

**Chester County Human Resource Association Board Minutes**

**For: Friday, August 8, 2008 – 8:15 AM**

**From: Wednesday, July 2, 2008**

**Respectfully Submitted by: Debbie Mikulak**

<b>Present:</b>	Debbie Mikulak, Toni Cramp, Dena McVicker, Mike Bacchini, Andrea Mower, Cheryl Kiley, Peggy Stelle
<b>Absent:</b>	Mary Ev McGann, Bill Roth
<b>I.</b>	<b>Call to Order</b>
<b>II.</b>	<b>Adoption of Agenda:</b> Agenda adopted
<b>III.</b>	<p><b>Secretary’s Report:</b></p> <p>Cheryl Kiley made a motion to approve the minutes from the June 2008 meeting and Peggy Stelle seconded the motion. Minutes approved.</p>
<b>IV.</b>	<p><b>Treasurer’s Report:</b></p> <ul style="list-style-type: none"> <li>• Mike Bacchini apologized that he didn’t have the financials with him. Mike thought that John Scott would be there with the financials since they are in the process of transferring all of the information to him, but John’s car was broken into and his laptop computer was stolen.</li> <li>• Toni Cramp asked what the timeline is for the budget. She has some new ideas that will get our chapter SHRM points and would like those ideas included in the budget for 2008-2009. Toni said that we will go over the budget at the next meeting and asked all of us to review the CAP (see New Business) information before then.</li> </ul>
<b>V.</b>	<p><b>Committee Reports</b></p> <p><b><u>Program Committee:</u></b></p> <ul style="list-style-type: none"> <li>• Toni asked if we can put out a survey to the membership to determine interest in an evening cocktail membership networking social. We would like to hold this on Thursday, Nov. 13<sup>th</sup> from 5 to 8 pm at the Downingtown Country Club. We can put this survey on the Sept. meeting email through C-Vent.</li> <li>• Other suggestions for drumming up interest in meetings included: putting contest at the monthly meetings to drum up interest in the April golf outing; 50/50 raffle at the Nov. evening event to donate to charity around the holidays; Dena would like to have the holiday cards to the troops as we did last year; donations to the troops – you can buy boxes from the USPS for \$8 and fill them with goodies to be sent to our troops overseas – we could do one box per monthly meeting.</li> </ul> <p><b><u>Membership Committee:</u></b></p> <ul style="list-style-type: none"> <li>• Dena McVicker distributed copies of last year’s membership form so that we could prepare the 2008-09 form.</li> <li>• Dena suggested that we combine our ½ day meeting next year with the golf outing. We can hold the educational program in the morning and have it conclude by 11:30 am, then have the luncheon and then the golf outing. Perhaps we can wrap a wellness theme into the morning educational membership meeting. In the afternoon we can consider having other activities for people not interested in golfing. It was suggested that a program on ROI (return on investment) for a wellness program be included into the topic. We should market it as a wellness program and not as a health fair.</li> <li>• Program dates for the 2008-09 program year are: Sept. 26, Oct. 24, Dec. 5, Jan. 23 (lunch), Feb. 27 (lunch), March 27, April 20 or 27 (1/2 day and golf outing), June 5. Nov. 13<sup>th</sup> cocktail hour networking.</li> <li>• MEMBERSHIP FEES: We discussed membership fees for the 2008-09 year. The cost for the food at Inn at Chester Springs was \$14 for breakfast and \$20 for lunch. Downingtown CC charges \$14.95 for breakfast and \$19.99 for lunch.</li> <li>• It was decided that costs for the monthly meetings are as follows for the new year: \$25 per meal for members and \$35 per meal for non-members.</li> <li>• Membership fee – Professional membership fee is \$75 (increased from \$50) and the Convenience Package is \$200 which excludes the annual Spring event. We should advertise the Convenience as including 1 free meeting. Student membership will stay the same at \$25.</li> </ul> <p><b><u>Sponsorship Committee:</u></b></p> <ul style="list-style-type: none"> <li>• Dena brought up the fact that on the membership meeting email blasts, there is room for sponsor links at the bottom of the page. She thought this would be a good way to bring in extra revenue if we asked for people to pay to put their logo and a hyperlink on the announcement.</li> <li>• Dena will get more information on this for our next meeting, but the Board decided to experiment with this – Board members’ companies will purchase the 5 spots on the C-Vent email blasts for \$250 each for the 2008-09 year to see what the response is like for it. We decided to have the same logos on all year due to administrative logistics. This revenue will cover the costs of the \$2 per YES response for the monthly</li> </ul>

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	<p>meetings – based on 2007-08 attendance figures.</p> <ul style="list-style-type: none"> <li>• Peggy will write a “blurb” on the C-vent sponsorship details.</li> <li>• 2008-09 Program Sponsors – We decided to charge \$275 to sponsor a monthly membership meeting with 5 minutes to speak before the program, plus having a table with marketing materials. The annual Spring event sponsorship fee will be \$325 (or for any ½ day event that we might hold).</li> </ul>
<p align="center"><b>VI.</b></p>	<p><b>Old Business</b></p> <p><b>Meeting Locations</b></p> <ul style="list-style-type: none"> <li>• Cheryl Kiley talked with the Downingtown Country Club about having our monthly membership meetings there. They have a breakfast buffet.</li> <li>• They have a large screen, registration tables and we’re not sure if they have a LCD projector, but a Board member can bring one to a meeting (will also save on cost).</li> <li>• DCC said that they can work within our costs that we previously paid to Inn at Chester Springs.</li> <li>• Dena called Inn at Chester Springs three times and they never returned her calls.</li> <li>• The Board decided to hold the 2008-09 Membership Meetings at Downingtown Country Club due to poor service experienced last year with the Inn at CC and a few complaints from attendees about the food and cleanliness.</li> </ul>
<p align="center"><b>VII.</b></p>	<p><b>New Business</b></p> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• We discussed holding the annual officer elections at the April meeting. It was decided if we do this that we will have to change the by-laws.</li> <li>• Toni will ask Patrice Gaul for the updated by-laws and we will update them together for this process. It was suggested that we just revise the by-laws with “no later than” in front of the dates by which the election processes must take place.</li> <li>• All Board Members of CCHRA must be members of SHRM according to SHRM rules. Dena, Cheryl and Mike are not members of SHRM. It was agreed that CCHRA will pay for SHRM membership if a Board member’s employer does not pay for it otherwise.</li> </ul> <p><b>2008-2009 Board Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• Aug. 8, Sept. 12, Oct. 10, Nov. 13 (3 pm at Downingtown CC), Dec. 12 (Board holiday luncheon), Jan. 9, Feb. 13, March 13, April 10, May 15.</li> <li>• Elections – April 20 or 27 depending upon Whitford CC availability</li> </ul> <p><b>SHRM 2008 Planning Workbook – SHRM Chapter Achievement Plan (CAP)</b></p> <ul style="list-style-type: none"> <li>• Toni asked all of the Board members to please read this document before the next meeting and to look at scholarships and awards also and to pick one item on the list for which we want to take charge! We will be discussing this at the August Board meeting (8/8/08).</li> </ul>
<p align="center"><b>VIII.</b></p>	<p><b>Meeting adjourned at 10:25 am</b></p> <p>Next Board meeting: Friday, August 8, 2008 at 8:15 AM at Springhouse in Eagleview.</p>