

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR NOVEMBER 5, 2018**

**Board Members Present:**

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

MEETING STARTED – 6:03 pm

**Secretary's Report/Minutes:** Tricia Kleber circulated the October 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. Rae Duffy seconded the vote. The vote was:

- Approve – 4
- Abstain – 3
- Opposed – 0

The October minutes were approved and Tricia will upload them to the website.

**Treasurer's Reports:** Jennifer Regis reported that the balances as of November 5 are:

- BB&T Checking – \$5,476.34
- BB&T Savings – \$31,975.03
- PayPal – \$406.66

Jennifer also stated that we received payment for the annual sponsor for next year, in the amount of \$1,500.

Jennifer e-mailed the financials to the board for their review. They are attached to these minutes.

**Strategy Session:** Amy Civilikas mentioned that Beth had sent out the recap. For tonight, we will talk about the highlights.

Transition Meeting – We would like to do a team building activity on December 3 at Cookology. We have 2 new members, and they have been given “save the date” invites.

Holiday Party – Mary K and Charlan talked about some changes to the holiday party. One change is to decorate wreaths and then give them to Emery Rucker. We will also do Sugar & Spice - bring non-perishable baking goods to the party to donate. We would like to do the Photo Booth – Charlan will follow up with them. She is using them for her company, so she might be able to get a good deal. We need to decide if we want to have gifts to everyone. We can have pop sockets, tablet/laptop holders, beer mug with Dulles SHRM on it, or a screen cleaner. Another idea is a junior tote bag, similar to the ones that 31 offers. Most of the Board liked the junior tote bag; those are a bit more expensive, so we need to see if we have it in the budget.

Consent Agenda – Ryan spoke about a plan to streamline the decision-making process within the chapter, and making our board meetings more efficient. The Consent Agenda is widely used within organizations, and we would like to use this to enhance our time and cut down on the length of our meetings. By using the Consent Agenda, we could use our time to discuss more strategy instead of the day-to-day items.

Amy stated that each person would e-mail their report, such as the treasury report, to the Secretary within a certain timeframe. Then the secretary can put the information into the Consent Agenda. The Consent Agenda will be voted on when we start the meeting. Then we can use the meeting time to focus on items that don't always fall within the realm of our duties and responsibilities.

Part of this would include an Executive Committee, which is managed by the sitting President. This E.C. would be a separate work group that helps to manage project workflow. It would include the President, President-Elect, Past President, Secretary, Treasury, and Membership. The E.C. meetings would be open to all active members of the chapter, and we should encourage others to attend. The President would report to the board meeting when the meeting would be held and it would be listed on our website. Amy stated that we had done this in the past on an ad-hoc basis, but this would be more structured. Linda stated that it was a great idea and that it does help to have a smaller group by keeping us on task and helps to get it done.

Jennifer motioned to accept the Consent Agenda and Amy seconded it. Everyone in attendance approved the Consent Agenda. Tricia motioned to accept the Executive Committee. Jennifer seconded it. Everyone in attendance approved the Executive Committee.

We will do both.

Amy then talked about how we had shortened the breakfast and lunch meetings. We will also shorten the dinner meeting. Charlan stated that having a buffet would shorten the meeting time, and we'll discuss this more.

Rae talked about the Board Incentive Program for 2019. We would evaluate it every year. For 2019 we would do the following:

- Paid annual chapter membership
- Paid annual Dulles seminar
- Paid membership mixers and holiday party

In order to qualify for these incentives, board members must agree to the following:

- Attend 8 out of 11 board meetings
- Attend 7 out of 10 chapter meetings
- Fulfill the position duties as outlines within the Chapter By-laws.

Jennifer motioned to accept the Board Incentive Program; Amy/Linda seconded it. Everyone in attendance was in approval of the Board Incentive Program.

**Board Updates:** Rae mentioned that Megan Hollywood will be assisting Laurie with the Discussion Group. Teri Kozikowski is interested in the Sponsorship position. Nicole is interested in the President Elect position; she is checking with her work to make sure that there won't be any problems there.

The Virginia SHRM Leadership meeting is the 2<sup>nd</sup> week of January, in Staunton. We can send 5 people to it. If you are interested in attending, let Rae know.

**Programs:** Nicole Davis shared the results of the October survey, which are attached to these minutes.

For November's meeting, the topic is Social Media in the Workplace.

We are fully booked for 2019. The programs for the year that have been sent to Tricia for submission for certification are:

- January – Melynda Benlemlih and Barbara Leary – How HR Professionals can Enable Transformation – Dinner Meeting
- February – Kelly Carberry – The Balanced Scorecard for Human Resources – Dinner Meeting
- 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

**Sponsors:** Diana Wilson-Shirley reported Signal Financial Credit Union will be our 2019 annual sponsor. Someone from the credit union would like to attend either the December meeting or one of the board meetings.

- November – ArtPropel. They will do a welcoming activity, and Diana encourages the board to participate. ArtPropel provides arts based team-building, creativity and wellness workshops for the workplace.
- December Holiday Party – We still need a sponsor for the party.
- February – ROCS Staffing is pending. They will be having an additional person attend the meeting, so they will be paying for the Gold sponsorship plus 1 attendee.

Shred-It is a possible sponsor for 2019.

Diana will be working with Teri to go over what she has for 2019, and the contacts. She will get Rae the process flow of how the position works.

**Registration:** Charlan Cornwell reported that for the October meeting, we had 14 attendees. That included 4 people who registered after we closed registration. Neither the annual sponsor nor the monthly sponsor attended the meeting. We did have 1 facilitator attend.

We have 11 people registered for the November meeting. The meeting is a week earlier than normal. Tricia will bring Charlan a suitcase to make it easier to carry things around.

Charlan will see if the hotel will do a Hot Chocolate bar at the holiday party.

**Membership:** Ryan Haywood stated that as of November 5, we have 134 active members and 3 pending members.

**Community Outreach –** Mary Khattak stated that the reading party at the Embry-Rucker Shelter will be on Tuesday, November 20<sup>th</sup> from 6:30-7:30 pm. If any of the board would like to participate, they would need to complete a background investigation.

Mary provided the link to the background investigation to the board. Mary needs to know who is participating so that she can notify Karen from the Pajama Program. She also stated that if people cannot attend, they can still donate pajamas and/or books to the program, and bring them to the November 14<sup>th</sup> chapter meeting. They tend to need pajamas for the older kids, since it's harder to get those. Mary will check to see if we need to bring snacks, paper plates and napkins.

**Discussion Group:** Laurie Smith stated that the topic for the October discussion group was "What To Do/What Not To Do in a Job Interview." It was by Shaw Skurnick. We had 15 registrants and 13 participants.

Michael Baran led the November discussion group, with the topic being "Unconscious Biases." It was an interesting discussion. He spoke about the "yellow card system" where employees receive a yellow card (similar to kids on a soccer field), which prompts a discussion about an offensive topic. It is not used as a punishment but rather as an opportunity to discuss biases that make us uncomfortable. Everyone loved it. We had 15 registrants and 13 participants.

December's discussion group will be at BridgeStreet in Reston, which is Megan Hollywood's office. The topic is Behavioral Assessments. Megan is updating the website tonight with that information. Megan is looking forward to co-leading the discussion group.

January, February and March topics have been established as well. Laurie will send Tricia the information so that they can be submitted for SHRM credits.

**Media/Communication:** Erin Moody was not at the meeting. Tricia checked the LinkedIn Group page and saw that we have 951 members in our LinkedIn Group Page, an increase of 2 from last month.

**Certification:** Tricia Kleber reported that all of the 2018 meetings and discussion groups have been approved for SHRM credits, and the meetings have been approved for HRCI credits. HRCI just approved the Strategic meeting, so she will send those certificates out to the attendees. We still need to get approval for the December discussion group meeting. She has received the write-up for the January, February and April 2019 meetings. They have been submitted to SHRM but not to HRCI as we're still waiting on our approval.

**Legislative:** Meredith Bergeson reminded people to vote tomorrow. She was at an EEOC public meeting last week and they had some scientists there talking about instability in the workplace and how that can cause discrimination issues. It was similar to the discussion group.

She also mentioned that for anyone who has employees in MD, there have been more changes to reporting of sexual harassment claims.

**SHRM Foundation:** Charlan Cornwell provided that at the October meeting, we collected \$15 for Embry Rucker. For the SHRM Foundation, we collected \$2.00. Our total for the SHRM Foundation is \$556. Amy stated that the focus on the SHRM Foundation has been on Veteran recruiting.

**Student Chapter:** Shareem Annan stated that she has no updates. She is trying to figure out on how to get students to be more engaged in SHRM. Amy Civilikas stated that the student competition was changed to a virtual competition. Amy will check to see if we will get our money back or if our money will go towards the winner of the competition attending the Virginia State Conference in 2019.

**Next Board Meeting:** Monday, December 3 at 6:00 p.m. This meeting will be our transition meeting.

Meeting adjourned: 7:20 pm

Respectfully submitted,  
Tricia Kleber

Last edited November 28, 2018