

**Chester County Human Resource Association Board Minutes**

**For: Thursday, December 14, 2006**

**From: Thursday, November 9, 2006**

**Respectfully Submitted by: Antonia R. Cramp, PHR**

<b>Present:</b>	Sharon Standish, Toni Cramp, John Scott, Darlene Newlin, Matt Verdecchia and Jacqui Shulman
<b>Absent:</b>	Peggy Stelle, , Bill Roth and Pat Gaul
<b>I.</b>	<b>Call to Order</b>
<b>II.</b>	<b>Adoption of Agenda:</b> Agenda adopted
<b>III.</b>	<b>Secretary's Report:</b> Board Meeting and Program Minutes adopted
<b>IV.</b>	<p><b>Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>• Permission to Pay Request submitted.</li> <li>• Net worth is balanced.</li> <li>• Budget reviewed and approved however it may be revisited based on membership (based on 165 members, current membership, 119)</li> <li>• John received sponsor information and will invoice accordingly.</li> <li>• An attendance summary was submitted; 77 reserved; 73 actual.</li> <li>• A monthly meeting profit (loss) analysis was submitted. Recommendations: 1) lower the number of reservations; 2) in next general program announcement, add verbiage regarding invoicing those who register but do not show; and 3) Darlene to draft a letter to forward to "repeat" offenders.</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>• December's program is set.</li> <li>• The June Program Committee met and provided the following recommendations:</li> <li>• 1) Program: 11:30 – 3:00 to be held at the Brandywine Valley YMCA</li> <li>• 2) Vendor showcase</li> <li>• 3) Lunch at 11:30 – 12:30 (box lunch format)</li> <li>• 4) Break out sessions (12:30-12:50; 12:55-1:15; 1:20-1:40; 1:45-2:05)</li> <li>• 5) Group Session with Keynote Speaker, 2:15-2:55</li> <li>• 6) Keynote Speaker: on air personality; speaker to choose topic</li> <li>• 7) Program title: "Small Change – Big Difference"</li> <li>• Sponsorships to be determined by the Board (# of tables/accommodations to be determined)</li> <li>• Possible sessions: stress relievers, internal medicine services; prevention vs. intervention; nutritional choices in the workplace; and/or health fair.</li> <li>• Sharon will follow up with Pat Gaul regarding contact at the Inn at Chester Springs to insure the proper set up for program meetings.</li> </ul> <p><b><u>Membership Committee:</u></b></p> <ul style="list-style-type: none"> <li>• Current Membership: 119</li> <li>• 3 applications reviewed and approved.</li> <li>• Remaining directories to be mailed; update scheduled for January.</li> </ul>
<b>VI.</b>	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Matt will research CCHRA shirts options.</li> <li>• Matt will email a draft of the revised By-Laws to members for their review for discussion at the December Board meeting.</li> <li>• Sharon distributed Board member position descriptions and requested members to review and sign, otherwise note requested revisions.</li> <li>• Sharon will complete the CAP.</li> <li>• Website: Peggy continues to research.</li> </ul>
<b>VII.</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• No new business introduced.</li> </ul>
<b>VIII.</b>	<p><b>Meeting adjourned</b></p> <p>Next Board meeting: Thursday, December 14, 2006 at 8:30 a.m., location to be determined.</p>