

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

Board Members Present:

1. President – Rae Duffy
2. President Elect – Nicole Davis
3. Secretary/Certification Representative – Tricia Kleber
4. Vice President, Sponsors – Matt Armendaris
5. Registration Coordinator – Charlan Cornwell
6. Director of Diversity/Workforce Development – Shareem Annan (phone)
7. Co-Director, Discussion Group – Megan Hollywood
8. Co-Director, Discussion Group – Laurie Smith (phone)
9. SHRM Foundation Representative – Susan Hathaway
10. Student/Emerging Professional Liaison – Lori Reed (phone)
11. Past President – Beth van Burk (phone)

Board Members Absent:

1. Vice President, Membership – Amy Civilikas
2. Treasurer – Jennifer Regis
3. Treasurer Shadow – Bryan Clickener
4. Vice President, Programs – Katie Parker
5. Director, Marketing – Erin Moody
6. Legislative Liaison – Matt Nieman
7. Community Outreach Co-Chair – Mary Khattak
8. Community Outreach Co-Chair – Mary Roome
9. Director at Large – Linda White
10. Director at Large – Ryan Haywood

Visitor

1. Tennell Whitehurst

MEETING STARTED – 6:10 pm

Favorite Concert You Went To

- Rae – Tim McGraw and Faith Hill
- Nicole – Black Eyes Peas or Garth Brooks
- Tennell – Beyonce
- Matt A – Metallica
- Sue – Boston Pops
- Tricia – Bruce Springsteen; Kip Moore, Earth, Wind and Fire and Chicago
- Charlan – Guns and Roses, Dwight Yoakum
- Laurie Smith – 80's Concert Jam
- Lori Reed – Pink or Lionel Richie
- Shareem – Mary J Blige
- Megan – Justin Timberlake

Consent Agenda – The consent agenda was sent out via e-mail, but most people did not receive it. Tricia will send this out via e-mail for approval.

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

Treasurer's Report – Jennifer Regis/Bryan Clickener – Balances as of 10/4/2019

- BBT checking - \$2,440.26
- BBT savings -21,979.51
- PayPal - \$260.69

Programs' Report – Katie Parker

Programs for 2019

- 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 – 115. 3 people have paid but do not have a Dulles SHRM account; have reached out to request that they create an account. This will bring our total up to 118 members.
- Pending Members – 2
- Fall Mixer – October 28th at Cooper's Hawk, Reston VA – 10 registrants. Amy has sent out LinkedIn announcements, and will send additional ones this week and next week. Please like and share the announcements.

Sponsorship Report – Matt Armendaris

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
 - October Meeting – United Concordia (Not paid)
 - Membership Mixer – No Sponsor Yet
 - November Meeting – SQRL (not paid)
 - December Holiday Party – No Sponsor Yet

Please send any and all sponsorship inquiries to Matt!

Registration Report – Charlan Cornwell

September Seminar/Meeting

- Registrants - 33
- Walk-Ins – 4
- No-Shows - 6

- Speakers - 1
- Annual Sponsor - 2
- Monthly Sponsors – 2
- Total Attendants – 36
- Door Price – Katie Gould

4 people are registered for the October breakfast meeting.

Community Outreach Report – Mary Khattak, Mary Roome

2019 Community Outreach Plan

Month	Location	Type
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

October Discussion Group

- Topic – Envisioning and Developing Your Leadership Brand
- Registered – 27; Attended – 19
- Location – Fairfax County Government Center, 12000 Government Center Parkway, Conference Room 232, Fairfax VA 22035
- Facilitator – Rianne Rome, MBA, SHRM-SCP – JK Moving/CapRelo

November Discussion Group

- Topic – Emotional Intelligence
- Location – Fairfax County Government Center, Conference Room 123-C

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 987
- Twitter Followers – 1029

Certification Report – Tricia Kleber

- SHRM Approval – October Discussion Group; December Discussion Group; November Monthly Meeting
- HRCI Approval – November Monthly Meeting (General)
- Waiting to get approved –
- Need to obtain and submit – November Discussion Group; October SHRM Monthly Meeting; October HRCI Monthly Meeting
- Submitted request to renew certification status; received approval from SHRM; waiting on HRCI approval.

Legislative Update – Matt Nieman

No report

SHRM Foundation Report – Susan Hathaway

These are the amounts from the September Meeting

- \$38 for Embry Rucker
- \$40 for SHRM Foundation
- \$25 SHRM Foundation donations on behalf of our speakers

Student Chapter Report – Lori Reed

No report

Old Business:

- **Nicole** – Board Meetings – still waiting on a few positions – VP of Programs; VP of Membership; Student Professional
- **Annual Leadership Meeting** – January 2020, but the date and location has not been determined. Nicole and Charlan are going. We can send up to 5 people. Tricia might be able to go.
- **SOPs** – Remember to keep working on these and send them to Rae when they are done.

New Business:

Matt Armendaris – E-mail blast – should we limit these to once a month? We have had 2 requests this month, making these #3 and #4 for the year. We're getting more hits on our sponsor e-mails than our regular e-mails. Erin will put Virtual Sponsorship in the header, so our readers can decide if they want to read it or not. The e-mail blast is usually for a specific event, so we do not want this to replace our monthly sponsorships. And we do not want to use this as a job posting avenue. After some discussion, we will not limit this to once a month, but we'll keep monitoring this to see if it starts to become out of hand. Matt will update the website showing that we will do 2 e-mails for the price of \$150.

President's Report:

- Discussion Group –
 - Surveys – membership / surveyed at beginning of meeting – find out what would entice people to join Dulles SHRM. Rae, Nicole and Charlan spoke with Darrin and one thing that came out was to do targeted questioning and find out what would make someone join Dulles SHRM. We also should do targeted surveys to different groups based on what questions we want. During the discussion group, they do ask what type of topics would people want, and Laurie/Megan tries to find speakers for those topics. That does help increase the numbers. One problem we have is that members have to pay for SHRM membership to join Dulles SHRM, then they have to pay for the monthly meetings. Maybe we can consider increasing the fee for Dulles SHRM to include the monthly meetings. We can add this to our end-of-year survey. We discussed about adding a virtual

component to the monthly meeting, but decided that we didn't want that because it would take away from our meetings.

- Pricing for non-members (2020) – should we start charging for non-members? Megan will look at the past year of attendees and see if anyone who was not a member signed up during the year. Megan is also looking for a new space to host the discussion groups. Shareem can hosts some in Ashburn if necessary. Rae/Megan will talk to Matt to see if we can use Jackson/Lewis. We talked about having the facilitator bring breakfast, but that can be hard to do. If someone offers to bring breakfast, we jump at that. Could we offer a yearly sponsorship for the discussion group? We would include their logo on all information sent for the discussion group and have Panera deliver breakfast. They could have information at each discussion group, and could send 1 person to attend. Matt will look into it. Tricia motioned to charge \$10; Charlan seconded. Everyone in attendance was in agreement. Charlan/Rae/Jennifer will help Megan set up PayPal with this. Erin will add this information to the newsletter. Charlan will set up the new year so Megan can start adding in the discussion group dates.
- State Council Updates –
 - Keynote speakers announced for 2020 conference (4/19 – 4/22 @ Omni Homestead): *Early bird registration ends 11/30*
 - Monday April 20th Keynote – Johnny C Taylor, CEO SHRM
 - Tuesday April 21st Keynote - Mauricio Velásquez, President, CEO, & Founder of The Diversity Training Group, LLC
 - Closing Keynote Wednesday, April 22nd – Cy Wakeman, Drama Researcher, NY-Times Bestselling Author and Leadership Consultant
 - If you are going, make sure to register ASAP; the Omni fills up very quickly, and there is not much there. Ask for the garden wing (the other wing is haunted).
- Tricia will be out of town on November 4. Can someone take notes? All of the information will be set up beforehand and it will just be a few things that need to be scribed. Charlan offered to take charge of the minutes.
- Charlan cannot attend the breakfast meeting – Tricia will take over for her and will handle registration. We all need to comment on social media about the meeting as we only have 4 people attending.
- For the Fall Mixer – if you cannot attend, please do not sign up for it. We can only hold 45 spots. If you sign up and then cannot attend, please let Charlan know so she can release the spot.
- Membership – if someone new joins, they can sign up for \$40 and get their membership for 2019 and 2020.
- Holiday party – Charlan will start looking at giveaways for the holiday party, but we need to be budget-conscious.
- Spring Seminar 2020 – Rules of Engagement – Charlan is looking for culture diversity topics/speakers.

- October and November meetings – pajama party – can bring new pajamas (any sizes but really could use bigger sizes and warm pajamas) and new books.

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

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

Meeting adjourned: 7:21 pm

Respectfully submitted,
Tricia Kleber

Last edited October 29, 2019