

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR JUNE 3, 2019

Board Members Present:

1. Secretary/Certification Representative – Tricia Kleber
2. Treasurer Shadow – Brian Clickener
3. Vice President, Membership – Amy Civilikas
4. Vice President, Programs – Katie Parker
5. Vice President, Sponsors – Matt Armendaris
6. Director, Marketing – Erin Moody
7. Legislative Liaison – Matt Nieman
8. Co-Director, Discussion Group – Megan Hollywood
9. Director of Diversity/Workforce Development – Shareem Annan
10. Community Outreach Co-Chair – Mary Khattak
11. Community Outreach Co-Chair – Mary Roome
12. Student/Emerging Professional Liaison – Lori Reed
13. Director at Large – Linda White

Board Members Absent:

1. President – Rae Duffy
2. President Elect – Nicole Davis
3. Treasurer – Jennifer Regis
4. Registration Coordinator – Charlan Cornwell
5. Co-Director, Discussion Group – Laurie Smith
6. SHRM Foundation Representative – Susan Hathaway
7. Director at Large – Ryan Haywood
8. Past President – Beth van Burk

MEETING STARTED – 6:01 pm

Consent Agenda – The consent agenda was sent out via e-mail. Matt Nieman motioned to approve the agenda, and Linda White seconded the motion. Everyone was in favor of the consent agenda.

Secretary's Report – Tricia Kleber sent out the May minutes for review. Katie Parker motioned to approve the minutes and Matt Nieman seconded the motion. The vote to approve the minutes was approved by all in attendance.

Treasurer's Report – Jennifer Regis/Brian Clickener – Balances as of 5/31/2019

- BBT checking - \$2,203.97
- BBT savings - \$22,977.62
- Paypal - \$387.57

Programs' Report – Katie Parker

Programs for 2019

- June – The HR Evolution from the #MeToo Revolution – Misti Mukherjee – Dinner Meeting [Misti Mukherjee is the speaker for June for the #metoo presentation. Katie Parker has been in contact with Misti and the presentation is going as scheduled. Misti will be emailing Katie her slideshow presentation at least 3 days before the event. Katie is also updating the website to include the webinar for June.
- 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 – 92
- Pending Members – 14

Sponsorship Report – Matt Armendaris

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
 - 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

May Seminar/Meeting

- Registrants - 38
- Walk-Ins – 0
- Speakers - 5
- Annual Sponsor - 1
- Sponsors - 7
- Exhibitor – 1 (SHRM)
- Total Attendants - 52

Community Outreach Report – Mary Khattak, Mary Roome

We collected 18 pairs of glasses for Eyes of Hope during the Spring Seminar

2019 Community Outreach Plan

Month	Location	Type
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

June Discussion Group

- Topic – The Key to Success in Managing our National Treasurers - Veterans
- Registered – 14 have registered for June Discussion Group so far.
- Location – BridgeStreet, 11180 Sunrise Valley Drive Suite 400, Reston VA 20191
- Facilitator – Burt Thompson

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 975
- Twitter Followers – 1032

Certification Report – Tricia Kleber

- SHRM Approval – June Monthly Meeting; November Monthly Meeting; June Discussion Group
- HRCI Approval – November Monthly Meeting (General)
- Waiting for approval – June Monthly Meeting from HRCI

Legislative Update – Matt Nieman

No report sent

SHRM Foundation Report – Susan Hathaway

These are the amounts from the Spring Seminar:

- \$100 for Embry Rucker
- \$26 for SHRM Foundation
- \$150 SHRM Foundation donations on behalf of our speakers

Student Chapter Report – Lori Reed

No report sent

Old Business:

- **Update on GW Event** – Lori Reed – this Thursday. She e-mailed GW to see what their numbers are like. Lori would like us to continue to promote it for the next few days. Megan is going to try and make it. Lori is supposed to speak about Dulles SHRM
- **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.
- **Tunnel to Towers PWC 5k Update** – Jennifer sent out an e-mail recapping the event. Amy stated that the event was really well done and that we should participate in it next year.

New Business:

President's Report:

- Guardian webinars update –
 - 15 folks currently registered for June. Please continue to spread the word as this is free for ALL to attend.
 - July's webinar details have been posted on the website (7/24 at 12:00) – *College Debt in America: The Case for Tuition Benefits*
- Congratulations to the VA SHRM State Council – they've been awarded with a Platinum Excel Award for 2018!
- We received our 2018 Q4 Financial Support Payments from National SHRM - \$706.25 (based on membership - \$6.25 for each SHRM member primarily coded to our chapter) and \$420 (\$20 for each primary Dulles member that recertified). **Total = \$1,126.25**

Katie – August speaker might have to be updated. Katie will follow up with speaker and let us know by end of week. We might be able to use the February speaker since that meeting was cancelled due to weather.

Mary K – Jack Kent Cooke event – she will send out the e-mail with information about the event. This event is done jointly with the Loudoun chapter on Saturday August 3, 2019 from 9:00 am – noon. It will be held at the National Conference Center in Leesburg, VA. They are looking for 2-4 volunteers.

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

Next Board Meeting: Monday, August 5 at 6:00 p.m. This meeting will be a live meeting.

Meeting adjourned: **6:21** pm

Respectfully submitted,
Tricia Kleber

Last edited July 23, 2019