

Minutes for CVHRMA

Call to Order

A board meeting of CVHRMA was held on July 7, 2016 at Fuzio's Bistro. The meeting was called to order at 3:30pm and was presided over by Nicole Tyler, with Christina Alger as communication recorder.

Attendees

Voting members in attendance included Nicole Tyler, Christina Alger, Rhonda Giovannoni, and Tiffany Waller. Non-voting members in attendance included Omer Syed, and Louis Maldonado

Members not in attendance included Jowanda Collins, Dawn Tacker, James Anderson, Kathleen Xavier, and Kristen Goucher. No guests in attendance

Approval of Minutes

A motion to approve the minutes of the previous June 2, 2016 meeting was made by Nicole and seconded by Omer.

Officers' Reports

➤ Nicole

- Constant contact - Nicole contacted them to cancel the service but was concerned about losing data. Constant contact gave us one more month of access for free so that we could pull our data. Kathleen will be downloading information before finalizing cancelation.
- Workshop - Sponsors and exhibits - We have one gold and one silver sponsor left to fill. HRCI credit is set up.
- Sept 21 luncheon - Martha to still finalize topic.
- Headcount for harassment training - need to get a headcount soon for Sandy. Registration is light.
- July 11 conference call - District conference calls happen each quarter to support local chapters and relay information from national. These calls last approximately 45 minutes and Nicole encouraged board members to join in and listen if they could. This is a great way to be involved.
- Katy Johnson was submitted for the Modesto 20 under 40. We will await a final decision.
- Kathleen and Christina to set up info email for Christina to manage incoming communication.
- Executive board members - discussion of what this group should include. Follow up will be done at the next board meeting as we were missing the full group. Need to revise job descriptions for Technology and Communications.
- Backfilling seats - discussion of backfilling seats such as Finance in order to have a full team when seats change. Board members were encouraged to seek those interested. All board members must hold national membership.

➤ Dawn

- Recap of Sponsors/exhibitors - Sent prior to meeting
- Draft of workshop schedule - sent prior to meeting
- Will be at state counsel next week and will update us upon return.

➤ Tiffany

- Budget update - Currently at \$10,192.61. We are watching the budget closely to stay in line with our projections. We still have outstanding invoices that need to be reconciled. Some invoices are very old and some are from this past year. They could be unpaid or some could be unreconciled but paid, this due to system and seat changes. The old system was not as user-friendly as the current. We need to clean them up to have stability going forward. Nicole and Dawn will review the list to determine write-offs and those to pursue. They will have these finalized prior to the August board meeting for the board to review.

➤ Rhonda

- Harassment training - Suggested that all board members reach out to businesses they have a relationship with to promote.

Other Reports

None

Follow up items

- Constant contact cancellation after retrieval of data
- Infor email set up
- Executive board member group

Adjournment

Meeting adjourned at 4:53pm.