SEK-SHRM Board Meeting Minutes

Date: 10/27/2016

Location: Mellow Mushroom Restaurant, Somerset, KY

Members in attendance: Charlotte Keeney, Pam Thomas, Heather Hill, Shirlene Taylor, Angela Roberts and Robert Seymour.

The meeting was called to order at 11:08 AM by Charlotte Keeney, President.

Minutes from 5/26/2016 board meeting distributed for review

* Motion made by Pam Thomas to approve
* Motion seconded by Shirlene Taylor

Pam Thomas provided a Treasurer’s Report

* As of 9/02/2016, the balance of the chapter account was $3,166.62
* On 9/7/2016 a check in the amount of $220.00 was received from SHRM via electronic deposit
* A SEK – SHRM Chapter check in the amount of $270.00 was deposited
* .15 interest accrued
* On 9/22/2016 a payment of $251.76 was made to Mellow Mushroom
* Account balance as of 10/26/2016 is $3,405.01
* Charlotte mentioned potential for potential all day seminar led by a former Bowling Green retired Police Chief. Expense of approximately $400.00
* Motion made by Shirlene to accept Treasure’s Report, Heather Hill seconded
* Charlotte asked if Treasurer Report should be shared with general membership. Board agreed

Membership Report

* Charlotte advised that the report has been submitted
* She has not received a response but feels that it passed the percentage test
* Angela Roberts reported nothing back on audit and advised there was an increase in national SHRM members
* Charlotte clarified that there is no requirement that 100% of member ship also be national members

Foundation Report

* Foundation dollars were sent in
* Personal donations from board members to SHRM foundation highly encouraged

Shirlene Taylor provided a Workforce Development Update

* WKYT will be at UGN for presentations on drugs in the workplace and the difficulties finding prospective drug free candidates

Other Business

* Pam advised a second signer is needed for the Chapter Bank Account
  + Shirlene Taylor made motion to add Heather Hill to the account as a second signer
  + Angela Roberts seconded
* Annual Dues
  + Angela to pull list of members that have not paid membership dues (not required from national SHRM members)
  + Pam advised an invoice would be needed at the beginning of the year but an alternative would be to send all members a membership form for completion at the beginning of the year then an invoice would not be required
* By-Laws
  + Change heading for Section 5: Treasurer to state “The Treasurer **working with the VP of Membership** shall:”
  + Update Section 5 (d.) ti state “Maintain an itemized record of all receipts and expenditures and submit a written report at each Board meeting and at least annually to the full membership **after the end of the prior fiscal year.**”
  + Angela made motion to accept the updates to the By-Laws. Pam seconded
* The Lake Cumberland Consortium has a requested membership email list
  + All ok with providing
* 2016 Chapter Planning Doc distributed
  + All encouraged to review
* Board member roles and term limits
  + Need to seek out President elect and Treasurer for 2018
* Leadership Conference
  + Charlotte and Heather attending
  + Charlotte to send info on conference to group
* Chapter Facebook page
  + Angela recommended creating one
  + Heather made motion to set up one for informational purposes
  + Pam seconded
* Motion to adjourn called by Shirleen at 11:54 AM, seconded by Angela