

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR
JANUARY 5, 2015**

Board Members Present:

1. President – Courtney Nicholson
2. President Elect - Linda White, PHR
3. Past-President – Mary Roome-Godbolt, PHR
4. Secretary - Linda Caporaletti-Hoyt
5. Vice President, Membership – Rae Duffy
6. Assistant Vice President Membership – Sharon Boisvert
7. Assistant Vice President Membership - Katt Hancher, MA, SPHR
8. Vice President, Programs - Amy Civilikas, PHR
9. Director, Social Media & Newsletters - Cindy Snyder, SPHR
10. Director, Discussion Group - Beth Gilley
11. Student Chapter Liaison and Scholarship Coordinator – Doug Rogers
12. SHRM Foundation Representative – Maggie Jones
13. Registration Coordinator - Charlan Cornwell
14. Workforce Education/Diversity Director – Tricia Kleber
15. Director, Community Relations – Madeline Johnson

Board Members Absent:

1. Treasurer - Jennifer Regis, SPHR
2. Legislative Liaison - Matt Nieman
3. Certification Representative – Kelley Ridge
4. Vice President, Sponsors - Vince Pascarella
5. Director-At-Large - Beth van Burk, SPHR
6. Director-At-Large - Teresa Buchholz
7. Director-At-Large - Chelsea Rutherford
8. Assistant Registration Coordinator – Susan Helling

Meeting called to order: By Courtney Nicholson at 6:04 pm at Cox Communications.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the minutes from the last meeting via email on December 29, 2014. Mary Roome made a motion to accept the minutes as distributed. Rae Duffy seconded the vote. The vote was:

- Approve – 15
- Abstain – 1
- Opposed - 0
- Minutes approved

Treasurer's Reports: Jennifer Regis emailed the financial report, our bank balances as of 1/5/15 are:

Paypal – \$8,459.42
BB&T Savings – \$34,009.05
BB&T Checking – \$8,616.11

Registration: Charlan Cornwell stated the December numbers pending, she will get them from Kelley Ridge and send them to be included in the minutes.

Programs/Certifications: Amy Civilikas reported that chapter meetings for January, February and March are approved for HRCI credits. Amy will add the information to the website.

Student Liaison: Doug Rogers stated that local colleges have been out on vacation, he will target one student per month to invite to future chapter meetings.

Sponsors: Vince Pascarella did not attend, we are looking for a sponsor for our January meeting, Courtney asked for help from the board in securing sponsors for 2015.

Membership: Rae Duffy and Sharon Boisvert reported we have 253 active members as of 1/1/2015 and thanked Maggie for all of her help in reconciling the numbers.

Social Media/Newsletter: Cindy Snyder reported:

Facebook = 74 members
Linked-In = 859 members
Twitter = 595 followers w/451 tweets

Cindy discussed the e-blast schedule for discussion groups and next chapter meetings, she asked for the information for the February newsletter by January 16, due to travel.

Discussion Group: Beth Gilley reported this coming Thursday is set with and has a number of ideas for topics for the first 6 months. Maggie suggested the topic of workplace violence or emergency preparedness.

SHRM Foundation: Maggie Jones has to talk to Chelsea to transition and plans to market the Foundation at every meeting.

Legislative Liaison: Matt Nieman was absent but Maggie Jones attended the Day on the Hill in December and indicated 60-65 people attended. They met with representatives from Warner's and Kaine's office and discussed 1) ACA needs to be changed to reflect 40 hours instead of 30 hours for full time and 2) discussed Cadillac tax, which will hit in 2018.

Website project: Courtney updated the website to reflect the increase in dues from \$30.00 to \$40.00 effective January 1, 2015. She asked the board members to review the website and let her know if any changes that need to be made.

Workforce Education/Diversity: Tricia Kleber gave some history and an update on the Hire Expo Career Fair scheduled for April 28, we are still looking for a location. Mary needs some help on the day of the event and is looking for volunteers to work registration and possible help contacting potential vendors.

At 6:35 pm the Board broke into groups and brainstormed on creating Standard Operating Procedures (SOPs) for each functional area. Courtney then reviewed each section with the entire group. Each board member took their flipchart sheet and will start their SOP from that, and will have copies of the current job descriptions. Drafts of each SOPs are due to Courtney by next board meeting.

Next Board Meeting: Virtual

Meeting adjourned: 7:45 pm

Respectfully submitted,
Linda Caporaletti-Hoyt
Secretary
January 29, 2015