

**MINUTES  
GLGPA BOARD MEETING  
MAY 13, 2008  
SEA PALMS RESORT  
ST. SIMONS ISLAND, GEORGIA**

**WELCOME**

President Karen Fraser called the meeting to order at 1:15 PM and opened the meeting with a prayer.

The following members were in attendance:

Meg Blubaugh	Emily Nobles	Rosetta Thrower
Renee Brazeale	Rita Odom	Karla Trosper
Ed Durham	Susan Roberts	
Karen Fraser	Chris Ryan	
Brenda Hall	Malinda Smith	
Carol Lincoln	Lee Spell	

UGA Staff Present: Pauletta Rogers

Board Members Absent: Selina Bell

**MINUTES**

Karen Fraser directed the attention of the Board to the agenda and the minutes from the January 25, 2008 Board Meeting. With no additions or corrections, a motion to approve the minutes was made by Chris Ryan and seconded by Renee Brazeale. Motion was unanimously approved.

**TREASURER'S REPORT**

Karen then directed the Board's attention to the Treasurer's Report and bank reconciliation as presented by treasurer, Malinda Smith. Malinda noted that the reconciliation covers the period of November 2007 – April 2008 and that the current ending balance is \$31,203.94.

Karen asked if all members had paid their dues. Susan Roberts stated that all members, with the exception of Fred Perry, had paid. The total paid membership is 285, including 39 new members.

With no additional questions, a motion to approve the treasurer's report was made by Chris Ryan, seconded by Emily Nobles. Motion unanimously approved.

**UGA REPORT**

Pauletta Rogers reported that there are 163 registered participants for the conference, of these are 28 representatives for the 17 vendors attending the conference. She also stated that because of the recent storms, several people have called to cancel. We will have the final numbers at the next Board meeting.

There are 26 first-time attendees. First-time attendees are recognized when they mark the appropriate box on the conference registration form. It is possible that some first-timer attendees may not be recognized if they did not check the box. Karen stated that she would ask for additional first-timers at the opening session. If anyone states that they are a first-time attendee, there are additional ribbons to be added to their nametags.

Included the participant's packet is a list of classroom assignments, a date saver notice for the Fall conference, agenda, participant's list, first-time attendee list, vendor list (by name and company), and a flyer regarding how to post a question or a job/resume on the GLGPA website.

Eleven members are eligible to receive their CHRM certification at this conference. Ten will be in attendance at the awards luncheon. Four will receive the A-CHRM.

All committee members and Board members will have ribbons on their names badges.

Pauletta advised that she does not have the quotes ready for the June 2009 conference. She will email the Board once all the quotes are in place. She has received a quote from Sea Palms and has requested quotes from Lake Lanier, Savannah Marriott, Augusta Marriott, Atlanta Marriott-Midtown, UGA-The Georgia Center, and Athens – Hilton Gardens (classes to be held at the Classic Center). Quotes will also be given for November 2009.

At the January Board meeting, based on the conference evaluations, the Board discussed a HR 101 class. Pauletta stated that she and Walt need additional direction on this effort. She suggested, as one option, a one-day class offered at Central Georgia Tech in Macon. The cost of the room is \$100, with no penalties for cancellation. She also suggested that we use a professional speaker/instructor who can cover HR basics as well the basics of HR laws.

Brenda Hall indicated that she had a conversation with Walt McBride about the possibility of offering a webinar. Walt was very receptive to the idea and suggested the formation of a task force to explore this option for training. Karen Fraser suggested the use of Survey Monkey to determine the needs of the membership.

Pauletta added that, based on the conference evaluations the membership, needs and wants a HR reference guide, something they can refer back to. Karla Trosper advised that the Georgia Chamber of Commerce produces a basic manual. Malinda stated that we could be using the website to post the requested information.

Brenda Hall stated that there are two decisions to be made: should we create a basic HR Manual and should there be a task force to look into the possibility of developing webinars.

Karen Fraser mentioned that the Certification Committee should meet to discuss this need, as well as the topics discussed at the January Board Meeting.

It was suggested that a HR 101 class could be offered during the conference, either in addition to Legal Updates on Friday or as part of the certification program.

Karen asked for volunteers to participate on the task force. Meg, Karla, Rita, Malinda and Karen stated they would participate. Emily mentioned that Brenda Hall should be involved. Karen said that she would contact her. Brenda Hall stated that Walt McBride should also be included.

Brenda Hall then made for a motion to form a Task Force to explore the issues as discussed. Karla Trosper seconded the motion. Motion unanimously approved.

Susan Roberts made a motion to nominate Meg as chairperson of the task force. Karla Trosper seconded the motion. Motion unanimously approved.

## **COMMITTEE REPORTS**

### **AWARDS**

Rita Odom stated that she has the awards for Professional Achievement. She reported that there were three nominations for the Professional Achievement Award and two nominations for the large agency award. There were no nominations for small agency. Rita mentioned that the Board should encourage all members to apply for the awards. All information pertaining to the awards, including the nomination forms, should be available on the website. Meg stated this is something that the agencies should consider as they implement new things at work. It was also suggested that the awards could be given at both conferences.

### **CERTIFICATION**

No report other than the topics previously discussed.

### **NOMINATIONS**

Brenda Hall mentioned the Board positions that need to be filled at this conference. As the Treasurer is an appointed position, Malinda Smith will need to be reappointed. The Board positions for which the term is expiring are Susan Roberts, Terry Holt, Emily Nobles, Lee Spell, and Rita Odom. So far, the members who have expressed interest are Norma Jean Brown, Rita Odom, Susan Roberts, Chris Ryan, Linda Phillips, and Emily Nobles. Officer positions that are up for election are president-elect, vice-president and secretary. Brenda Yearwood has stated that she will run for vice-president. Renee Brazeale has expressed interested in running for president-elect, but does not want to give up her Board seat, as the current by-laws require. Possible changes to the by-laws will be considered and addressed by the By-laws committee. Additional nominations will be accepted from the membership. The election will be held on Thursday after class.

### **CONSTITUTION AND BY-LAWS**

Ed Durham reported that the By-Laws Committee will look into the possibility of amending the by-laws to allow Board members to run for officer positions.

### **MARKETING/PROMOTIONS**

Brenda Hall stated that the first time attendees would participate in a scavenger hunt. She also requested approval of the money for prizes for the scavenger hunt winners. Surveys have shown that new members enjoy this game. Karen called for a motion to approve the scavenger hunt

prizes. Ed Durham made the motion. Rita Odom seconded the motion. Motion unanimously approved.

Brenda also mentioned that Orientation would be held from 5:00 pm – 6:00 pm. All Board members are encouraged to attend. The survey from the Fall Conference indicated that new members would like to know how to become certified, so the orientation will focus on that subject.

New members will receive tote bags. There are extra bags available for purchase.

### **HISTORICAL RECORDS**

Susan Roberts stated that she has compiled a list of members by geographical area, which she believes she can post on the website. She is also prepared to prepare a list by region. This would allow the members to see what other members are in their area. Karen Fraser thanked Susan for a job well done.

### **NEWSLETTER AND WEBSITE**

Susan Roberts reminded everyone to let her know about any changes to staffing within the member agencies or if a job posted on the website has been filled. Karen Fraser stated that she would mention this at the opening session. Susan also reminded that job posting is for members only as a benefit of membership. Resumes from non-members can be posted.

### **CONFERENCE PLANNING**

Rosetta Throver reported that BINGO is the entertainment for this conference. She also stated that she'd love to see a talent show as the entertainment for a future conference. The Board agreed that a talent show would be fun as long as we confirm participation well in advance of the conference.

Susan Roberts, at Pauletta's request, displayed the conference attendee gift, a rolling bag.

### **OLD BUSINESS**

Karen Fraser asked for any old business. Brenda Hall asked if the Board should recognize the honorary members. Karen indicated that she would recognize Gene Morris and talk about what he has done within the organization and his life.

### **NEW BUSINESS**

Karen Fraser distributed copies of the artwork and quotes for the proposed ACHRM pin. Because the price of gold has increased, Karen stated that she would get updated pricing and email the Board. She also mentioned that the Board has not yet approved to move forward with awarding a pin for the advanced certification. Karen asked if everyone was in agreement with the design of the pin. She then asked for a motion to proceed with getting the advanced pin, based on the acceptance of new quotes before an order is placed. Rita Odom moved to proceed. Chris Ryan seconded the motion. Unanimously approved.

Malinda mentioned that there are only 15 CHRM pins remaining, so more should be ordered.

With no other business to discuss, Karen Fraser indicated that she would entertain a motion to adjourn. A motion was made by Chris Ryan to adjourn at 2:42 p.m. Karla Trosper seconded motion. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Carol Lincoln". The signature is written in a cursive style with a large, looped initial "C".

Carol Lincoln  
Secretary