

**The Tennessee Valley Chapter of
Society for Human Resources Management
Board Meeting –12-04-12**

Present: Robin Jackson Denny Smith
 Pam Werstler Pat Bearden
 Amy Smith
 Taylor Simmons

- I. The meeting was called to order by Robin Jackson, President, at Java Jaay's in Decatur.
- II. The minutes from November were reviewed by the Board members. Motion was made by Pam Werstler to approve the November minutes. Denny Smith seconded the motion.
- III. **Officer Reports:**

President: Robin Jackson stated that she had given the 2013 Board meeting schedule to Java Jaay's and that they have us booked for the year. Robin stated that the January meeting will be on Thursday, January 3rd to accommodate the New Year's holiday on January 1st. Every other meeting will be at 11:30am on the first Tuesday of every month. Amy Smith confirmed that the 2013 meeting schedule was sent to The Holiday Inn and that all months were reserved except for September (which is the fall workshop month next year) and December (which is the holiday party month). Robin confirmed that the January meeting would be led by Pam Werstler and would SHRM-focused. Our sponsor will be Redstone Federal Credit Union. Robin also stated that Mike Bean from NASHRM will swear in the incoming Board members. Robin stated that she would contact our 2 retirees (Christy Lamb and Cathy Chiles) to invite them to the January meeting. We will recognize them with a certificate and pay for their lunch at the meeting. Robin also gave Taylor Simmons some information on possible speakers for upcoming meetings. We still need a speaker for the February meeting. Robin said that we have April covered with a Spring Legislative-themed meeting, then have September, November and December covered with the workshop, Fall Legislative meeting and Holiday party. The other months still need speakers. Robin announced that the 2013 TVC-SHRM Board is complete and that we will have several new board members. In addition to Darlene Pope, who will be the Diversity Director, we will also be joined by Beverly Thompson (who will be the new VP of Membership) and both Linda Robinson and Taylor Simmons to handle the VP of Programs role. The Board agreed to handle sponsors for the 2013 meetings as a group and to communicate any potential sponsors to Linda and Taylor so they will know which months are covered. Amy Smith asked about the rules for sponsors and Robin stated that sponsors pay a \$100 charge for sponsoring the meeting and that they can give a short overview of their company and pass out literature to the group. They can also ask for business cards but that we cannot give them rosters or e-mails of our members.

Robin announced that we would have a special board meeting in January to discuss the 2013 budget. Pat Bearden stated that she would send the budget numbers to Robin to review prior to this meeting. Taylor Simmons asked if we ever paid the speakers to speak at our meetings and Robin stated that we sometimes cover travel costs and always cover lunch but that we do not pay our speakers.

2nd Vice President of Membership: Nancy Vaughn was not present at this meeting. In Nancy's absence, Robin Jackson stated that Nancy had sent out several applications to prospective members but that we had no new members for consideration this month. Robin gave Amy Smith a list with e-mails of prospective members to include on the distribution list for the newsletter.

1st Vice President of Programs: Filled by Linda Robinson and Taylor Simmons for 2013. Taylor was present at this meeting. Robin thanked Taylor for agreeing to assist with this role.

Secretary: Amy Smith asked Pam Werstler to send over the photos from the November legislative meeting to include in the December newsletter. Pam said she thought she had sent them but would send them again. Amy also stated that Jeff Powers had contacted her about allowing the Athens State Student Chapter to contribute an article to the monthly newsletter. The Board felt this was a great addition to the newsletter. Amy will also send the newsletter to the student chapter to allow them to use information in it for their newsletter.

Treasurer: Pat Bearden presented the Treasurer's Report for November 2012. The ending balance for the month in the checking account was \$5010.15 plus \$74.00 cash. The money market account was at \$7724.36 at the end of November. Pat stated that she had some issues with The Holiday Inn at the November meeting and that we had no server during the meeting. Pat said she mentioned this at checkout since we pay \$1 extra per person as gratuity. Pat said that it took a while to get all of this straightened out with The Holiday Inn. Pat also said that our budget for the year is showing that we are a little bit over and that she feels that it was due to going over on the Spring social and possibly not accounting properly for pre-paid lunches verses paid lunches at the meetings.

Chair Reports

Legislative-Pam Werstler stated that the SHRM Employment Law and Legislative conference will be held March 10th-13th in Washington, D.C. The Spring Hill visit will be held during that time as well, on March 13th. Pam stated that the AL SHRM Leadership Conference will be held on January 26th in Oxford, AL at the Aerospace Coating International facility. Pam stated that all Board members from all chapters are invited to attend and that a committee is currently working on the content for the conference. The state council meeting will be held the day before (January 25th).

SHRM Foundation: Melva Gray was not present at this meeting.

Community & College Relations: Denny Smith had nothing to report.

Special Events Director: Cathy Shallal was not present at this meeting. Robin Jackson announced that we have approximately 20 attendees so far for the party and that Amy Smith had sent out a reminder this morning. Robin stated that she would pick up some sort of cupcake or dessert item from The Corner Bakery to have at the party. Robin also agreed to bring a bowl or box for SHRM Foundation donations and cut-out numbers for Dirty Santa. Amy Smith will send a final count of attendees to Robin before the party.

Diversity: Jeff Powers was not present for this meeting. Darlene Pope will be filling this role in 2013.

Certification: Mary Ila Ward was not present for this meeting.

Director of College Relations

Jeff Powers was not present for this meeting. In Jeff's absence, Robin reported that Jeff had met with the Athens State Student SHRM Chapter members and discussed several topics. Some of these topics included assistance with training, job-shadowing programs, waiving TVC-SHRM dues for Athens Student SHRM members and assisting with scholarship awards. The Student Chapter also asked about TVC-SHRM allowing them to be members without them having any HR experience. The Board agreed that the current \$15 charge was not unreasonable for TVC-SHRM Student members and agreed to leave this in for now. Pam Werstler asked if we could find out who had told the students that we would waive the fee. Robin agreed to ask Jeff about this. The Board agreed to budget in money for scholarships for 2013. The Board reviewed the by-laws regarding student membership and the current by-laws do not require HR experience, only that a student be enrolled in a curriculum that was HR-focused.

Technology: Amanda Tidwell was not present for this meeting.

IV. Old Business

None

V. New Business

Pam Werstler asked the board if we would consider an attendance policy for Board meetings. Pam stated that some of the other chapters had this and that they noted who was present or absent at chapter meetings each month. The Board agreed that this would be a good idea and agreed to review attendance at the end of 2013. The Board also agreed that we should make exceptions for legitimate absences with notice and for those who send a report in their absence.

VI. Announcements

VIII. Action items

Respectfully Submitted,
Amy Smith, PHR

Final Approval
TVC-SHRM Chapter President

Robin Jackson
Robin Jackson

1/3/2013
Date