

Appalachian Chapter of the Virginias P. O. Box 1804 Bluefield, WV 24701

AGENDA Bluefield College, December 17, 2015 11:30 a.m.

Call to Order Lunch Consideration of Minutes from November 19, 2015 Meeting Treasurer's Report

New Business:

2016 WV SHRM State Council Volunteer Opportunities as of November 30th:

Director-Elect (will take office 01/01/18); Technology; Foundation;

Membership/At-Large; Professional Development; District Director;

College Relations; Diversity and Inclusion; Workforce Readiness

New Website – http://acotv.shrm.org
SHRM Pathway

Program:

Mary Jane Umberger with HR Alliance, LLC will present "How Great Leaders Inspire Action"

Next Meeting:

Thursday, January 28, 2016 - Tom Winn and Victor Lawson, attorneys with Woods Rogers

Announcements

Save the Date – WV SHRM HR Day at the WV Legislature – February 24, 2016 SHRM Annual Conference & Exposition in Washington, DC – June 19-22, 2016

Adjourn



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To: All Members of the Appalachian Chapter of the Virginias, Society for Human Resource

Management and Prospective Members

From: Sandy Boothe, Secretary

Date: December 17, 2015

Subject: Minutes from meeting held on November 19, 2015

The regularly scheduled meeting was held at 11:30 a.m. at Bluefield College in Bluefield, VA.

Melissa Ward called the meeting to order. 13 people were present.

Our speaker was Lori Deal Cox, Department Senior Manager of the Call Center for Capital One Financial. Lorie discussed how office etiquette has changed in the last few years, especially as we embrace the digital transition. She addressed new standards for office etiquette (dress code, personal space, communication), email and social media – including tips and advice on how to always make the best possible impression with others.

The Treasurer's Report reflected that expenses were \$128.52 for lunch for September Meeting; \$135.25 was spent on gift cards and cards for speaker for November 19, door prize for meeting, receipt book for lunches and petty cash, memberships were received and a deposit of \$350 was made. That brought the balance to \$4410.90.

There being no further business, the meeting was adjourned.