

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR SEPTEMBER 10, 2018**

Board Members Present:

1. President Elect – Rae Duffy
2. Secretary/Certification Representative – Tricia Kleber
3. Vice President, Membership – Ryan Haywood
4. Vice President, Programs – Nicole Davis
5. Vice President, Programs - Janine Onorio
6. Registration Coordinator – Charlan Cornwell
7. Legislative Liaison – Matt Nieman
8. Director, Discussion Group – Laurie Smith
9. Community Outreach – Mary Khattak
10. Past President – Mary Roome-Godbolt
11. Past President – Linda White
12. Past President – Amy Civilikas

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. President – Beth van Burk
2. Treasurer – Jennifer Regis
3. Vice President, Sponsors – Diana Wilson-Shirley
4. Legislative Liaison – Meredith Bergeson
5. Marketing – Erin Moody
6. Student/Emerging Professional Liaison – Shareem Annan

MEETING STARTED – 6:03 pm

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

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

Tricia will upload the August minutes to the website.

Treasurer's Reports: Jennifer Regis reported the following balances as of September 10, 2018:

- BB&T Checking – \$4,550.65
- BB&T Savings – \$31,973.96
- PayPal – \$711.83

Financial reports were sent out today; please let Jennifer know if there are any questions.

Sponsors: Diana Wilson-Shirley was not able to attend but sent the update to Rae. All of the sponsors have been identified for 2018.

- September – Akron
- October – Cookology – they still need to pay
- October Mixer – Signal Financial Credit Union – will also be our annual sponsor for next year; they have not paid for the event, as it is pending VP level acceptance
- November – Art Propel
- December Holiday Party – C2 Essentials was targeted as a possible sponsor, along with Fisher Investments.

Matt asked about the contract. Diana had noted that she wants to finalize that this month, and will get with Matt on the language for the contract. Diana is also looking at selling some low-cost ad space on the bottom of our job e-mails, and some branding initiatives (cocktail napkins, business cards for board meetings). Diana will share more details about this at the October meeting.

Diana also gave us a reminder to like and share the sponsorship posts on social media.

Membership: Ryan Haywood stated that as of September 10, we have 123 active members and 2 pending members.

Ryan completed a membership audit for SHRM and found out that we had one member who joined last year who did not have a national SHRM membership, so he removed him from our roster.

For the fall mixer, the event page is on the calendar, and registration is open. Ryan will work on a blast to send out and will work with Erin on the text for the e-mail blast and the LinkedIn post. Right now we have 4 people registered. Charlan will add the sponsor information to the website once they pay for the event.

Collecting toiletries

Programs: Nicole Davis stated that we had 10 responses to the survey. The responses were very positive. The speaker wants to present in 2019, so Nicole is working with her to set that up. There was one comment about adding some bussing tables so people can put their plates when they are done.

Nicole is speaking with some speakers for potential 2019 topics.

Janine Oronio stated that for 2019, she is in conversation with Kelly Carberry regarding being HR Metrics, and is hoping that will be for February. For January, Melinda Benlemlih will be speaking about how HR professionals can enable transformation; this might be a panel discussion.

The September meeting is on LinkedIn – please share and like that group.

We need more gift cards. Rae will check with Beth to see if any have been ordered; if not, Rae will get speak with Jennifer to see if Jennifer can get them using our debit card.

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 thanked those who covered for the August meeting. reported that for the August meeting, there were 25 registrants (18 attendees and 7 walk-ins), 2 annual sponsors and 1 speaker, for a total of 28 attendees.

There are 15 people registered for the August Chapter meeting.

Community Outreach – Mary Khattak has researched some ideas – Cornerstones (coat drive), Pajama Party, or Women Giving Back – so we need to see what we want to do – tie in with the holiday party. Mary Roome-Godbolt suggested the Pajama party in November and the Coat drive in December at the holiday party. Tricia agreed with Mary's suggestions. Mary Roome-Godbolt offered to help Mary Khattak with the donations.

Discussion Group: Laurie Smith stated that the September discussion group was on "Beyond Wellness – Lowering Costs through Strategic Engagement." 28 people registered for the event and 15 people attended. She is thinking of doing something, maybe have a small fee, since we are getting only half of the registrants attending. The discussion went very well, and the majority of the meeting was spent on having an open conversation on the cost of wellness and the type of programs that companies had. The facilitator did talk for a little bit about the services that her company provides.

The October discussion group is on “What To Do/What Not To Do in a Job Interview.” This group will be at Jeff Wu’s office in Fairfax, and will be led by Shaw Skurnick.

Media/Communication: Erin Moody shared that we have 945 members in our LinkedIn Group Page.

Certification: Tricia Kleber reported that the September meeting has been approved for SHRM and HRCI general credits. All of the 2018 meetings and discussion groups (except December) have been approved for SHRM credits, and the meetings have been approved for HRCI credits.

Legislative: Matt Nieman stated that it’s the end of the fiscal year and most groups are trying to spend all of their funds, so they aren’t focusing on laws yet. The EEOC is wrapping up their fiscal year as well, and they are filing their laws now. One hot button is on reasonable accommodations, so make sure to go through the appropriate steps.

SHRM Foundation: Charlan and Amy Civilikas stated that for August meeting, we collected \$14 for the 50/50 SHRM Foundation and \$11 for Embry Rucker. We don’t remember the winner of the 50/50, but she donated the money to Embry Rucker.

Amy will follow up with Jennifer to submit the SHRM Foundation before the end of November. They need it by then so that during the November conference, it shows that we’ve made our contribution. We will make sure that the donations that we do in honor from our monthly speakers is included in our total numbers.

Rae did ask that if any board members want to donate to the SHRM Foundation, they do that before the end of October.

Student Chapter: Amy Civilikas did not have any updates from the conference. There was supposed to be a conference call today but it was cancelled. We do not feel that the Board should pay for one of our speakers to attend the meeting since we’ve already donated \$200 for it.

Other Topics/Wrap Up:

- Board strategy session – October 14 – JK Moving Office in Sterling 9:00 – 4:00
- Pot-luck sign-up for session
- Volunteer leadership Summit – November 15-17 – Ryan and Rae to attend
- SOPs to Beth and Rae by the end of the month
- Still working to fill discussion group; sponsorship; treasurer to shadow Jennifer and take over in 2020
- Board incentives package in October – Rae and Ryan to connect finalize this
- Laurie and Charlan have some tumbler cups – hand out to speakers at both meetings and discussion groups

Next Board Meeting: Monday, October 1 at 6:00 p.m. This meeting will be a live meeting.

Meeting adjourned: 6:43 pm

Respectfully submitted,
Tricia Kleber

Last edited September 25, 2018