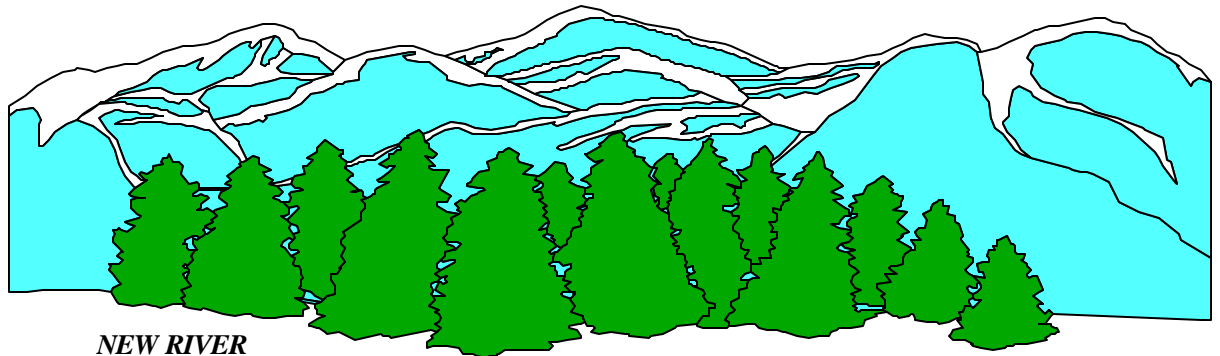


AFFILIATE OF



SOCIETY FOR  
HUMAN  
RESOURCE  
MANAGEMENT



NEW RIVER

VALLEY CHAPTER

www.nrvshrm.com

### Greetings From The President

December 4, 2003

#### Board of Directors

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kedmonds@naxs.net  
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Web Site Administrator  
443-3377 kathy@ali-inc.com

First, a big thank you is extended to Jeff VanDoren with Flippin, Densmore, Morse and Jessee for his excellent presentation and update on the many changes to Immigration and Employment Law at our November meeting. It was very helpful to everyone in dealing with this increasingly complex area.

Thanks also to all of you who were able to attend the HR Roundtable in November. We tried something new and it seemed to be a great success. Thanks to Lorraine Wachsmann for coordinating the entire event and to Jim Cowan, also with Flippin, Densmore, who did a great job facilitating the discussion. As with any of our activities and programs, we appreciate your feedback so that we know how to plan for the future.

Next, this being December and with 2003 beginning to draw to a close, I want to express my appreciation to the NRV-SHRM Board of Directors for their support and encouragement this year. They are a dedicated group of volunteers who serve the chapter well. Thank you for your support and involvement this past year. This has been a great year! Together we have accomplished a lot. This year has been a unique privilege for me and I have enjoyed it tremendously. I hope that you have as well. NRV-SHRM exists for you and because of you. It is only with your continued commitment and involvement that our chapter will enjoy success.

I look forward to everyone's involvement growing even more as the chapter moves forward in the future.

I am so excited that Lorraine will be assuming the Presidency this coming year. She has been a great support and help to me this year and I wish her and the 2004 Board of Directors the very best success.

Don't forget to get in your membership renewal by December 31 to be eligible for the Winter Getaway drawing in January. I hope to see everyone at the Winter Social on Thursday, December 4.

Best wishes for the New Year to you and your loved ones. Have a Happy Holiday Season!

Best wishes and thanks again,  
*Karen*

## **ANNOUNCEMENTS:**

### **'TIS THE SEASON**

That's right. The Holiday Season is just around the corner. To mark this special time of the year, the New River Valley SHRM Chapter will host its annual WINTER SOCIAL on Thursday, December 4, 2003 between 5 and 7 pm at THE FARMHOUSE.

All members are encouraged to attend and bring your spouse or guest. There is no charge for this event. (An early gift from the jolly old man in the red suit!) THE FARMHOUSE has promised to have its lavish and festive outpouring of hors d'oeuvres and beverages for all who attend.

We hope to see everybody there to enjoy a great time welcoming in the season

### **NRV SHRM Chapter Membership Dues!**

It's that time of the year to renew your membership with the NRV SHRM. IF your membership dues are postmarked on or before *December 31, 2003*, your name will be put in a drawing for a **\$125 Gift Certificate to the Peaks of Otter** (good for lodging and/or restaurant)!

The Peaks of Otter Lodge and Restaurant are nestled between two of the three mountains that make up the Peaks of Otter, located at Milepost 86 on the Blue Ridge Parkway near Bedford, Virginia, and is open year round. For more information visit [www.peaksofotter.com](http://www.peaksofotter.com).

The winner will be announced at the January 2004 meeting! Don't miss the opportunity to enjoy the benefits of your membership with the NRV SHRM for another year and to be in the running for the Peaks of Otter Gift Certificate. Attached to the newsletter you will also find the 2004 Membership Application or you may go online to [www.nrvshrm.com](http://www.nrvshrm.com) and download.

### **2004 OFFICERS**

Inadvertent omission from the 2004 NRV-SHRM Officers list (published in the November newsletter):

Member at Large            Mary Alice Whisenant (TMD Friction)

Congratulations to Mary Alice and to all the newly elected 2004 Officers!

### **nrvshrm.com Job Data Bank**

The chapter now has a new job posting area on the web site. Members may begin placing job postings immediately. The data bank can be found under the "Position Postings" link on the web site. Please use the following guidelines when submitting a posting:

#### **Guidelines to Post Vacancies**

1. All postings should be submitted by e-mail via the website to Kathy Janosko, Web Site Administrator (kathy@ali-inc.com)
2. 30 day posting limit unless notified to remove sooner.
3. We accept HR related postings only.
4. NRV-SHRM is not responsible for editing the job posting. We reserve the right to determine appropriateness. NRV-SHRM does not endorse any advertiser/submission.
5. There is no charge to members of NRV-SHRM.

### **Chapter Industrial Meeting**

Be sure to mark your calendars to attend the next meeting that will be held on **Tuesday, December 9th** at Stone's Cafeteria in Christiansburg. This meeting is held on the second Tuesday of every month and meets at 7:00 a.m. Contact Bruce Jennings at (540) 674-7461 or [bruce.Jennings@volvo.com](mailto:bruce.Jennings@volvo.com) for more information on the Industrial Meeting.

### **Board of Directors Meeting**

The monthly Board meeting will be held on **Tuesday, January 5th** at the Montgomery County Government Center. This meeting will begin at 5:00 p.m. Any Board member who cannot attend should contact Karen Edmonds at 394-2007 or e-mail to [kedmonds@naxs.net](mailto:kedmonds@naxs.net)

### **Chapter Financial Activity Report**

Balance as of September 30, 2003 \$7,650.83

Withdrawals:

Check # 438 10/7/03 \$ 12.00

Town of Christiansburg  
Refund of Learning Modules  
Shipping Charges

Check # 439 10/27/03 \$ 79.00

SHRM Plaque

Check # 440 10/27/03 \$ 993.82

The Meadows Golf & Country Club  
NRV SHRM portion of the golf outing

Check #504 10/1/03 \$ 472.00

SHRM Learning System

Check # 505 10/15/03 \$ 95.38

Name Tags - Golf Tournament

Check # 506 10/28/03 \$ 25.00

Applebees Gift Certificate for  
Shelly Prochaska, Area II Director

Deposits:

10/8/03 - Participant Learning Module \$ 472.00

- New Member \$ 50.00  
- Proceeds from Golf Outing \$1,390.00  
- October Meeting \$ 35.00  
- Membership \$ 130.00

**Balance as of October 31, 2003 \$8,050.63**

## Legislative Update

On Thursday December 11 from 8-9, I will lead a 1 hour briefing entitled "Employment Law Developments and Trends for the Busy Executive" as part of our firm's ExecuBriefs series. The briefing will be held at the 9<sup>th</sup> floor training room in the Wachovia Tower. I invite you to attend. I will focus on the following 5 topics: 1) key issues in harassment cases, 2) non-compete and non-solicitation developments, 3) Wage/Hour alert--exempt v. non-exempt challenges, 4) union organizing update, and 5) handling difficult employment terminations. The cost is \$20. Please let me know if you will attend. If you have questions, please call me or you can find further information on our website:

[www.flippindensmore.com/hrexecubriefs/registration.html](http://www.flippindensmore.com/hrexecubriefs/registration.html)

Todd A. Leeson  
Flippin, Densmore, Morse & Jessee  
1800 Wachovia Tower  
Roanoke, VA 24006  
(540) 510-3014 (direct)  
(540) 510-3050 (fax)  
www.flippindensmore.com

## Board Meeting Minutes

Minutes – November 4, 2003, 5:00pm, Government Center

PRESENT: Karen Edmonds, Lorraine Wachsmann, Kathy Janosko, Cyndy Rupe, Bruce Jennings, Mike Aamodt, Rita Turpin, Carol Dudding, Kara Hughes, Andrew Jones

November's meeting centered around the 2003 Objectives and how they were met.

### NRV-SHRM 2003 OBJECTIVES

#### *Serve the Professional*

Increase SHRM membership by 5%

- *Membership has increased by 8.9%.*
- *Membership campaign to be held through December 31 for 2004.*

Increase the number of Certified members by 10%

- *Facilitator Kit\* ordered for first time.*
- *Six individuals currently studying/taking class.*
- *Recognized all NRV-SHRM certified members with an SHRM certification designation lapel pin.*
- *Accomplished getting NRV-SHRM meetings qualified for certification credit.*

Revise membership application to gather more information

- *Have added place for "last certified date."*  
*And questions: "What can NRV-SHRM do for you?"*  
*"How would you like to become involved?" (added a list of committees)*

Rename Annual Golf Tournament

- *Renamed Bob Griffin Memorial Golf Tournament.*
- *Included Golf Clinic and Luncheon for NRV-SHRM members.*
- *Collaborated with Roanoke Valley Chapter – Held September 26, The Meadows; made \$396.18 profit.*

Plan member/family event for 2003

- *Collaborated with Roanoke Valley Chapter – Salem Avalanche Baseball Outing (with families) – August 29.*
- *Social Committee established and will be meeting in November to plan future events.*

Increase Student Chapter involvement in NRV-SHRM

- *Student Chapter reports at October meeting by Student Presidents.*

- *Presidents have been invited to attend Board meetings (joined us at November meeting).*

Hold Board social event in Summer, 2003

- *Board get together with spouses held at Edmonds cabin – July 26.*

#### *Enhance the Profession*

Initiate Scholarship Fund

- *\$75 flagged for future*
- *Won Chapter Scholarship Award of \$1,000 – Facilitator Kit\* purchased and postage paid on participant kits for certification study materials.*

Initiate HR Roundtable

- *First HR Roundtable scheduled for November 5 – Jim Cowan, facilitator; topic: “Legal Advice for Stress-Free Terminations” – The Farmhouse Restaurant; 28 attendees; good feedback.*
- *Invited managers and supervisors to attend with HR member.*

Review Associate Member guidelines

- *Reviewed and some guidelines are available if/when the chapter were to decide to set them.*

Enhance website

Job data bank

Legislators

Student Chapter link

- *Added Web Site Administrator position to Board.*
- *Job bank established with guidelines; fairly consistent postings.*
- *Legislators listing and student chapter links accomplished.*
- *Doing more with announcements and on-line calendar.*

Develop informal leadership succession plan

- *Nominating Committee working on this; should be available by December 31.*

#### *Additional:*

- *SHRM Foundation Raffle - \$150 raised – Chapter Champion*
  - *Annual Holiday Social*
  - *Co-sponsored Annual Business Decisions Forum – September 16.*
  - *Chapter funds to support Junior Achievement Program, SHRM Foundation, HR Magazine subscription to NRCC, State Council meeting support – Southwestern District*
  - *Annual Wage Survey/Contribution to RU Student Chapter for Conducting*
- Planned and held first Installation Service for NRV-SHRM Board of Directors.*

#### **Articles for SHRM Newsletter**

Articles for each month’s newsletter are due on the last Tuesday of the previous month. For the **January** newsletter, the deadline would be **December 30th**. They may be sent to the Chapter’s secretary, Cyndy Rupe, at [Cyndy@oakhalli.com](mailto:Cyndy@oakhalli.com), Cyndy’s telephone number is 540-387-0000.

**New Membership Forms and Dues Information**

**Invoice for Annual Chapter Membership Dues  
Society for Human Resource Management  
New River Valley Chapter  
January 1, 2004 – December 31, 2004**

**Part I – Please provide the following information for the Chapter Membership Directory.**

Name/Position: \_\_\_\_\_

Name Preferred for Name Tag: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Certification:**

\_\_\_\_\_ PHR      \_\_\_\_\_ SPHR      \_\_\_\_\_ Not Certified

Date of Last Certification \_\_\_\_\_

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**Part II – The NRV SHRM Chapter receives financial reimbursement from the National SHRM Organization for every Local Chapter Member who is also a National SHRM Member. Therefore, please provide the following information so we can ensure our records agree with the records of the National Organization.**

\_\_\_\_\_ I am not a National SHRM Member

\_\_\_\_\_ I am a National SHRM Member (Please provide the information below)

Chapter Affiliation (Chapter Name, City, State) \_\_\_\_\_

Membership Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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**Part III – Dues must be received by December 31, 2003 to ensure you will be included in the 2004 Chapter Membership Directory. Dues are as follows:**

\_\_\_\_\_ \$40.00 Annually for National SHRM Members (A discounted rate for National SHRM

Affiliation).

\_\_\_\_\_ \$50.00 Annually for Non-National SHRM Members (Local NRV Chapter Member Only).

\_\_\_\_\_ \$10.00 Annually for Retired National or Retired Local SHRM Members.

Please make check payable to NRV SHRM and remit with this form to:

Melissa Moorman Cox  
Membership Director/Treasurer, NRV – SHRM  
c/o ADECCO  
1999 South Main Street, Suite 405  
Blacksburg, VA 24060

Questions?  
Call (540) 951-0841 or Email  
Melissa.Cox@adeccona.com

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**Part IV – Please provide comments.**

**What can NRV SHRM do for you?**

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**Please indicate in which of the following areas you would be interested in volunteering –**

\_\_\_\_\_ Membership

\_\_\_\_\_ SHRM Foundation

\_\_\_\_\_ Social Events

\_\_\_\_\_ Industrial Committee

\_\_\_\_\_ Programs

\_\_\_\_\_ Wage Survey

\_\_\_\_\_ Certification

\_\_\_\_\_ Other (Please Specify): \_\_\_\_\_

## 2003 Calendar of Events & Annual Meeting Schedule

January 16, 2003 . . . . .NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg 7:30 a.m.  
Flippin, Densmore, Morse & Jessee “Legislative Update”/ Installation of Officers

February 20, 2003 . . . . . NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Matt Hart, Literacy Volunteers “Workplace Literacy/ Certification Recognition”

March 20, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Ellen Dodson, SMIA “Long-term Care Insurance, Should It Be Part of Your Employee Benefits Package? ”

April 17, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Flippin, Densmore, Morse & Jessee “HIPAA—Down to the Wire: HIPAA Privacy Compliance”

May 15, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Dan Oyler, Management Association of Western VA “FMLA Overview”

June 19, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Dr. Mike Aamodt, Radford University “Employee Recruitment”

**\*\*Change of Venue**

July 17, 2003.....NRV-SHRM Breakfast Meeting at Warm Hearth Village, Blacksburg, 7:30 a.m.  
Victor Cardwell & Tom Bagby, Woods, Rogers and Hazelgrove “FLSA Law Update”

August 21, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Dan Semones, Dept. of Rehabilitative Services “Diversity Training”

September 18, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Jackie Hudson, Economist, Virginia Employment Commission. “Labor Market Analysis”

October 15, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Shelley Prochaska, SPHR, SHRM Area 2 Manager “National SHRM Update”

November 20, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.  
Jeff Van Doren, Flippin, Densmore, Morse & Jesse, Legal “Changes in Immigration and Employment Law”

**\*\*PLEASE BE SURE TO “REPLY” TO THIS E-MAIL FROM CYNDY RUPE (Cyndy@oakhalli.com) BY MONDAY, JANUARY 12<sup>th</sup> IF YOU ARE PLANNING TO ATTEND THE JANUARY MEETING. PLEASE INDICATE IF YOU WILL BE BRINGING ANY GUESTS. IT IS IMPORTANT THAT WE GET AN ACCURATE COUNT OF PEOPLE SO THAT FOOD AND HANDOUTS CAN BE PREPARED ACCORDINGLY. THANK YOU \*\***

December 4, 2003.....Winter Social.....The Farmhouse Restaurant, Christiansburg, 5pm.

January 15, 2004.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30am.  
Charlotte Mason, The Issues Management Group “Coaching Skills”