



SARASOTA-MANATEE HUMAN RESOURCES ASSOCIATION
Board of Directors Meeting at Webster University – June 2, 2009

~ **Meeting Minutes** ~

<i>Call to Order and Welcome</i>	The board meeting was called to order at 6:03 pm by Wendy Larson. Board Members present were: Wendy Larson, Renee Bergman, Judy Brewer, B.J. Camarota, Lisa Krouse.
<i>Consent Agenda</i>	Wendy will resubmit the minutes via email for voting. If there are objections, please send them to Wendy.
<i>Old Business and Board Updates</i>	
<i>President</i>	<p>(Wendy Larson) Sponsorship considerations are going well. We have had a number of agencies contact us. Ms. Larson opened the discussion regarding charitable non-profit organizations that have worthwhile programs for HR decision makers to consider. Ms. Krouse suggested a table for these companies/agencies to set up materials and announce their arrival at the meeting announcement. A lengthy discussion about community outreach resulted with a specific tie-in as a goal (i.e. Food Bank, members bring a canned good; Shelter, bring hygiene items). Ms. Larson suggested that we “feature” the agency on our monthly agenda that is left on the table. Community Resources all in one place at a membership meeting is a thought to consider for the future.</p> <p>Ms. Larson reported that this would most likely fall under the Marketing area and that there are 2 candidates interested in the open Marketing Director position. Both were interviewed by Stephanie (Tony Boccanfuso and Toddy Peterson). Ms. Larson moved that we offer the position to Ms. Peterson as a Presidential appointment with board approval. No objection was noted during discussion. Ms. Krouse moved and it was seconded by Ms. Bergman. Ms. Larson will contact Toddy to offer her the Marketing Director position once the membership chair has welcomed her to SHRA. Ms. Larson will share the ideas the group has proposed with Ms. Peterson and contact Tony to ask if he will consider chairing the workforce committee.</p> <p>Breakfast meeting at USF in October will be on Social Networking featuring USF Professor, Dr. Delaney Kirk. The breakfast meeting will need to be catered. (Sue Gutek will be coordinating this with Hilary Gaylord from USF). As we will be on the college campus, this will be a prime opportunity to jump-start interest in a student chapter, and Dr. Kirk has experience with a Superior Merit Student Chapter she developed in Iowa. Discussion about students attending at a discounted rate was raised by Ms. Bergman to promote student interest in the chapter; with the catering costs anticipated to be lower than normal, it may be feasible to offer this. There will be more discussion at a future meeting.</p> <p>Regarding the A/V needs for membership meetings, Ms. Larson has been researching laptops but has expressed a desire to rotate the duties for set-up to the board (or other chairpersons) so that she is able to focus on the meeting. The laptop would store the history of the organization to include financial data, BOD minutes, PPT announcement presentations and board projects. The officer suggested to maintain the laptop and data would be the Treasurer, with assistance from a Technology volunteer (or a core group) to set it up. Instructions for the lavalier microphone and speakers are pre-written and copies will be distributed. Renee and Lisa will be available at the next meeting for assistance. BJ has volunteered for the July meeting and Renee will assist Judy with check-in. Wendy is working with her IT person to upgrade the version of PowerPoint on her personal laptop and will supply a computer for the next meeting. The person responsible for set-up needs to arrive at least 45 minutes prior to the networking portion of the meeting. It was recommended that Ms. Raskin verify the needs of the speaker and communicate this to the A/V volunteer and that all presentations are pre-loaded on a jump drive or designated laptop prior to the meeting date to verify compatibility. Overall coordination might be best with Ms. Raskin and Ms. Gutek in order to properly coordinate speakers’ needs with facility availability.</p>
<i>Past President</i>	<p>(Verna Blaine) – Ms. Blaine was not able to attend. Discussion regarding the gift basket involved a gift card valued at \$50 (or more?) and the basket would be a soft cooler w/ Rays logo, Beach Boys CD and any souvenirs. BJ offered to put it together as she has the SHRA debit card and can purchase the extra items. Consensus was to keep our expenditure to \$100. Ms. Bergman confirmed that the Ray’s tickets will be received this month and will overnight them to Ms. Camarota, who will send out an email to the Board regarding what she has purchased for the basket.</p> <p>Regarding the Member Survey: It has been developed and at this point we are ready to send it out to the membership. Ms. Larson will follow up with Ms. Blaine and request that she coordinate it with Ms. Tuccy.</p> <p>CAP Report – an update will be provided by Verna at an upcoming BOD meeting.</p>
<i>President Elect</i>	<p>(Sue Gutek) – Ms. Gutek was unable to attend the meeting. Ms. Larson will ask Sue to coordinate catering with USF regarding our October meeting. Wendy will follow up with Sue regarding meeting venues for the remainder of 2009. As a reminder to the Board Members, please update Sue with activity regarding committees.</p>



SARASOTA-MANATEE HUMAN RESOURCES ASSOCIATION
Board of Directors Meeting at Webster University – June 2, 2009

Vice President	<p>(Lisa Krause)— Ms. Krause reported that the final session was held last week for the study group along with a pizza party to celebrate the completion of the course. Seven core members stayed active throughout the session. Feedback – participants appreciated that they received all of the materials (modules, presentations) on day one so that they could pace themselves. Four individuals have indicated interest in the next group (TBD). Lisa will follow-up with those that took the course to find out who will be taking the test and will also reach out to those interested in the next session to inform them that we have an option to purchase materials in bulk at a discounted price.</p> <p>Ms. Camarota suggested that the LeRoss Parker HR Scholarship be announced at the membership meetings through the summer. Ms. Krouse will also remind the study group participants of this opportunity.</p>												
Board Secretary	<p>(Lottie Webster) –nothing to report at this meeting as Ms. Webster was not in attendance.</p>												
Treasurer	<p>(B.J. Camarota) – Ms. Camarota stated that the May membership attendance was 50% of expected numbers (35 vs. 70). We are still waiting for Abel Band’s sponsorship payment as well, which is why this month’s financial are off - Net profit is \$463.61 vs. \$1155. New memberships and renewals YTD are in good shape \$5825 vs. \$6,000 with MTD a little low. Total income YTD is \$600 unfavorable to budget, which is within reason.</p>												
Asst. Treasurer	<p>(Judy Brewer) – Ms. Brewer reported that we currently have 13 members enrolled for the June meeting. We will be using labels for this meeting as Ms. Brewer will not be able to attend. Ms. Bergman suggested that when members join at a membership meeting, they are asked to complete a paper application. She will follow-up and provide this the treasurer to distribute. Discussion regarding higher fees for non-registered attendees. Ms. Camarota suggested that we announce this at the registration table, it is also placed on the website, and we establish an effective date. No vote was necessary as this has been SHRA policy, but Ms. Larson will follow-up with Verna and Heather Vogel to confirm that this was not a Board decision to discontinue and will report back to the group for implementation.</p>												
Membership Director	<p>(Renee Bergman) –membership was communicated via e-mail for the following new members:</p> <table border="1" data-bbox="391 1024 1284 1115"> <thead> <tr> <th>Date</th> <th>Name</th> <th>Position</th> <th>Company</th> </tr> </thead> <tbody> <tr> <td>5/6</td> <td>Kimberly Holt</td> <td>HR Consultant</td> <td>Selective HR Solutions</td> </tr> <tr> <td>5/11</td> <td>Toddy Peterson</td> <td>HR Manager</td> <td>Risk Services</td> </tr> </tbody> </table> <p>Ms. Bergman moved to accept these new members, seconded by Ms. Camarato. Motion carried. Suggestion made by Ms. Brewer to include reference to a “free gift” at first meeting.</p>	Date	Name	Position	Company	5/6	Kimberly Holt	HR Consultant	Selective HR Solutions	5/11	Toddy Peterson	HR Manager	Risk Services
Date	Name	Position	Company										
5/6	Kimberly Holt	HR Consultant	Selective HR Solutions										
5/11	Toddy Peterson	HR Manager	Risk Services										
Programs Director	<p>(Jean Raskin) – Ms. Raskin distributed her report and the updated meeting calendar via email and it was shared by Ms. Larson.</p> <p>Please note July and August have been approved for CEU's. The speaker will provide the CEU's for the Sept. meeting. Ms. Raskin will get the outline and bio's for the October and December meetings over the next couple of months and then our year will be full with programs that offered CEU's.</p> <p>The May 27 webinar only had 2 companies sign up so Phillip Russell canceled the webinar and offered both companies an on-site training. Both companies were happy with his offer. We can try more webinars in the Fall and next Spring. This is our first experience with webinars (paid and complimentary), and we will continue to promote them as a viable alternative and supplement to our membership meetings</p> <p>We are waiting to hear back from the Tampa Bay Higher Education Alliance/TBHEA, who hopes to sponsor 2 meetings. Wendy will have more information at the next BOD meeting. We are looking to offer November (Network Night) and December. If they accept the opportunity, we will have one open meeting (October) for sponsorship this year.</p> <p>Ms. Raskin requested that Ms. Tuccy create a “save the date” for our September 1/2 day seminar or mini conference in the next newsletter and will be sending the speaker's bio and program outline. Ms. Tuccy was also asked to let the membership know that our July and August meetings will be lunch meetings.</p> <p>Sept Conference Update: As indicated on the calendar, we have 3 sponsors. Ms. Raskin is waiting to hear back from another possible sponsor and will send an update.</p>												
Data Director	<p>(Jamie Battles) – Ms. Battles reported after the meeting that we have 220 members, 199 are active and 21 are inactive. We had 7 renewals in May; 2 members were removed due to non-response after multiple contacts and 7 additional members will be contacted one last time by Ms. Battles prior to deletion. Ms.</p>												



SARASOTA-MANATEE HUMAN RESOURCES ASSOCIATION
Board of Directors Meeting at Webster University – June 2, 2009

	Battles participated in the Legislative conference call and will send her summary out via email.
Communications Director	<p>(Lynne Tuccy) – Ms. Tuccy sent her report via email as she was unable to attend. Heather Vogel is in now has admin rights to the website and will be reviewing it prior to taking on that role temporarily. Ms. Tuccy indicated that between the newsletter, email blasts and member announcements it may be possible that we are duplicating our communication efforts. She proposed that SHRA mirrors HR Florida. Ms. Larson also passed a copy of the SHRMA newsletter and indicated that they tend to focus on membership value. The goal is to drive member traffic to the website and not repeat information that is available on the website in the newsletter.</p> <p>The HR Florida raffle winner is Adele Avolio. Only 3 members entered the drawing; therefore this will be evaluated next year prior to distribution of the raffle.</p>
Marketing Director	(Position to be announced) – refer to Ms. Larson’s report regarding the Marketing Director being offered to Toddy Peterson.
Committee Reports – Core Leadership Area Reports	<ul style="list-style-type: none"> • Certification –report contained in body of minutes. • College Relations – report contained in body of minutes. • Diversity – nothing new to report at this time. • Government Affairs – report contained in body of minutes. • Membership – report contained in body of minutes. • SHRM Foundation- report contained in body of minutes. • Website- report contained in body of minutes. • Job Fairs-none scheduled at time of meeting.
Old Business	<ul style="list-style-type: none"> • Further suggestions for Budget should be sent to Ms. Camarota for vote by the Board via e-mail.
New Business	<ul style="list-style-type: none"> • Future Board Meetings- Dinner: <ul style="list-style-type: none"> • July —no meeting • August – Sue Gutek
Closing Comments	<ul style="list-style-type: none"> • Next Meeting – The next Board meeting is scheduled for 6:00 pm, Tuesday, August 3, 2009, at Webster University.
Adjournment	Motion to adjourn made by Ms. Brewer, seconded by Ms. Bergman, and the motion carried. The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Renee Bergman

Board Membership Chair, 2009 (filling in for Lottie Webster, Board Secretary)

Approved as: Read x Date: Aug 4, 2009 Corrected Date