

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR JANUARY 7, 2019**

Board Members Present:

1. President – Rae Duffy
2. President Elect – Nicole Davis
3. Secretary/Certification Representative – Tricia Kleber
4. Treasurer – Jennifer Regis
5. Treasurer – Andrea Bunch
6. Vice President, Membership – Amy Civilikas
7. Vice President, Programs – Katie Parker
8. Vice President, Sponsors – Terri Kozikowski
9. Director of Diversity/Workforce Development – Shareem Annan
10. Legislative Liaison – Matt Nieman
11. Co-Director, Discussion Group – Megan Hollywood
12. Community Outreach Co-Chair – Mary Khattak
13. Community Outreach Co-Chair – Mary Roome
14. Student/Emerging Professional Liaison – Lori Reed
15. SHRM Foundation Representative – Susan Hathaway
16. Director at Large – Linda White
17. Past President – Beth van Burk

Board Members Absent:

1. Co-Director, Discussion Group – Laurie Smith
2. Legislative Liaison – Meredith Bergeson
3. Registration Coordinator – Charlan Cornwell
4. Director, Marketing – Erin Moody
5. Director at Large – Ryan Haywood

MEETING STARTED – 6:04 pm

Consent Agenda:

Secretary's Report – Tricia Kleber sent the November minutes out by e-mail. Beth van Burk approved the minutes, Jennifer Regis seconded the motion.

Approve – 11
Abstain – 6
Oppose – 0

Treasurer's Report – Jennifer Regis/Andrea Bunch – Balances as of 1/3/2019

- BB&T Checking – \$2,640.33
- BB&T Savings – \$23,976.04
- PayPal – \$269.44

Jennifer will send out the December financials this month. By the February meeting she will have the budget available for us to review.

Programs' Report – Katie Parker

Katie has been introduced to the speakers for the upcoming year.

Programs for 2019

- January – Melynda Benlemlih and Barbara Leary – How HR Professionals can Enable Transformation – Dinner Meeting – Katie has the speaker form and has requested the presentation slides. She does need to get a gift card for the presenters. We need to reschedule this due to a medical emergency by one of the presenters. Amy and Mary R volunteered to do their presentation on Business Continuity Plans. Tricia will submit it and try to get business credits.
- February – Kelly Carberry – The Balanced Scorecard for Human Resources – Dinner Meeting
- March – International HR – Elizabeth Von Groeller – Breakfast Meeting
- April – Dennis Brouwer – Eleven Leadership Essentials: Train (& Perform) Like an Elite Leader – Dinner Meeting
- May – Spring Seminar
- June – The HR Evolution from the #MeToo Revolution – Misti Mukherjee – Dinner Meeting
- July – None
- August – Behavioral Health, Stress, and Impacts on Employee Physical Health: Missing Links or Catalysts for Change – Dr. Jenny Love – Lunch Meeting
- September – Legal Update – Matt Nieman – Dinner Meeting
- October – Recruiting & Retaining Veterans – David Muir – Breakfast Meeting
- November – I9 & E-Verify – Dave Basham – Dinner Meeting
- December- Holiday Party

Membership Report – Amy Civilikas

- Active Members – 142 YE 2018
- Pending Members – Reviewing reports and will report 2019 at Feb meeting.
- Email sent to remind members to renew membership.
- 2019 Board members are included in the 142, remember 2019 Board members are not charged Dulles annual dues
- Joint mixer w/Prince William and Loudoun Chapters scheduled for Tuesday, April 2nd at Alto Plaza in Centreville. Have secured one sponsor, looking for additional sponsors.

Sponsorship Report - Terri Kozikowski

- Yearly Sponsor – Signal Financial FCU
- Monthly Sponsors – January – Fisher Investments
- February – ROCS Staffing
- March – Arthur Gallagher

Registration Report – Charlan Cornwell

November Meeting

- Attendees – registered, walk-in, no-shows – 20 (19 registered, 1 walk-in, 5 no-shows)
- Annual Sponsors – 2
- Monthly Sponsors – 2
- Facilitator – 1
- TOTAL – 25

Community Outreach Report – Mary Khattak, Mary Roome

Nothing to add at this time

Discussion Group Report – Megan Hollywood, Laurie Smith

December Discussion Group

- Topic – Behavioral Assessments
- Attendees – 25 registered, 2 walk-ins, 8 no-shows

January Discussion Group

- Topic – Managing Stress and Building Emotional Resilience for HR Professionals
- Attendees – 12 registered, 2 walk-ins, 5 no-shows

February Discussion Group

- Topic – International Human Resources Management

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 951
- Twitter Members – 1005

Certification Report – Tricia Kleber

- SHRM Approval – January Discussion Group and Monthly Meeting, February Discussion Group and Monthly Meeting, April Monthly Meeting
- HRCI Approval – January Monthly Meeting (Business), February Monthly Meeting (Business), April Monthly Meeting (Business)
- Need to Submit – November to both SHRM and HRCI

Legislative Update – Meredith Bergeson, Matt Nieman

No report

SHRM Foundation Report – Sue Hathaway

November Meeting

- SHRM Foundation - \$5.00
- Embry Rucker - \$59.00

Holiday Party Donations - \$25.00 (included in January totals)

Student Chapter Report – Lori Reed

Lori has reached out to the University of Maryland, George Mason University, Roanoke College and UVA to build a bridge to HR majors and those students who may consider HR as a career and an affiliation with Dulles SRM. She is building a spreadsheet with contact information and status.

New Business:

VA Leadership Conference – Rae, Jennifer, Charlan, Megan and Nicole will attend the conference from Thursday, January 10 – Saturday, January 12.

Virginia State Conference – This will be held in Norfolk, VA from April 7-10. Rae and Nicole are attending; Linda will also attend.

Transitions – Lori Reed invited a new person to attend the discussion group – this person was not working and looking to get into HR. Lori didn't know what to do afterwards – it was recommended that Lori invite the new person to a meeting so she could network with the attendees. Lori asked if people use the job boards. We told her that we do post jobs on there, and that Linda sends out job posting e-mails to the chapter when she gets them.

Scholarship fund – We would like to reallocate those funds to give to prospective student membership for national SHRM and/or Dulles SHRM.

We need to figure out how to get the contacts to keep getting the college students interested into Dulles SHRM – how can we do that? Maybe we can do a road show during some university classes and talk for a few minutes about the chapter as well. We also should have a few people ready to be a “buddy” to someone who is coming to the meeting for the first time.

EEOC is closed due to the shutdown. The EEOC doesn't have a quorum right now as well.

For those who did the SOPs last year, these were given to Rae. Rae would like people to jot down notes/tips/tricks as they are doing their jobs so that we have best practices in place.

Goal Setting for 2019 – What are our goals for our individual goals, and the chapter goals?

Mary/Mary wanted to know what the board was interested in regarding charities – pajama party, helping with resumes (Jack Kent Cooke Foundation). Please send an e-mail to Mary and Mary if there are any foundations that you are interested in. How can we get the membership interested? Is there a perception that it is just for the board? Maybe the farm in Loudoun County? We need to do more marketing about what we're

going to do. Maybe we can have a calendar set up for volunteer events, and push the communication out.

Jennifer mentioned that she is working on setting up a 5k over Memorial Day weekend and would love Dulles SHRM and PW SHRM to partner up on it.

We might be able to do 1 event and 2 donations every quarter. We need to figure out how to best make this work. Those attending the leadership conference will ask around and see what other chapters are doing.

Shareem talked about doing an HR Excellence Award. This award would be given to an organization for doing something HR-related around process improvement. She will look back through her e-mails to get more information. Terri did something similar to this in Connecticut, and it was a huge event. They would solicit applications, and companies had to provide references. The winners were published in the local newspapers, and a big fundraiser was done for the chapter. The awards can be a good driving force for companies/people in companies to show what we do and can help drive people to our chapter. Can we partner with Leesburg and PW chapters to do this?

Andrea asked about how goals for the chapter are determined. Rae talked about the strategic meeting that we had in October, and how we're using that to help us move forward with the chapter. Rae talked about the mission statement, vision statement, and overall objectives. Andrea talked about having goals written down and showing at each board meeting how we are doing towards that goal.

Andrea stated that her organization created a Giving community to help with what they want to do for community involvement – is this something that we can do?

Rae asked everyone to think of goals for their position and for the chapter and bring them to the meeting next month.

Tricia suggested that we update the website with the mission and vision. Beth and Tricia will update the overall website.

Next Board Meeting: Monday, February 4 at 6:00 p.m. This meeting will be a virtual meeting.

Meeting adjourned: 7:34 pm

Respectfully submitted,
Tricia Kleber

Last edited January 24, 2019