

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR NOVEMBER 4, 2019**

Board Members Present:

1. President – Rae Duffy
2. President Elect – Nicole Davis
3. Treasurer – Jennifer Regis
4. Treasurer Shadow – Bryan Clickener
5. Vice President, Membership – Amy Civilikas
6. Vice President, Programs – Katie Parker
7. Vice President, Sponsors – Matt Armendaris
8. Registration Coordinator – Charlan Cornwell
9. Director, Marketing – Erin Moody
10. Director of Diversity/Workforce Development – Shareem Annan
11. Co-Director, Discussion Group – Megan Hollywood
12. Co-Director, Discussion Group – Laurie Smit
13. Legislative Liaison – Matt Nieman
14. SHRM Foundation Representative – Susan Hathaway
15. Community Outreach Co-Chair – Mary Khattak
16. Community Outreach Co-Chair – Mary Roome
17. Student/Emerging Professional Liaison – Lori Reed
18. Past President – Beth van Burk
19. Director at Large – Linda White
20. Director at Large – Ryan Haywood

Board Members Absent:

1. Secretary/Certification Representative – Tricia Kleber

Charlan – if anyone does not attend, please note them here.

MEETING STARTED – **6:10** pm – **Charlan** – enter time started

Consent Agenda – The consent agenda for October was sent out via e-mail, but most people did not receive it. Tricia sent this out via e-mail for approval, but has not heard anything back from it. A vote needs to be done on the October Consent Agenda.

Charlan – you can ask for someone to motion the agenda and take a vote. You can count me in as one of the Yes votes.

Tricia sent out the November Consent Agenda for review. We are still waiting on a few items before it can be approved – Membership numbers from Amy Civilikas and Social Media numbers from Erin Moody.

Charlan – Can you fill in how many people are registered for the November meeting if you have it? once you get the updates from Amy and Erin, you can go and ask for someone to motion this for approval.

Secretary's Report – Tricia Kleber sent out the October minutes for review.

Treasurer's Report – Jennifer Regis/Brian Clickener – Balances as of 11/1/2019

- BBT checking - \$1,502.91
- BBT savings - \$21,979.88
- PayPal - \$129.48

Programs' Report – Katie Parker

Programs for 2019

- November – I9 & E-Verify – Dave Basham – Dinner Meeting
- December- Holiday Party

Programs for 2020

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Membership Report – Amy Civilikas

- Active Members – 138
- Pending Members – 2
- Fall Mixer –October 28th at Cooper's Hawk, Reston VA
- PW and Loudoun SHRM would like to partner on joint Spring Mixer. Will have more details in coming months, but suggest we partner again. The cost for our Chapter was minimal for the 2019 mixer.

Sponsorship Report – Matt Armendaris

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
 - Membership Mixer – BBG
 - November Meeting – SQRL
 - December Holiday Party – Decided not to have a holiday party sponsor this year

Please send any and all sponsorship inquiries to Matt!

Registration Report – Charlan Cornwell

October Seminar/Meeting

- Registrants - 19
- Walk-Ins – 1
- No-Shows - 2
- Speakers - 1
- Annual Sponsor - 0

- Monthly Sponsors – 1
- Total Attendants - 20

XX people are registered for the November dinner meeting.

Community Outreach Report – Mary Khattak, Mary Roome

2019 Community Outreach Plan

Month	Location	Type
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

November Discussion Group

- Topic – Making Organizational Development Invaluable
- Registered – 17
- Location – Fairfax County Government Center
- Facilitator – Gretchen Apgar

December Discussion Group

- Topic – Disruptive Innovations: How new services & technology will change the way you do business.
- Location – Online discussion

Social Media/Communication Report – Erin Moody

- LinkedIn Members –
- Twitter Followers –

Certification Report – Tricia Kleber

- We are approved for both SHRM and HRCI for 2020
- SHRM Approval – November Discussion Group; December Discussion Group; November Monthly Meeting
- HRCI Approval – November Monthly Meeting (General)

Legislative Update – Matt Nieman

No report

SHRM Foundation Report – Susan Hathaway

These are the amounts from the October Meeting

- \$14 for Embry Rucker
- \$6 for SHRM Foundation
- \$25 SHRM Foundation donations on behalf of our speakers

Student Chapter Report – Lori Reed

No report

Old Business:

Charlan – you can see if there are any updates on these items, and then add any other old business items if anyone has them.

- **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:

President's Report:

RAE will send you her report on Monday – you can insert it here, and then add anything that is discussed.

- Spring Seminar 2020 – Rules of Engagement – Charlan is looking for culture diversity topics/speakers.
- November meeting – pajama party – can bring new pajamas (any sizes but really could use bigger sizes and warm pajamas) and new books. We need to promote this.

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

Next Board Meeting: Monday, December 2 at 6:00 p.m. This will be our transition meeting/dinner at Coopers Hawk in Reston.

Meeting adjourned: **7:21** pm – **Charlan** – enter time stopped

Respectfully submitted,
Charlan Cornwell

Last edited November 2, 2019

