

**Shoals SHRM – Board Meeting**

**4/13/2023 1pm 2022**

# Call To Order at

# Attendance

Crystal Wilson - President, Meghan Fike – Administrative Officer, Mallory Watkins – President – Elect, Matt Oglesby – College Relations, Erika Franco - Communication Officer, Tim Tubbs - Legislative Officer, Committee Member - Emily Addison

**Absent**

Christina Lewis - Finance Officer

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| **Topic** | **Discussion** |
| **Call to order** | Encourage SHRM Foundation Donation .75 or more for 75 Year Anniversary  Add Mallory Watkins to Shoals SHRM Checking account – Approved By Board  Update review and approve Bylaws: remove irrelevant information and Dual membership chapter. This will be an ongoing project.  Review a new Shoals chapter logo image. This will be an ongoing project. The board will narrow down to 2 logos and then let the entire chapter vote between the two.  Student sponsorship help to send to ALSHRM Conference $100 (Athens State Student) – The Board is comfortable with this amount. We would rather send a UNA student if possible, but there are no UNA students attending this year.  Purchase items for Silent Auction ALSHRM Conference raise money for SHRM Foundation $100-$150. (Cups, door prizes, Crystal will take items)  Need board members to help meet, greet, serve, setup and clean during monthly meetings.  It was suggested to possibly use GroupME as another method of communication for the group. |
| **Required For SHRM Affiliation** | **REQUIRED For SHRM Affiliation**  Four Board Meetings Required Per Year  Income/Expenses - Keeping up with Jan 1 beginning and Dec 31 ending balance  Membership Dues - Members must be SHRM National Members $249  Supporting and Promoting SHRM Foundation Initiative - Make $1,000 donation from Shoals SHRM in October/November  Promoting SHRM Certification - UNA/SHRM Certification Study Group  Board Member Elections – October  Chapter Leader Information Form CLIF – Due December 1 or when board members change  SHAPE deadline is January 31, 2023 for our chapter initiatives and financial statement  Promote SHRM Expo, State Council Meeting, etc.  Annual Reaffirmation for SHRM certification provider  HRCI recertification for credits  VLBM Volunteer Leader Business Meeting (normally held in November) |
| **Business Cards** | Update Logo Mallory is working on one for to send to SHRM for Approval  This will be an ongoing project. The board will narrow down to 2 logos and then let the entire chapter vote between the two. |
| **Bylaws** | Find out membership and dual enrollment verbiage for section 4.1.  Remove sections 4.5, 4.6 and 4.7.  Section 4.8 – remove “and Associate”  Article 7 – update titles |
| SHRM VLRC VOLUNTEER | Shrm.org-membership-volunteer leader resource center  Previous recorded volunteer webinars  [Home (shrm.org)](https://vlrc.shrm.org/s/)  [Webinar (shrm.org)](https://vlrc.shrm.org/s/topic/0TO1T000001QHw3WAG/webinar) |
| **Legislative Update – Tim Tubbs** | SHRM A-Team member.  Sign up here! Take Action Download the APP  <http://www.advocacy.shrm.org/about?0>  Tim continues to keep us updated |

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| **Student Affairs – Matt Oglesby** | | Matt update on UNA student chapter:  STUDENT SHRM NATIONAL RATE $49  If more than 2 students attend the Shoals SHRM meetings, Matt will pay the $10 per student fee.  Matt is working on next year’s enrollment push. UNA is working on the new HR degree program. HR is most popular MBA concentration and students have doubled in HR undergraduate concentration since 2016.  Future suggestion – maybe pay for a UNA student’s SHRM national fee ($49). | |
| **Income Statement/Finances-Christina Lewis**  **SHRM Deposit for membership**  **Q2 Financial Support Program**  **100% Chapters: $6.25 per SHRM Professional Member primarily coded\* to your Chapter at the end of each calendar quarter. Paid quarterly and totaling $25 per year.** | | Christina Lewis presents the Income Statement as of 4/1/2023  Purchased goody bags and gift cards for money meetings average around $50  Purchase Tea monthly average $12, purchase plates, cups, napkins, utensils as needed average $50  Up to almost 60 members    Previous Balance -$ 9,624.06  Current Balance - $ 10,578  Chapter payments 2022 SHRM Q4 $ $418.75  2023 SHRM Q1 $  2023 SHRM Q2 $  2023 SHRM Q3 $  Total National SHRM Members 58 or 59 (goes up and down, Crystal receives a daily report)  Post office $212.00 DUE September 2023  Meghan Fike membership  Keeping up with Jan 1 beginning and Dec 31 ending balance   * + This is required for SHRM affiliation   We have 27 paid package deals $2850  Possible locations – Listerhill Auditorium, Lauderdale County | |
| **Volunteer Activities/Workforce Readiness** | | Workforce Readiness Initiative for 2023 - Discuss hosting a job fair & partnering with the Shoals Chamber/Stephanie Newland and businesses. We can use Listerhill facility in Muscle Shoals for the job fair.  Date – Free – Promote  City of Florence, list of new businesses.  Shoals Chamber contacts  SHRM Host Free Webinars on the VLRC | |
| **Membership Roster= members**  **Current 53**  **Squareup-credit/debit card payment**  **(charges a fee so you don’t receive the full amount of the payment) $3.93** | | Members must be SHRM National Members $249  January 1 - December 31, 2023  Approved membership dues  This is required for SHRM affiliation  2023 Approved  SHRM NATIONAL members only  package deal - includes presentation and food  $100 OR $10 PER MEETING  Non-Chapter MEMBERS/VISITORS package deal  - includes presentation and food  $150 or $15 per meeting  Mallory has been reaching out to expired members |
| **College Relations – Budget** | | Matt Oglesby UNA Student Chapter 2023-Budget |
| **Sponsorship Info** | | United way Donated Walmart $50 gift card 2/9/2023  CIMSgts Ron Castro Sponsor $50 2/9/2023 |
| **SHRM Foundation Change**  <https://www.shrm.org/foundation/Pages/Donate-Now.aspx>  New Fundraising website for chapters and state council  https://shrm.org/foundation/about/Pages/GiveSmart | | Support and promote SHRM Foundation  Initiative - SHRM Foundation $Change$ - Collecting change in 2023  Make a $1,000 donation from Shoals SHRM in November 2023 - This is required for SHRM affiliation  \*\*Foundation Scholarships Handout\*\* |
| 2023 ALSHRM SHRM FOUNDATION DIRECTOR  Crystal Wilson  ALSHRM BOARD MEETING 1/26/2023 | | SHRM Foundation 2023  ALSHRM Conference May 15-17 2023 Perdido Beach Resort  SHRM FOUNDATIONS SCHOLARSHIP 2023 available online  https://www.shrm.org/foundation/pages/default.aspx |
| Erica Franco  Emily Addison | | | Updates on work force develpoment |

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| **Meeting Credits** | | Crystal Wilson has been submitting certification credits for meetings and conferences - HRCI & SHRM  **October 2022 Complete Re-affirmation for SHRM Chapter Certification Provider for 2023**  **Completed HRCI Renewal January 2023**  **Chapter Certification** |
| **UNA/SHRM Certification Study Group 2023**  <https://www.shrm.org/certification/about/Pages/default.aspx>  SHRM HOST CERTIFICATION WEBINARS  YOU CAN REPLAY THEM ON THE SHRM VOLUNTEER WEBSITE [SHRM Volunteer/Core Leadership Area (CLA) Webcast/Webinar Information 2022](https://vlrc.shrm.org/s/article/SHRM-Volunteer-Core-Leadership-Area-CLA-Webcast-Webinar-Information-2022?mkt_tok=ODIzLVRXUy05ODQAAAGGp_zoKc6IxL8pZ4dWj2yOsit1bQi9tYHL-VyuqmtWJR_ri5av_6jw-ln-0kUp9mcMDFtIfAVZMkdQUSkxMV65BaZLQLMSOwwMybEPPyS1AuBCkhWC) | | Each instructor must be SHRM Certified  2023 SHRM certification exam window is May – July & December – February  Instructors: Crystal Wilson, Mallory Watkins, Rob Hildreth, Carol Underwood  SHRM Certification classes for Begin in February 2023  Promoting SHRM Certification This is required for SHRM affiliation – Post on Facebook & LinkedIn  SHRM eblasts for certification prep course (non – SHRM affiliated members)  Meghan will bring flyers to next meeting.  Carol will not be teaching after this year. Matt Oglesby can possibly take her place. |
| **Board Member Elections/Chapter Leader Information Form CLIF**  <https://fs16.formsite.com/robgatesshrmorg/form8/index.html> | | SURVEY MONKEY FOR BOARD MEMBERS SEND OUT IN OCTOBER 2023  This is required for SHRM affiliation  Not many people fill these out. |
| **SHAPE -Completed**  <https://drive.google.com/file/d/1WYhBfdWx96gkc1-ONk8iJkazhvwtqp33/view> | | SHAPE deadline is January 31, 2023 for our chapter initiatives and financial statement COMPLETED JANUARY 2023  Search for SHRM VLRC, may have to enter Shape in the search engine on the website for correct year 2023. Answer  7-10 questions  Required for SHRM Affiliation  This is where we add and delete board members. |
| **Board Meetings**  4/2023  8/2023  10/2023  12/2023 | | This is required for SHRM affiliation |
| **SHRM Annual Conference 2022**  **SHRM ANNUAL CONFERENCE 2023** | | SHRM EXPO CONFERENCE 2023 LAS VEGAS, NV JUNE 11-14 2023 |
| **Communication Officer** | | Mallory Watkins, Meghan Fike, Crystal Wilson - Update, Social Media, Flyers (looking at students to help with this task for the chapter) |
| **Board Member Perks** | Chapter will pay for Board members to attend UNA conference (if there is a conference held) if they chose to attend if their company will not pay  President, President-Elect/Vice/ Past President, Finance Officer, Administrative Officer, Communication Officer, Legislative Officer, Student Liaison board member, Program Director, Communication Director | |
| **Webinars & SHRM WEBINARS** | Crystal has been sending out relevant webinars to the group and posting on the website  Meghan Fike has started our Shoals SHRM Facebook page and updating upcoming events  Mallory has started our LinkedIn SHRM page  https://www.shrm.org/learningandcareer/learning/webcasts/pages/default.aspx | |
| **Company Foundations** | Kicks For Kids, Food Pantry, Toys For Tots, United Way, Books | |

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| **2023 Meeting Dates**  **Need speaker**  **We will plan to meet in person unless speakers are unable to do so.** | **CRYSTAL ATTENDED** **Thursday November 17-19, 2022** Gaylord Convention Center, Washington, D.C. (details to come) **Thursday, January 12, 2023 Blake Cruttenden DRUG FREE WORKPLACE SUPERVISOR TRAINING**  **Drug and Alcohol Mis-use in the Workplace**  **Wednesday January 25 ALSHRM HR Innovation $29**  **Thursday January 26 State Council meeting Auburn Opelika Resort (no cost) Mallory and Crystal will be attending**  **Thursday, February 9, 2023 ETHICS Legal update Carr & Allison**  **Thursday, March 9, 2023 Mr. John Mansell & Mr Wesley Puckett Lauderdale County School System**  **Thursday, April 13, 2023 Horizon Point Jillian Miles**  **Thursday May 11, 2023 Patrick Sebation Attorney**  **Monday-Wednesday May 15-17 2023 ALSHRM Conference and Expo Perdido Beach Resort Orange Beach AL Crystal Will be attending as ALSHRM Foundation Chair**  **June 11-14, 2023 Las Vega NV Convention Center**  [**SHRM Annual Conference & Expo 2023**](https://store.shrm.org/annual)  **Thursday, August 10, 2023 Tosha Page UNA**  **Thursday September 14, 2022** Verk Vibe Jon Orozco Laurie (Lawrence)  **Thursday October 12, 2023Horizon Point Mary Ella or Jillian Miles**  **Thursday, November 9, 2023 – Robin Hunt Think Analytics**  **Save the Date: SHRM Volunteer Leaders' Business Meeting (VLBM) 2023: November 16-18, 2023, Washington, D.C. *Invitation-only for select State Council and Chapter positions; more details to come.***  **Thursday, December 14, 2023 – Holiday Open House** |

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