

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR SEPTEMBER 8, 2014**

Board Members Present Via Conference Call: (12)

1. President – Mary Roome-Godbolt, PHR
2. President Elect - Courtney Nicholson
3. Treasurer – Jennifer Regis
4. Secretary - Linda Caporaletti-Hoyt
5. Vice President, Programs - Linda White, PHR
6. Student Chapter Liaison and Scholarship Coordinator - Rae Duffy
7. Director, Social Media & Newsletters - Cindy Snyder, SPHR
8. Workforce Education/Diversity Director - Tricia Kleber
9. Assistant Registration Coordinator - Charlan Cornwell
10. Assistant Vice President Membership - Maggie Jones, SPHR
11. Vice President, Membership - Katie Scullion, PHR
12. Director, Discussion Group - Beth Gilley

Board Members Present Via Conference Call: (1)

1. Legislative Liaison - Matt Nieman

Board Members Absent: (6)

1. Certification Representative - Amy Civilikas, PHR
2. Registration Coordinator - Kelley Ridge
3. Vice President, Sponsors - Vince Pascarella
4. Past-President – Joseph Sherrier, SPHR
5. Director-At-Large - Teresa Buchholz
6. Director-At-Large - Beth van Burk, SPHR

Mary Roome-Godbolt called the meeting to order at 6:05 pm.

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

Cindy Snyder motioned that we approved the minutes as presented.

Maggie Jones seconded the motion. Vote was recorded as:

- Approve – 7
- Abstain – 3 (not all members present at beginning of the meeting)
- Opposed – 0
- Minutes approved

Membership: Maggie Jones and Katie Scullion reported we have 142 members on the website, another 12 that need an account for a total of 154 members. In August we had 8 new members and 2 in September. They are working to make sure the member list matches with Paypal.

We discussed raising our dues in 2015. Dues have been the same for almost 20 years. We anticipate we will stay at Hidden Creek Country Club for our monthly meetings but anticipate the per person charge will increase. After a lengthy discussion Jennifer Regis proposed we raise our dues from \$30 to \$40 per year. Beth Gilley seconded the motion.

The vote was recorded as:

- Approve – 13
- Abstain – 0
- Opposed – 0
- Motion to raise dues effective January 1, 2015 passes.

We agreed we need to announce this to the members, per the bylaws. We should also have an aggressive campaign to sign up members in the 4th quarter of the year. Mary had the idea for an incentive to give any a SHRM national membership as part of the fall membership campaign can be used in the next 2 years, one each month for October, November and December.

Registration: Charlan Cornwell was not able to pull the current registration numbers from the new website, she will get the info from Kelley Ridge.

Our contract with Hidden Creek Country Club contract expires at end of December. Mary will contact them tomorrow to ask again about renewing our contract for at least two more years.

Sponsors: Vince Pascarella not on the call. Mary would like us to start now to find sponsors for the holiday party. She challenged each board member to enlist a sponsor to donate one thing for the December event.

Treasurer's Reports: Jennifer Regis provided the following account balances as of 9/8/14:

Paypal - \$3,269.14

BB&T Savings - \$33,997.69

BB&T Checking - \$16,043.48

She also distributed profit and loss statement reports and said she thought we are on track. We talked about making sure the membership records are up to date by early October as that will have an impact on our chapter rebate from SHRM national.

Programs: Linda White reported we obtained business credit for the upcoming chapter meeting in September. Linda has firm commitment for January and February 2015 and most of the programs drafted for next year.

Certification: Amy Civilikas was not at the meeting since she attended the first night of the Fall Study Group. She reported we had a record number of 12 participants.

Legislative Liaison: Matt Nieman has been in contact with Larry Postal from NOVA SHRM. SHRM national said will probably set up Day Inside the Beltway after the elections, either late November or early December. We are partnering with NOVA SHRM and Leesburg SHRM.

Discussion Group: Our monthly discussion groups continue to be well attended, and have had more non-members attend this free event. We discussed charging \$10 for non members starting in January 2015 but did not come to a final decision.

Mary suggested we hold the December discussion meeting at Cox Communications to provide more information to our members on the SHRM certification plan. She will try to get John Dooney from SHRM and ask Cornelia Gamlen to speak about the HRCI viewpoint.

SHRM Foundation: Chelsea Rutherford was not in attendance, no report available..

Social Media/Newsletter: Cindy Snyder reported Sept newsletter is on the website, email to go out Wednesday. Chapter meeting email went out today. August statistics:

- Facebook = 65
- Linked-In = 845
- Twitter = 555
- Tweets on Twitter 401

Student Liaison: Rae Duffy has no scholarship applications yet, they are due by October 1. She has some flyers that we will distribute at the next chapter meeting.

Mary suggested using student volunteers to shadow board members and help out at meetings, which would also help them be more engaged in the chapter.

Fall Seminar: Courtney Nicholson reported that she has submitted all content for the Fall Seminar scheduled for November 7, 2014. We discussed pricing for the seminar and based on our costs, decided on:

Member price = \$75

Non Member = \$125 (to encourage chapter membership)

We are still seeking sponsor for the event. Cindy asked about logo for artwork, Courtney will review and approve as soon as possible. Cindy has a save the date email ready to go to on Friday. Linda C will work with SHRM send out blast on fall seminar..

Diversity/Workforce Education: Tricia Kleber is working on the Hire Expo job fair on October 6 in Crystal City, partnering with other chapters. Tricia and Mary have 25 companies to contact. Registration is slow, Mary and Tricia will discuss alternative options with the group on the next call. The chapter is committed to approximately \$2,000.

Special Projects: We are scheduled for our board team building event at Cookology in the Dulles Town Center on Monday, October 20 from 5-7pm.

Next Board Meeting: The next board meeting is on Monday, October 6. Linda will be out of town. Tricia volunteered to will take minutes, Jennifer will coordinate with Mary to order food.

Meeting adjourned at 7:35 pm

Respectfully submitted,
Linda Caporaletti-Hoyt
September 24, 2014