

**Tennessee Valley Chapter of
Society for Human Resources Management, Inc.
01/05/2016 Board Meeting**

Present: Amy Smith, Valerie Curtis, Forrest Keith, Heather McDearmond, Alicia Higginbotham, Taylor Simmons, Suzanne Sims, Omar Smith, Pat Bearden, Amanda Tidwell. Absent: Denny Smith, Linda Robinson, Jeff Powers

- I. The meeting was called to order at 11:30 a.m. by outgoing President Amy Smith at Java Jaay's Café. A quorum was present. President Denny Smith was unable to attend due to recent surgery.
- II. Amy Smith asked if there was a motion to approve the minutes from December 1, 2015. Motion was made by Taylor Simmons to accept the minutes as written. Omar Smith seconded the motion. Motion passed.
- III. Officer Reports:

President: Denny Smith- in Denny Smith's absence, Amy Smith reported on behalf of the President.

- Mike Bean, NASHRM, will preside over the induction of new officers at the TVC-SHRM Meeting January 13, 2016.
- Outgoing Officers should be in contact with Incoming Officers to introduce the responsibilities of each officer in their new role.
- All board members are encouraged to attend the Alabama State Council Leadership Conference in Birmingham, January 29, 2016. The Conference is open to all volunteer leaders from all Alabama Chapters. Please let Denny know if you plan to attend.
- Amy Smith has completed the SHAPE Report for 2015. In an effort to obtain Superstar Status, the chapter had set a goal of 100 members for 2015. The chapter finished the year with 93 members. This was a positive and encouraging gain to the membership.

1st Vice President of Programs: Valerie Curtis reported

- Valerie met with Mary Ila Ward to discuss programs for 2016.
 - January program speaker is Robert Lockwood.
 - Speakers are needed for February and April.
 - There will be no program in May due to the State Conference being held in May.
 - October speaker will likely be a focus on Health and Wellness.
- Valerie asked that the board forward any suggestions for speakers to her. Current chapter members will be encouraged to be program speakers.
- Valerie reported that she will be attending the Leadership Conference in Birmingham.
- Alicia Higginbotham shared that Shawn Miller of "Motivate" Wellness in the Workplace is willing to be a program speaker or a meeting sponsor.

2nd Vice President of Membership: Alicia Higginbotham reported

- Request for renewals were sent out with a deadline of January 15th. There has been a good response, but Alicia will send a reminder for renewals.
- Applications for new members were recently sent to 8 recipients.
- Alicia asked if the online system (payment and RSVP) would allow for membership renewals.
- Valerie Curtis requested a new and current comprehensive email list of all members.

Secretary: Suzanne Sims, no report

Treasurer: Pat Bearden reported

- Financials for December are as follows:
 - Total Receivables (Deposited to Family Security Credit Union) \$2,655.00
 - Total Payables FSCU \$370.39
 - Ending Balance FSCU \$12,278.78
 - Money Market Ending Balance \$2,001.35
 - Family Security Credit Union Savings Account Ending Balance \$25.03
- Denny Smith, Suzanne Sims, and Pat Bearden will sign the signature cards at Family Security Credit Union with the board's approval. Motion was made by Valerie Curtis. Motion was seconded by Omar Smith. Motion carried.
- The holder of the Family Security Credit Union debit card will change from Amy Smith to Denny Smith with the board's approval. Motion was made by Pat Bearden. Motion was seconded by Omar Smith. Motion carried.
- Pat proposed, and the board agreed, that the vote for the budget of 2016 should be tabled until Denny Smith returns.
- Pat has not received any reimbursement for the members who took the SHRM-CP certification. The deadline was December 31, 2015, so the assumption is that there has not been enough time for the reimbursements to be processed.
- Pat indicated that the budget has been successfully balanced. Denny Smith made the suggestion (via email to Pat) that a mid-year review of the budget be made for possible changes in line items as the year progresses. The board concurred.

Technology: Amanda Tidwell, no report

Legislative: Linda Robinson, not present

SHRM Foundation: Amy Smith reported

- Amy will put together silent auction items for the fall workshop and for the spring social if we have one.

Director of Community Relations: Taylor Simmons reported

- There will be no community speaker for January due to having a program speaker and the installation of officers for 2016. There will be a community speaker for February.
- Taylor confirmed that the chapter pays for the lunch of the community speaker, but not for the guests that attend with the speaker.

Director of Certification: Forrest Keith reported

- Forrest indicated that the TVC-SHRM chapter needs to continue to coordinate the access of the certification course in Madison as in the past. Mike Bean of NASHRM has historically overseen those courses. It would be more advantageous to have less duplication in the efforts between the chapters.

Special Events Director: No report

Director of Diversity: Omar Smith reported

- The State Diversity Director is setting up various webinars. The ODEP recently participated in one and gained benefits from it.

Director of College Relations: Jeff Powers, not present

Director of Wellness: Heather McDearmond, no report

IV. The next board meeting will be Tuesday, February 2nd, at 11:30 am at Java Jaay's Cafe. The next chapter meeting will be Wednesday, February 10th at the Decatur Country Club.

Respectfully Submitted,

Suzanne Sims Adjourned at 12:01 pm
Secretary

Final Approval
TVC-SHRM Chapter President


Denny Smith

2/2/16
Date