



SARASOTA-MANATEE HUMAN RESOURCES ASSOCIATION
Board of Directors Meeting at Webster University – Aug 4, 2009

~ **Meeting Minutes** ~

Call to Order and Welcome	The board meeting was called to order at 6:10 pm by Wendy Larson. Board members present were: Wendy Larson, Renee Bergman, Judy Brewer, B.J. Camarota, Lisa Krouse, Verna Blaine, Toddy Peterson, Sue Gutek, Jean Raskin and Lynne Tuccy.
Consent Agenda	Motion to approve Minutes of June 2, 2009 made by Ms. Raskin, seconded by Ms. Gutek. All in favor, no abstentions.
Old Business and Board Updates	
President	<p>(Wendy Larson) Regarding the A/V needs for membership meetings, Ms. Larson has upgraded her personal laptop at the cost of \$40 and has donated it to SHRA for future use. She is also volunteering monthly use of the “clicker”.</p> <p>2009 CAP Report preparation – Ms. Tuccy prepared a draft report of our accomplishments to date. Ms. Larson asked the board members to review the items under their prevue and provide an update to Ms. Larson prior to our next board meeting so that we can be certain to stay up to date with this important SHRM documentation.</p> <p>Open Board positions – it’s time to seriously consider volunteers for the role of Secretary. Open discussion was held regarding the timing of this recruiting and to ask this person to transition into the 2010 BOD. Ms. Larson suggested that that 2010 also sit in at the November BOD as a transitional opportunity.</p> <p>Based on feedback of existing board members, the following positions will be open in 2010: Programs, Treasurer and Assistant Treasurer. In addition, the position of Vice-President due to a re-structure of our succession for the upcoming board year. We are hoping to promote increased diversity on the board as well. A nominating committee will be formed and chaired by Ms. Blaine. Ms. Tuccy will include a call for volunteers in the next newsletter and Ms. Bergman will make an announcement at the next membership meeting. Our goal is to finalize the candidate slate by November and present them for vote the same month.</p>
Past President	<p>(Verna Blaine) – With the assistance of Ms. Bergman and Ms. Camarota, the SHRM foundation raffle donation has been finalized (Baseball and Beach Boys gift basket) and includes 4 tickets to a Devil Ray’s game donated by Fox Cable, (includes 4 wristbands for the after game concert for the Beach Boys), a Beach Boys CD, all presented inside a baseball glove. Ms. Camarota will deliver the donation to the HR Florida leadership on Sunday, August 16th.</p> <p>CAP Report – will be monitored and updated by Ms. Blaine</p> <p>Foundation update – in October we’ll host a 50/50 raffle with SHRA match.</p> <p>Member Survey – Our October meeting has been established to follow-up on this. Ms. Tuccy will re-send the questions from the last survey. Discussion on the delivery method included Survey Monkey.</p>
President Elect	<p>(Sue Gutek) – Ms. Gutek reached out to Hilary Bardwell regarding the October meeting and researched 3 additional locations. In summary, the pricing we are receive is extremely competitive, the room size is adequate and the guest complaints are minor; however, Ms. Gutek will continue to research other alternatives such as the Holiday Inn, whose opening has been postponed for several months.</p> <p>Ms. Gutek will also begin researching a venue for Network Night and will contact Lisa Ward to inquire if she is interested in being involved. Ms. Blaine encouraged the coordinator to keep it “fun” as it was last year. Date is November 5th and Ms. Peterson will begin securing sponsors. Ms. Larson will send last year’s file to Ms. Gutek.</p>
Vice President	<p>(Lisa Krause)— The Fall Study Group will begin on September 3rd and eleven people have signed up for the class. We have secured commitments from Instructor for all modules, including Kathleen Thomassen, Jennifer LaHurd, Tammy Dawson, Marge Simonson, Jamie Battles, Heather Vogel, and Mark Levenson. The class will end in December. Ms. Blaine reported that the year we offered 2 sessions on successful test techniques resulted in a 64% pass rate. Ms. Krause suggested an Instructor’s conference call to discuss the development of test prep during material presentation.</p> <p>We received one application for the LeRoss Parker HR Scholarship and agreed that the deadline of 8/1 should be extended. Motion was made by Ms. Raskin to extend the deadline to October 1 and was seconded by Ms. Blaine. Motion carried.</p>
Board Secretary	(Open Position)



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<i>Treasurer</i>	(B.J. Camarota) – Ms. Camarota stated that July membership attendance was just shy of expectations, with \$1100+ in receipts vs. \$1400 budgeted, and \$1200 expense vs. \$1400 budgeted. Our June and July membership receipts were \$1900 for renewals and \$675 in new, which is favorable to budget. Total income YTD is \$6,700 favorable to budget. With over \$30k in the account we discussed offering a complimentary meeting for members in December. Other considerations include a partnership with Tampa or Pinellas chapters as well as paying for speakers that have fees. (Margaret Morford suggested by Ms. Blaine to present Employee Engagement next time she is in Tampa to save travel costs. Barbara Glands, author of Johnny the Bagger, who lives on Longboat Key suggested by Ms. Larson)
<i>Asst. Treasurer</i>	(Judy Brewer) – Ms. Brewer reported that we currently have 11 members enrolled for the August meeting. Walk-ins and last minute registrations are a more recent trend and discussion re: charging an additional \$5 and how to accommodate food and place settings occurred.
<i>Membership Director</i>	(Renee Bergman) – June applications were approved via email as we didn't meet as a board in July. Seven new member applications were received in July and presented to the board. Motion made by Ms. Blaine to approve new members pending updated list and was seconded by Ms. Gutek, motion carried. .
<i>Programs Director</i>	(Jean Raskin) – Ms. Raskin distributed the updated meeting calendar via email. Regarding the ½ day workshop on September 18 th , plans are being finalized regarding the breakfast and lunch logistics. Pricing will be \$40 for members and \$45 for non-members. Additional sponsorship is still being sought by Ms. Peterson. Abel Band is committed and paid and MetLife and Tampa Bay Education Alliance will be invoiced. Need assistance in setting up the presentation and further assistance will be communicated. Ms. Raskin will carry a 2010 SHRA meeting calendar to HR Florida and will attempt to book speakers for next year. Once the December meeting is finalized, we will be able to announce that we offered 25 CEU's in 2009! We are waiting to hear back from the Tampa Bay Higher Education Alliance, who hopes to sponsor 2 meetings. Toddy will have more information at the 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.
<i>Data Director</i>	(Jamie Battles) – Ms. Battles reported via email that we have 213 members, 188 active and 25 inactive. We had 13 renewals in July.
<i>Communications Director</i>	(Lynne Tuccy) – As follow-up to Heather Vogel's recommendation to mirror our communications with HR Florida, Ms. Tuccy looked at the Affiniscape newsletter, discussed it with Aisha Butler and they both agreed that it was cumbersome. In addition, there is no place holder for sponsors. She also reviewed other Tampa Bay area newsletters (SHRMA, HR Florida) and proposed that we keep the same format but send it out quarterly in conjunction with email blasts and updated content on the web. Heather Vogel gave the website a little facelift and updated the Past President's page, HR Connection, HR Professional of the Year.
<i>Marketing Director</i>	(Toddy Peterson) – Ms. Peterson introduced discussion re: board expectations of sponsorship and how to identify past sponsorships and expiration dates. Ms. Larson suggested she contact the 2008 Marketing chair (Stephanie) for past information.
<i>Committee Reports – Core Leadership Area Reports</i>	<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.
<i>New Business</i>	<ul style="list-style-type: none"> • Future Board Meetings- Dinner: <ul style="list-style-type: none"> • September – Sue Gutek



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Closing Comments	<ul style="list-style-type: none">• Next Meeting – The next Board meeting is scheduled for 6:00 pm, Tuesday, September 1, 2009, at FCCI.
Adjournment	Motion to adjourn made by Ms. Brewer, seconded by Ms. Bergman, and the motion carried. The meeting was adjourned at 8:25 pm.

Respectfully submitted,

Renee Bergman

Board Membership Chair, 2009 (filling in for vacant position of Board Secretary)

Approved as: Read _____ Date _____ Corrected X _____ Date: September 1, 2009