

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR MAY 6, 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 Shadow – Brian Clickener
6. Vice President – Matt Armendaris
7. Registration Coordinator – Charlan Cornwell (phone)
8. Director, Marketing – Erin Moody (phone)
9. Legislative Liaison – Matt Nieman
10. Co-Director, Discussion Group – Laurie Smith (phone)
11. Director of Diversity/Workforce Development – Shareem Annan (phone)
12. Community Outreach Co-Chair – Mary Khattak
13. Community Outreach Co-Chair – Mary Roome (phone)
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. Vice President, Programs – Katie Parker
2. Vice President, Membership – Amy Civilikas
3. Legislative Liaison – Meredith Bergeson
4. Co-Director, Discussion Group – Megan Hollywood
5. Director at Large – Ryan Haywood

MEETING STARTED – 6:01 pm

Fun Facts

Rae – she loves to travel and collects postcards since she was a kid. She even has a postcard that is carved out of wood.

Jennifer – she has 2 horses that live on her property.

Matt – when he was about 10, he started to acquire Disney pins. He has many of them.

Matt A – about 2 years ago he went ski diving in Key West, and loved it

Sue – she is a train aficionado. She and her daughter took the train from Seattle to Chicago, then to Washington DC. She would like to take the train to the Grand Canyon on her next year.

Tricia – she is doing a Disney jaunt to Shanghai, Tokyo and Hong Kong at the end of the month.

Linda – she plays fantasy football. Her team name is Hogwarts.

Beth – she used to twirl the baton.

Brian – two weekends ago he ran the Poconos Ragnar race.

Lori – she likes to run for exercise. She signed up for a 10-miler and trained for 2 months for this race but had to miss the race due to her husband's travel schedule.
Nicole –she plays fantasy football, and loves the Seattle Seahawks. She has been to 8 stadiums to see them and will add 4 more this year.
Mary K – she is going to Australia next month. She is a Buffalo Bills fan and when she was little, OJ picked up her and her sister.
Mary R – she is a huge sports fan, especially baseball. Growing up she went to Wrigley field. She has been to 21 different parks and wants to go to all of them.
Erin – she sky dived in Key West about 5 years ago.
Shareem – she used to work at the White House in protective services.
Laurie – today is her 18th wedding anniversary. They celebrated at MGM National Harbor.

Consent Agenda – The consent agenda was sent out via e-mail. Jennifer Regis motioned to approve the agenda, and Beth van Burk seconded the motion. All good.

Secretary's Report – Tricia Kleber sent out the April minutes for review. Brian Clickener motioned to approve the agenda and Matt Nieman seconded the motion. The vote to approve the minutes was approved by all.

Treasurer's Report – Jennifer Regis/Brian Clickener – Balances as of 5/3/2019

- BB&T Checking – \$5,929.86
- BB&T Savings – \$23,977.62
- PayPal – \$812.16

Programs' Report – Katie Parker

Programs for 2019

- January – Amy Civilikas & Mary Roome – Business Continuity Plans – Dinner Meeting
- February – Kelly Carberry – The Balanced Scorecard for Human Resources – Dinner Meeting – *Cancelled due to weather issues*
- 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 – 84
- Pending Members – 11, e-mails have been sent to all pending
- “We Miss You” E-mail was sent to expired members. Have received a couple of responses. 106 of the expired members had memberships in 2018. She would like to focus on those since they are most recent. She is requesting a report of those who have attended meetings YTD in 2019 to see if any expired members have attended meetings this year and will reach out to see if they want to rejoin the chapter.

Sponsorship Report – Matt Armendaris

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
 - April 17 – Ultimate Software (paid)
 - Spring Seminar – Booked Extensio Law, Guardian, John Hancock, Paylocity, and Signal Financial. All spots have been filled and all vendors have paid!
 - June 19 – ROCS Staffing (paid)
 - August 21 – Ultimate Software (paid)
 - September – Interest from GMU Executive & Professional Education (Susan Stinson)
 - Still need sponsors for September, October, November, and December

Registration Report – Charlan Cornwell

April Meeting

- 23 Registrants, 5 Walk-Ins (0 no-show!!)
- 1 Speaker
- 1 Annual Sponsor
- Total Attendants: 30

Community Outreach Report – Mary Khattak, Mary Roome

2019 Community Outreach Plan

Month	Location	Type
January	offsite	Gave 2018 donation to Embry-Rucker
February	--	--
March	3/20 meeting	Mention upcoming opportunities to membership in attendance
April	4/2 SHRM Mixer	Collection of rain gear and cleaning products for Embry-Rucker
	4/6 JK Community Farm	Volunteer planting seeds
May	5/15 Spring Seminar	Collection of gently used eyeglasses for Eyes of Hope

June		
July	--	--
August	JKC Foundation Scholars Weekend	Resume & Mock Interview feedback with the scholars
September	9/11 Stairclimb?	Participation
October	Meeting	PJ and book collection
November	Meeting	PJ and book collection
	TBD Embry-Rucker Shelter	Volunteer @ Pajama Party/Story reading/Snack
December	Holiday meeting mixer	Collection TBD...

Discussion Group Report – Megan Hollywood, Laurie Smith

April Discussion Group

- Topic – The Balanced Scorecard
- Attended – 8
- Location – Fairfax County Government Center Conference Room 8, 12000 Government Center Parkway, Fairfax VA 22035
- Facilitator – Kelly Carberry

May Discussion Group

- Topic – Getting the Most Out of Your Employee Benefits Experience for You and Your Employees
- Attended – 14
- Location – Fairfax County Government Center Conference Room 123-C, 12000 Government Center Parkway, Fairfax VA 22035
- Facilitator – Sultanna Tokhi

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 972
- Twitter Members – 1025

Certification Report – Tricia Kleber

- SHRM Approval – May Spring Seminar (6 sessions); November Monthly Meeting; April, May, June Discussion Groups,
- HRCI Approval – May Spring Seminar (4 sessions General, 1 session Business); November Monthly Meeting (General)
- Waiting for approval – 1 session from May Spring Seminar

Legislative Update – Meredith Bergeson, Matt Nieman

No report sent

SHRM Foundation Report – Susan Hathaway

April Meeting

- SHRM Foundation - \$36 from the 50/50 – \$18 plus \$18 donated by Beth van Burk
- Embry Rucker - \$50
- Certificate Winner – Susan Hathaway

Student Chapter Report – Lori Reed

We will be co-hosting an event with GW at their Loudoun Campus on June 6 to promote their graduate certificate and master's degree in HRM and drive members to Dulles SHRM.

The event will feature a reception (beer/wine and heavy appetizers) from 6-7pm, then talk-show event from 7-8pm, with 10 minutes for introductions, 30 minutes for the talk show, and 20 minutes Q&A. GW will be live streaming this event as part of their [George Talks Business](#) series (on YouTube and Facebook) as well as recording for archiving on our GTB site.

GW has offered up Dr. Herman Aguinis as a speaker. He recently won SHRM's academic award (<https://business.gwu.edu/herman-aguinis>). They also offered Dr. James Bailey (<https://business.gwu.edu/james-r-bailey>) as a moderator. They are asking Dulles SHRM to identify one or two people to add to the conversation. They also want our membership list for the invitations.

Old Business:

- **Update on GW Event** – Lori Reed
 - See above. GW is trying to direct traffic to their HR programs, and hopefully we can get some new members from it.
 - We are not comfortable giving them our membership list directly. Erin will send out information to our members.
 - We are providing \$500 to the event.
 - Rae would like someone to update the membership flyer. Beth might know someone who can help with it. Tricia and Mary K. will also look at it.
- **Seminar Update** – Nicole
 - Share information on social media. We currently have 40 people enrolled. Erin will send out information on it tomorrow. Brian asked about a list of common hashtags to use, and he will start one up.
- **SOPs** – Rae
 - We really need to have these done so that when someone joins the Board, we have a framework for them to start with. Rae would like them by the September board meeting.
 - If you are not sure if you did yours, check with Rae to see if she has it.
 - Matt N. thought that there might be some on Google Docs. Beth will check with Kelli Winter to see if she has the password to those files.

New Business:

President's Report:

- State Council Updates:
 - SHRM Getting Talent Back to Work Initiative – would anyone like to share a quote answering the question, “Why does hiring those with criminal records matter to you?” SHRM plans to use this within promotional materials. You can go to the website and sign a pledge for this, and Rae signed on behalf of our chapter. Tricia will send Rae a quote on this.
 - Submissions for the HR VA Magazine – due Friday 5/10 – does anyone have content to submit?
 - Photos and articles about any events you have had this year.
 - Information for a calendar of events of your events happening from July 1 through the end of the calendar year.
 - Reminder that the National Conference is coming up next month in Vegas! Nicole will be attending. We should create a slide for the spring seminar
 - Save The Date – 2020 HR VA Annual Conference: Honor the Past – Celebrate the Present – Imagine the Future
 - Sunday 4/19 – Wed 4/22 at the Omni Homestead, Hot Springs, VA
 - Rae, Nicole and Linda went to the conference this month and had a wonderful time.

Tunnel to Towers 5k – Jennifer talked about the Tunnel to Towers organization that she is involved with. Stephen Silles is a firefighter and ran from the tunnel to the towers to help out. He unfortunately perished in this. Jennifer has run this in NY for the past 4 years. The funds that are raised are for the survivors and their families to help them obtain housing or pay bills.

She and 7 other people put together a run in Prince William County, on May 25. There are about 100 people registered so far, but she would like to get more. If you cannot run but would like to donate or volunteer, please let her know.

She gave postcards to have out at the May seminar.

Tricia will be out of the country from May 23 – June 1. She will have the consent agenda and the May minutes ready to be sent out before she leaves. Can someone update the consent agenda with the reports and send that to the Board on Friday, May 31 so that we have it for the June meeting? Beth van Burk volunteered to send it out.

Beth talked about the Website. Beth wanted to go with a new design/vendor, but finically we don't have the funds to do so. Naomi (Megan's co-worker) is a great asset and has made some changes for us.

Rae will be in and out the rest of this month as she is getting married and going on her honeymoon!

Please try to confirm your attendance at the board meetings by the Friday beforehand.

Next Board Meeting: Monday, June 3 at 6:00 p.m. This meeting will be a virtual meeting.

Meeting adjourned: **6:46** pm

Respectfully submitted,
Tricia Kleber

Last edited May 20, 2019