



**SARASOTA-MANATEE HUMAN RESOURCES ASSOCIATION**  
**Board of Directors Meeting at Webster University – October 6, 2009**

~ **Meeting Minutes** ~

<b><i>Call to Order and Welcome</i></b>	The Board meeting was called to order at 6:02 pm by President, Wendy Larson. Board members present were: Wendy Larson, Jamie Battles, Judy Brewer, Terri Groening, Sue Gutek, Lisa Krouse, Jean Raskin; not present – Verna Blaine, B.J. Camarota, Lynne Tuccy: Guests – Hillary Bardwell, Hilary Gaylord (College Relations Committee), Carol Schoff (prospective 2010 Board candidate). Swearing in of Terri Groening as Board Interim Secretary.
<b><i>Consent Agenda</i></b>	Motion to approve Minutes of September 1, 2009, with no changes, made by Ms Krause, seconded by Ms. Raskin. All in favor; no abstentions.
<b><i>Old Business and Board Updates</i></b>	
<b><i>President</i></b>	<ul style="list-style-type: none"> <li>• Ms. Larson provided time for Hillary Bardwell and Hilary Gaylord to present SHRA College Relations Committee Meeting Recap of the 9/9/09 meeting. They provided a summary and Mission draft and suggested goals. They will seek input from faculty and other contacts – Heather Vogel &amp; Dr. Delaney Kirk. Requested Board to consider allowing students to attend free the 10/16, Program Meeting.</li> <li>• Board discussed the number of student to comp and \$15 for additional students to cover food costs. Ms Gutek presented motion to approve 10 complimentary student registrations for Oct 16 program meeting and \$15 charge for additional students. Ms Brewer seconded the motion. All in favor; no abstentions.</li> <li>• Quarterly HR Florida Council meeting in Naples Oct 30. Ms. Larson attending as SHRA President; offer extended to Ms. Gutek to also attend as Ms. Krause has company commitments on that day.</li> <li>• SHRM Leadership Conference in DC – Ms. Krause attending; As Ms. Gutek, President-Elect, will not be able to attend, the Board agreed to invite Ms. Kathleen Thomassen to attend as Ms Thomassen will be on slate for vice president for 2010. Conference will cover changes in CAP and leadership for chapter operations – if Ms. Thomassen cannot attend, Ms. Larson will attend as SHRA Past President and the associated responsibilities.</li> <li>• January 9, 2010 is HR FL Leadership Conference and Quarterly Council Meeting. All SHRA Board Members to put on calendar and plan to attend the Conference in Tampa. Ms. Krause, as the incoming 2010 President, will be the SHRA representative at the Council Meeting held prior to the Conference.</li> <li>• December Board transition dinner – three venues considered – Treviso ( transition dinner held there last year), Lakewood Ranch Country Club (Ms. Krause checking on cost and private room), and the new Holiday Inn / Airport. Decision to be made at next meeting.</li> </ul>
<b><i>Past President</i></b>	<p>Ms. Larson reported for Ms. Blaine.</p> <ul style="list-style-type: none"> <li>• Ms Blaine is pleased to have so much interest in the Board slate this early before the elections in December. Ms. Battles indicated she may possibly move to Ft Lauderdale leaving the Data Communications open. The Board discussed the possibilities of combining positions or having an exec board – no motions or decisions made at this time. Carol Schoff attended meeting to understand more about board and evaluate her desire to run as Asst Treasurer.</li> <li>• Looking at having a 50-50 raffle – will discuss at Nov Board meeting. Should be in time to satisfy SHRM Foundation deadline</li> <li>• Member survey – being considered for February. More information in Communication report</li> </ul>
<b><i>President Elect</i></b>	<p>Ms Gutek reported the following:</p> <ul style="list-style-type: none"> <li>• Network night – flyers are ready for Board to distribute to local businesses. Ms Gutek will send out soft copy in addition to hard copies. Flyer will also appear in newsletters. Ms Bergman and Ms Battles will work on sending out to members at-large. Ms Larson will send to sister chapters in district. Board also discussed sending to outplacement firms. Board discussed menu and number of tables needed for event</li> <li>• Venue updates- Holiday Inn at Lakewood Ranch and the Airport are the best venues at this point. Ms Gutek is checking on pricing for lunches.</li> <li>• Ms Gutek also checked into remote access for Board meeting when members cannot physically attend. Webster University has internet access with Ethernet cable. Skype was recommended for phone access – Ms Groening to put on computer for use in meetings. Cell phones on hands-free is another option.</li> </ul>



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	<ul style="list-style-type: none"> <li>Volunteer Resource Center on SHRM website has a tremendous amount of information. The Board discussed how to best use the information to help committees in their areas of responsibilities. Ms Krause recommended that Hilary Bardwell be recognized for her contributions to the SHRA chapter at the October meeting before she relocates to New York.</li> </ul>
<b>Vice President</b>	<p>Ms Krause reported the following</p> <ul style="list-style-type: none"> <li>Two new members joined study group the week of Sept 28<sup>th</sup>. Current attendees are staying with the program</li> <li>Three scholarship applications have been received for Le Ross Parker HR Scholarship. The deadline had been extended since only one application by was received by original deadline. Board discussed that Ms Jerome’s application should be given some additional weight because she did meet the original deadline. Ms Krause indicated that she would recuse herself regarding Alicia McCown because Ms. McCown is from the same company, FCCI. Ms. Krause to send applications via email for Board consideration for reward.</li> <li>Board discussed guidelines on whether an individual needs to have completed certification or have just registered to receive scholarship. It was determined that a person needs to be enrolled</li> <li>Workforce Development Committee – Ms. Krause is on a relevant panel discussion. Ms. Larson asked if Knight Foundation \$2 million grant was awarded on Oct 1<sup>st</sup>. Ms. Krause will follow-up on status of grant.</li> <li>Strategic Planning Meeting – Board discussed having a separate meeting from a regularly scheduled Board meeting for strategic planning which will be held after HR Florida Leadership conference on Jan 9<sup>th</sup>. Recommendation was made to have an outside facilitator.</li> </ul>
<b>Board Secretary</b>	Ms Groening indicated she is honored to serve on the Board.
<b>Treasurer</b>	Financials were emailed to Board prior to meeting. Ms Camarota unable to attend.
<b>Asst. Treasurer</b>	Ms Brewer reported on the following: <ul style="list-style-type: none"> <li>She will email speakers for Oct 16 meeting final count in Ms Raskin’s absence.</li> </ul>
<b>Membership Director</b>	Ms. Larson reported for Ms. Bergman <ul style="list-style-type: none"> <li>Seven new applications; profiles will be sent by email for board vote.</li> </ul>
<b>Programs Director</b>	Ms Raskin reported on the following: <ul style="list-style-type: none"> <li>The meeting for Oct 16 will include a speaker on HR1N1 and all details are taken care of. The meeting will take place from 7:30 to 10:15. Ms Raskin will work with Ms Tuccy in getting the information out to the members on the additional speaker.</li> <li>All Faiths Food Bank will be at December meeting to accept non-perishable food donations from members. Raffle tickets will be distributed to those bringing in donations for the opportunity to win a prize.</li> <li>Motion made by Ms. Raskin to purchase giftcards worth \$300 for December meeting raffle prizes. Ms. Krause seconded. All in favor; no abstentions.</li> <li>First 4 months of 2010 speakers are already booked.</li> </ul>
<b>Data Director</b>	Ms. Battle reported: <ul style="list-style-type: none"> <li>211 members, 189 active and 22 inactive.</li> </ul>
<b>Communications Director</b>	Ms. Tuccy submitted overview. Discussion covered in Board minutes of other reports.
<b>Marketing Director</b>	Ms. Raskin reported for Ms Peterson: <ul style="list-style-type: none"> <li>December sponsor will be Schumacher ( formerly Abel Band)</li> </ul>
<b>Committee Reports – Core Leadership Area Reports</b>	<ul style="list-style-type: none"> <li><b>Certification</b> –report contained in body of minutes.</li> <li><b>College Relations</b> – in President’s report</li> <li><b>SHRM Foundation</b>- report contained in body of minutes.</li> <li><b>Website</b>- report contained in body of minutes.</li> </ul>



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<b>New Business</b>	<ul style="list-style-type: none"><li>• Future Board meeting – Ms Tuccy to provide dinner</li></ul>
<b>Closing Comments</b>	<ul style="list-style-type: none"><li>• Next Board meeting is changed from regular, first Tuesday scheduled to Monday, 6:00 pm November 2, 2009 at Webster University</li></ul>
<b>Adjournment</b>	The meeting was adjourned at 8:06 pm.

Respectfully submitted,

*Terri Greening*

Board Secretary, 2009

Approved as: Read \_\_\_X\_\_\_ Date: November 3, 2009 Corrected \_\_\_\_\_ Date \_\_\_\_\_