Meeting Location: Colorado Mountain College

Meeting Purpose: Monthly BOD Meeting

Date: November 9, 2016

Present: Karyne Spadi, Jeniffer Murray, Michelle Lovins, Linda Giordano, Mellanee Montgomery, Amy Boggs, Candie Delp, Cherie Chavis, Ali Kelkenberg, Jessica Beauchamp

* **Presidents Update (Michelle)**
* Michelle advised the BOD about a recent email fraud situation that affected HCHRA’s USBank checking account. This fraud resulted in a financial loss of $1,318 and was reported to the local authorities and a fraud report was completed at USBank. Unfortunately, this type of activity is not covered under our recently purchased D&O insurance.
* D&O Insurance is in place and was effective October 1, 2016.
* Michelle introduced Jessica Beauchamp from Four Seasons in Vail to the Board. She is potentially interested joining our Board.
* Michelle and Karyne will be attending the Volunteer Leader Summit in Washington DC next week.
* Our CLIF Report is due to SHRM by December 1. This report requires us to report our BOD members for 2017. Michelle confirmed with the current Board members that they will all retain their positions for 2017.
* We do have two Board positions open for 2017; President Elect and Treasurer. If you are aware of anyone that would be interested in filling either of these roles please let Michelle know.
* Our SHAPE report is due by the end of January. Michelle is currently working on finalizing this report and will share with the BOD prior to submitting it to SHRM.
* The 2017 BOD retreat has been scheduled for Friday, January 20 at 8:30am at East West Resorts HR office.
* **Financial Updates (Amy)**
* There are only a few outstanding invoices for programs. Reminders have been sent and Michelle will follow up with Vail Resorts regarding their outstanding invoices.
* PayPay balance is $150 and USBank $3,768 as of the date of this meeting.

With Amy’s departure from the BOD, Michelle will be facilitating changing the names on all banking accounts. Karyne will be added to the USBank account in place of Amy in December.

* **Membership Updates (Karyne, via email)**
* We currently have 84 active members, 5 (6%) are SHRM, this does not include 10 that are pending.
* We had 30 renewals as a result of our last membership drive.
* Karyne suggested we try to get all members on the same renewal schedule by offering a few free months. This would simplify and streamline the membership process.
* **Program Updates (Linda)**
* Upcoming Programs:
  + December – Holiday mixer date was set for December 1st ETown from 4 pm – 6 pm.
  + January – Peter Rudy will present on Workplace Violence on the 12th.
  + February – I9 Seminar
  + March – Scott Ferrin will present, topic TBD, will request a topic that fulfills strategic credit requirements. Michelle will confirm this with Scott in DC next week.
  + Linda is researching other webinars that can be offered to fill some gaps on programs.
  + Karyne suggested we explore offering a suicide prevention program next year.
* **Certification Update**
* SHRM Boot Camp is complete and was a success.
* Linda has provided Cherie information on upcoming programs to obtain certification credits.
* **College Relations – (Mellanee)**
* Workforce Center hosted a successful job fair on November 3rd with a 19% increase in attendance from job seekers.
* **SHRM Foundation Update (Candie)**
  + November 29th is Giving Tuesday for SHRM Foundation; December 31st is the last day to donate for 2016.

Meeting Adjourned 5:00 pm