

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR AUGUST 6, 2018**

Board Members Present:

1. President – Beth van Burk
2. President Elect – Rae Duffy
3. Secretary/Certification Representative – Tricia Kleber
4. Vice President, Membership – Ryan Haywood (phone)
5. Vice President, Programs – Nicole Davis
6. Vice President, Programs - Janine Onorio
7. Vice President, Sponsors – Diana Wilson-Shirley (phone)
8. Registration Coordinator – Charlan Cornwell
9. Legislative Liaison – Meredith Bergeson (phone)
10. Director, Discussion Group – Laurie Smith
11. Community Outreach – Mary Khattak
12. Marketing – Erin Moody
13. Student/Emerging Professional Liaison – Shareem Annan (phone)
14. Past President – Mary Roome-Godbolt
15. Past President – Linda White
16. Past President – Amy Civilikas
17. Director at Large – Hannah Nyberg

Vacant Positions

1. Director, Diversity/Workforce Education – Vacant
2. Student Chapter Liaison and Scholarship Coordinator – Vacant
3. SHRM Foundation Representative - Vacant

Board Members Absent:

1. Treasurer – Jennifer Regis
2. Legislative Liaison – Matt Nieman

MEETING STARTED – 6:00 pm

Secretary's Report/Minutes: Tricia Kleber circulated the June minutes last week and asked for any changes/corrections, and made the appropriate ones. Tricia asked for a motion to approve the minutes. Linda White made a motion to accept the minutes as distributed. Charlan Cornwell seconded the vote. The vote was:

- Approve – 5
- Abstain – 4
- Opposed – 0

Tricia also asked for a vote on the May minutes, which were sent out last week. Rae Duffy made a motion to accept the minutes as distributed. Linda White seconded the vote. The vote was:

- Approve – 7
- Abstain – 1
- Opposed – 0

Treasurer's Reports: Jennifer Regis reported the following balances as of August 2018:

- BB&T Checking – \$4,830.45
- BB&T Savings – \$31,973.19
- PayPal – \$1,850.63

Jennifer sent out the financials last week.

Job/Resume Exchange: Linda White reported that she will start this new program for our members; it is a tool for members who are job searching or companies who are looking for candidates. She will send e-mails to the membership list when there is a job opening, or if someone sends her a resume. Erin will send out a teaser e-mail announcing this new program and Linda will send out the first e-mail in the next week.

Sponsors: Diana Wilson-Shirley reported that we do not have a sponsor for the August meeting – our contact there left the company, and Diana is trying to get the new person to process the payment and come to the meeting but is doubtful that this will happen. We still need a sponsor for the November meeting.

Signal Financial will be our annual sponsor in 2019. They might sponsor the Fall Mixer as a stepping stone.

The one sponsor who had not paid up from the Spring Seminar finally paid. This brought up a discussion about having a sponsor contract for 2019. Rae sent a template over to Diana to mock up; Matt is now reviewing it and will determine if having it will hurt us. Ryan suggested that we look at it first. If we decide to use it, we should send it out with the PayPal invoice, and allow it to be signed via e-signature. The contract should spell out what we will provide. This way, we will have a signed contract before the event and will not let them participate without paying for it.

Membership: Ryan Haywood stated that as of August 4, we have 116 active members; there are no pending members.

Ryan is working on the Fall Mixer. It will be on Monday, October 22, and he is looking at Coopers Hawk Winery in Reston. He is looking at a wine & appetizer package for 3 hours for \$28 per person instead of \$50 per person. He will also book a private room instead of it being out in the open. He would like to do tiered pricing – a non-member price, a member price and a business partner price. Both Rae and Ryan are members, and they will see if they can get any member discounts. Ryan will provide more information to us in the upcoming weeks.

VA SHRM Council Strategy Session: Ryan Haywood reported that he attended as a non-council member. The purpose of the session was to address critical issues. Karen Edmonds stated that the chapters don't feel a connection to the state council, so this needs to be addressed. They are looking at getting paid professionals to join them; and Ryan will help them as well.

It was noted that the at-large members of National SHRM are not as important because there is no interest in being involved.

Programs: Janine Oronio provided an update on the meetings. For the July meeting, there was a problem with the slides. For the August meeting, there are only a few people registered, so she would like us to do a plug on LinkedIn. Janine also asked Beth to order more Amazon gift cards.

Tricia will send to Janine and Nicole a write-up for the September meeting.

NoVA SHRM did a webinar for credits; Beth will reach out to them to see how that was done and we can decide if we want to do it in 2019.

The programs for the year are:

- January – Engagement Survey Data
- February – Building a Competency Framework
- March – Cancelled and moved to July
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle
- June – Influence without Authority
- July – Building a Robust Strategy for Career Development
- August – Essential Compensation
- September – Legal Update
- October – Diversity Partnering with our Discussion group
- November – Social Media in the Workplace
- December – Holiday Party

Registration: Charlan Cornwell reported that for the June meeting, there were 13 registrants (12 attendees and 1 walk-in), 1 monthly sponsor, 2 annual sponsors and 1 speaker, for a total of 17 attendees.

For the July meeting, there were 23 registrants (22 attendees and 1 walk-in), 1 monthly sponsor, and 1 facilitator, for a total of 25 attendees. We did not have an annual sponsor there.

There are 10 people registered for the August Chapter meeting.

We need to have at least 30 people attend the meetings, so we need to make a push to get more people registered.

Charlan will not be at the August meeting; Beth and Laurie will run it. Mary Roome-Godbolt will help with the raffle and the SHRM Foundation.

There was a problem with the annual sponsor, who thought that she had 45 minutes available to her to present. The annual sponsor will not be at the August meeting; Diana will work to re-engage her and reiterate the time commitment (5 minutes) and the importance of attending the meetings.

Community Outreach – Mary Khattak helped set up the Jack Kent Cooke foundation event. Beth, Any and Mary Roome-Godbolt also helped with resume review and interview tips. It was a great event with over several hundred people in attendance.

Discussion Group: Laurie Smith stated that the August discussion group was on “Eliminating Performance Reviews.” 41 people registered for the event and 26 people attended. Stephanie Shemanski helped run the meeting. Stephanie is facilitating the September discussion group on “Beyond Wellness – Lowering Costs through Strategic Engagement.” This group will be at the Fairfax Government Center.

The discussion group is booked through January 2019.

Media/Communication: Erin Moody shared that we have 941 members in our LinkedIn Group Page, which is 4 more than last month. She is continuing to send out weekly e-mail blast in addition to posting on LinkedIn and Twitter.

There was one person who was posting a lot on our LinkedIn page; Erin blocked him as she did not know who he was, and he was not affiliated with us.

Certification: Tricia Kleber reported that the August meeting has been approved for SHRM and HRCI general credits. She will submit information for the September meeting to be approved from both SHRM and HRCI. The September discussion group has not been submitted for SHRM credits; she needs the write-up to do so.

Legislative: Meredith Bergeson stated that SHRM is backing the Workflex Bill that Mimi Walters proposed in November 2017. This bill would help employees strike a better work-life balance.

SHRM Foundation: Charlan Cornwell

For the June meeting, we collected \$24 for the 50/50 SHRM Foundation. Ryan Haywood won the raffle, and he donated the \$12 to Embry Rucker. We also collected \$30 for Embry Rucker.

For the July meeting, we collected \$26 for the 50/50 SHRM Foundation. We collected \$19 for Embry Rucker.

Student Chapter: Amy Civilikas reported that the State Council Student Competition is in Lynchburg in October. We donated \$200 towards it. Amy stated that there was no thought to having hotel accommodations for speakers, and there is no budget for them. The State Council doesn't want to pay for hotel because it would eat into their profits. Amy may not attend due to other commitments that she has.

Board 2019 and 'Perks': Rae Duffy reported BBG is having their Fall Seminar on September 27. Janine Driver will be their speaker. This is free for anyone to attend. She also stated that if anyone needs broker service and wants to use BBG to please go through her.

She is starting to plan the Board for 2019. If you are interested in staying on, please let her know. She still needs to fill the following positions:

- Programs
- Sponsorship
- Treasurer Shadow – Jennifer will be resigning in 2020
- Membership
- Discussion Group
- Community Outreach – maybe Mary Roome-Godbolt
- SHRM Foundation – does this need to be a separate position?

Other Topics/Wrap Up:

- SOP's are due to Beth by the September meeting
- Board Strategy Session is October 13, from 9:00 am – 4:00 pm. Beth will send out more information about it. Karen Edmonds will facilitate it.
- Rae will lead the October 1 Board meeting.
- Hannah is leaving the Board – she is going to be a nanny and is leaving for Europe for her assignment. We wish her all the best!

Next Board Meeting: Monday, September 10, 2018 at 6:00 p.m. This meeting will be a virtual meeting.

Meeting adjourned: 7:55 pm

Respectfully submitted,
Tricia Kleber

Last edited September 5, 2018