

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR AUGUST 4, 2014**

Board Members Present Via Conference Call: (9)

1. President Elect - Courtney Nicholson
2. Secretary - Linda Caporaletti-Hoyt
3. Vice President, Programs - Linda White, PHR
4. Student Chapter Liaison and Scholarship Coordinator - Rae Duffy
5. Director, Social Media & Newsletters - Cindy Snyder, SPHR
6. Workforce Education/Diversity Director - Tricia Kleber
7. Certification Representative - Amy Civilikas, PHR
8. Director, Discussion Group - Beth Gilley
9. Registration Coordinator - Kelley Ridge

Board Members Absent: (10)

1. President – Mary Roome-Godbolt, PHR
2. Vice President, Sponsors - Vince Pascarella
3. Past-President – Joseph Sherrier, SPHR
4. Legislative Liaison - Matt Nieman
5. Assistant Registration Coordinator - Charlan Cornwell
6. Assistant Vice President Membership - Maggie Jones, SPHR
7. Director-At-Large - Teresa Buchholz
8. Vice President, Membership - Katie Scullion, PHR
9. Treasurer – Jennifer Regis
10. Director-At-Large - Beth van Burk, SPHR

This was a virtual meeting. Courtney Nicholson led the meeting in Mary Roome-Godbolt's absence and called the meeting to order at 6:05 pm.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the minutes from the June 2014 via email. There were no suggested changes.

Beth Gilley motioned that we approved the minutes as presented.

Cindy Snyder seconded the motion. Vote was recorded as:

- Approve – 7
- Abstain – 2
- Opposed – 0
- Minutes approved

Membership: Maggie Jones and Katie Scullion reported that they are trying to verify membership with the new data base. We had 160 members in June, with 5 more to be verified. They will have a clearer picture next month as they become more familiar with the database.

Katie mentioned they want to push membership renewals in the Fall and she will work with Cindy to get a template. Katie will also keep a historical membership list for record keeping. Rae Duffy worked with Katie on a membership flyer for future meetings.

Registration: Kelley Ridge reported that we had 27 attendees/3 walk-ins at the July meeting and 17 are signed up for the August meeting. Kelley and Charlan will follow-up on with Hidden Creek Country Club for meetings after December 2104 since our contract is expiring.

Sponsors: Vince Pascarella submitted his report via email. We have sponsors for all monthly chapter meetings through November 2014.

Treasurer's Reports: Jennifer Regis was not on the call but provided financials to the board via email on August 6. As of July 31, 2014 our balance sheet shows:

BB&T – checking= \$ 17,589.

BB&T – savings= \$ 33,994.

Paypal account= \$ 1,755.

Programs: Linda White reported that our August chapter speaker David Spungin has been approved for business and management strategy credit. Linda mentioned response rate to surveys has been very low this year, we discussed providing an incentive for participating. Rae offered to help Linda with this, and Kelley will try to have the final list of participants and their emails to Linda the day after the meeting so the survey can go out as soon as possible. Linda is working on 2015 programming, Matt Neiman has agreed to speak for February.

Certification: Amy Civilikas was not available but emailed her report. We have submitted for the September chapter meeting and are hoping to get business and management strategy credit.

Update on the Fall Study Group - Marymount Reston is providing space again and Eileen Taylor will be our facilitator. The group will meet Monday evenings beginning Sept 8th. Amy has reached out to NOVA SHRM to partner and hope to increase participation. We'd like to have 15 - 17 sign up for the group, which means we need about 25 people to express interest as many drop out as we approach the start.

Participants who purchase the 2014 Learning System and pass the HRCI test will have the opportunity to obtain the SHRM certification in 2015.

Also, if participants in the Fall Study Group do NOT pass the HRCI test, they are eligible to receive the 2015 SHRM Learning System for free. The 2015 Learning System will support those pursuing the SHRM certification in 2015.

Legislative Liaison: Matt Nieman was not able to attend, no legislative report.

Discussion Group: Beth Gilley reported we had 25 attendees for the July discussion group and got very positive feedback on the speaker, Kim Keating. Beth and others thought she would be good as a chapter meeting speaker and will forward her contact information to Linda White. We have limited space at the upcoming discussion group on August 7th, 39 people have registered and we only have room for 25. Beth will send an email to those to reconfirm.

SHRM Foundation: Chelsea Rutherford reported we collected the following through donations and our 50/50 raffle:

May = \$26 for the Emery Rucker Shelter and \$78 for the SHRM Foundation

June = \$71 for the Emery Rucker Shelter and \$56 for the SHRM Foundation.

Social Media/Newsletter: Cindy Snyder reported that the August newsletter is complete.

July statistics:

- Facebook = 64
- Linked-In = 841
- Twitter = 510
- Tweets on Twitter 379

Cindy sent ideas for logo for fall conference to Courtney. She is also working on schedule for social media updates and email blasts for this month, and is learning a lot with Constant Contact software. She reminded the board that copy for the September newsletter is due August 22.

Student Liaison: Rae Duffy stated the applications are out but no participants yet. Cindy offered to do an email announcement raise awareness of the scholarship.

Website: Courtney Nicholson reported the transition went well, now she is trying to hand off little pieces to others. She met with Linda W. to review so she can post content now. Linda C. wants to be able to post minutes, they will discuss off line. There is also a “board only” part to the web site, Linda C. and Courtney will work on making sure historical documents and templates are stored there.

Fall Seminar: Courtney Nicholson reported she had to look for another venue, so she tried the Waterford, which is in Fair Oaks. They were very accommodating and proposed charging \$45 a head. Rae deals with them and said she might be able to speak to them and get a better deal. We are still planning on Friday, November 7. The budget is \$5,000 and Courtney believes she hopes we will come in under budget. She will finalize the contract and find out the additional cost for AV.

Diversity/Workforce Education: Tricia Kleber is working on the job fair on October 6 with Mary. Costs are higher than expected but they are hoping sponsors will help defer the costs. They are targeting 25 companies to participate.

Special Projects: From last month, Mary will reach out and get some dates so we can schedule a board team building event at Cookology in the Dulles Town Center.

Next Board Meeting: The next board meeting is on Monday, September 8 at Cox Communications. Mary would like to use this as a strategic planning session to discuss dues structure, future meetings location and succession planning.

Food assignment = Linda White will coordinate with Mary to order food from Jason's Deli.

Meeting adjourned at 6:49 pm

Respectfully submitted,
Linda Caporaletti-Hoyt
August 6, 2014