

Chester County Human Resource Association Board Minutes

For: Friday, September 12, 2008 – 8:15 AM

From: Friday, August 8, 2008

Respectfully Submitted by: Debbie Mikulak

Present:	Debbie Mikulak, Toni Cramp, Dena McVicker, Mike Bacchini, Andrea Mower, Cheryl Kiley, Peggy Stelle
Absent:	Mary Ev McGann, Bill Roth
I.	Call to Order
II.	Adoption of Agenda: Agenda adopted
III.	<p>Secretary’s Report:</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>
IV.	<p>Treasurer’s Report:</p> <ul style="list-style-type: none"> • C-Vent Credit Card Services – “Pay Flow” is the name of the company. We have to find a bank that is compatible with Pay Flow in order to accept credit card payments for our monthly membership meetings. Mike looked into Willow Financial, Fox Chase Bank and M&T Bank as providers for Pay Flow. We need to open a checking account with the bank that we choose. M&T would require us to change our whole banking relationship in order to use them. • Mike asked Debbie to inquire whether or not we need a shopping cart on our web site in order to enable members/guests to pay online. (Debbie checked this and a shopping cart is not needed.) • Mike wanted to ensure that we let convenience members know that they must register for EACH meeting even though they are paid for the year. • Members must be made aware that if they want to pay by credit card, that must be done online and we do not have the capability to take credit cards at the door. • The 2008-2009 budget was discussed. Peggy suggested that we budget a number for speaker expenses and asked how much we should budget. The board agreed to start with \$5,000 budget for speaker expenses. • We should add C Vent Expenses to the budget. • Budget – golf outing – need 60 golfers at \$116 to break even. It was agreed that Mike will break out the Gold Outing Budget expenses into more detailed line items. • Mike asked permission to move \$2,000 into the CCHRA checking account since the balance is getting low.
V.	<p>Committee Reports</p> <p><u>Program Committee:</u></p> <ul style="list-style-type: none"> • Downingtown Country Club has an LCD Projector, Screen, Podium and Microphone for our use. • DCC is not available for our Nov. 13 cocktail networking so Cheryl is going to check to see if they have Nov. 20th available. • Cheryl has received confirmation sheets from DCC for our monthly membership meetings which need to be signed and a \$500 deposit is required to hold those dates. • Dena posted CCHRA’s web site on the Chester County Chamber’s web site (we are members) and she has received a lot of activity from it. • The Program Committee met on July 25th. A speaker is need for April and bookmarks are needed to be done and printed prior to the Sept. 26th meeting. • The Program Committee wants to hand out binders at the meetings with CCHRA HR TOOLKIT on them for the members to put notes from the monthly meetings. Speakers are going to be required to hand out summaries of their presentations to the membership. It was suggested that we find a sponsor for the binders to offset that expense. <p><u>Membership Committee:</u></p> <ul style="list-style-type: none"> • We discussed the new membership form and agreed that we need more information on it to make the membership directory a better tool. We specifically would like each member to indicate their major responsibilities so that the members can be used more easily as a problem solving resource. • Dena would like to use the Sept. membership meeting to encourage people to join as soon as possible! • Dena thought it would be useful to publicize SHRM perks to attract members to become involved on the Board. • Dena wants to get our first announcement out the day after Labor Day which will require settling any Pay Flow issues. <p><u>Sponsorship Committee:</u></p> <ul style="list-style-type: none"> • Peggy asked if we could provide a free adv for Springhouse for them hosting our Board meetings. We agreed that would be appropriate.

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VI.	Old Business <ul style="list-style-type: none">• None
VII.	New Business <ul style="list-style-type: none">• Villanova HR Program – Denise Plaughter attended the Board meeting this month to --
VIII.	Meeting adjourned at 10:25 am Next Board meeting: Friday, September 12, 2008 at 8:15. Not sure about location as of this date.

