash	100.00	100.00	100.00	A/R	0.00	0.00	0.00		\$ 23,261.70	\$ 20,852.24	\$ 21,851.71										April	May	June
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	Cash	21,420.68	20,152.67	20,280.31
	CD	0.00	0.00	0.00
	Petty Cash	100.00	100.00	100.00
	A/R	0.00	0.00	0.00
		\$ 21,520.68	\$ 20,252.67	\$ 20,380.31
		July	August	September
	Cash	22,691.39	22,356.28	25,240.14
	CD	0.00	0.00	0.00
	Petty Cash	100.00	100.00	100.00
	A/R	1,750.00	450.00	450.00
		\$ 24,541.39	\$ 22,906.28	\$ 25,790.14
		October	November	December
	Cash	29,586.61	29,837.36	0.00
	CD	0.00	0.00	0.00
	Petty Cash	100.00	100.00	0.00
	A/R	450.00	0.00	0.00
		\$ 30,136.61	\$ 29,937.36	\$ -
Asst. Treasurer	(Judy Brewer) – Ms. Brewer reported there were 42 people to date (11/3) signed up for the Leadership Conference.			
Data Director	<p>(Enid Jack) – Ms. Jack reported that she estimates the current number of members to be @ 230, after removal from the roster of those who have not timely renewed their membership. Lupe will provide the exact retention number in her report. It was suggested that for 2009 the Board consider tracking the reasons for non-renewals to assist in increasing retention of members.</p> <p>There was discussion related to the maintaining of the web and current information. With the induction of the 2009 Board, Ms. Vogel will be transitioned off the Board and no longer acting a web administrator. Ms. Vogel has offered to assist in the transition, if needed and suggested that the Board consider having a Technology Chair. Ms. Larson will contact Tom Bedford to determine his interest in continuing in his capacity of web administrator.</p>			
Past President	<p>(Heather Vogel) – Ms. Vogel provided her Past President's report. At the SHRM Foundation 50/50 raffle held at the October Member Meeting and with SHRA's matching donation, we will send SHRM Foundation \$348. Deanna Chapman was the member winner of \$90.</p> <p>The By Laws still need approval, requiring 31 votes for passing out of the 60 member quorum. Ms. Tucci will send out an email reminder to members.</p> <p>Ms. Vogel updated the Board on the Leadership Conference status. 31 participants have registered for the general session and 18 for the post-conference session. Ms. Vogel requests that we continue to market the conference to increase the attendance. Currently there are 40 comps for the general session and 15 for the post session - which includes volunteers, 9 speakers, and 16 sponsors. We would like for the comps to be held at 35% of the total attendance number. The budget for the conference is \$15,900. A disc of session information in lieu of hard copy handouts will be included in the conference attendee bag. Per disc cost is \$2.</p>			



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Committee Reports – Core Leadership Area Reports	<ul style="list-style-type: none"> • Certification –College Relations - • Diversity – Report was included within the Board Member report area. • Government Affairs – • Membership – Two new members were approved. • SHRM Foundation- Report was included within the Board Member report area. • Website-newsletter is scheduled for Monday, December 1. • Job Fairs- Job Fairs has taken place for Manatee
Old Business	<ul style="list-style-type: none"> • Report was included within the Board Member report area.
New Business	<ul style="list-style-type: none"> • Future Board Meetings- Dinner: <ul style="list-style-type: none"> • December- Board Transition Dinner • January
Closing Comments	<ul style="list-style-type: none"> • Next Meeting – The next Board meeting is scheduled for 6:00 pm, December 2, at Treviso's Restaurant.
Adjournment	The meeting was adjourned at 8:15 pm.

Respectfully submitted, Jean Raskin on behalf of:

Lottie Webster
 Board Secretary, 2008

Approved as: Read _____ Date _____ Corrected _____ Date _____