

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR APRIL 6, 2015**

**Board Members Present:**

1. President Elect - Linda White, PHR
2. Past-President – Mary Roome-Godbolt, PHR
3. Secretary - Linda Caporaletti-Hoyt
4. Treasurer - Jennifer Regis, SPHR
5. Vice President, Membership – Rae Duffy, PHR, SHRM-CP
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, Discussion Group - Beth Gilley
10. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
11. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
12. Director, Community Outreach – Madeline Robison
13. Registration Coordinator - Charlan Cornwell, PHR
14. Director-At-Large - Beth van Burk, SPHR
15. Assistant Registration Coordinator – Susan Helling
16. SHRM Foundation Representative – Maggie Jones

**Absent:**

1. President – Courtney Nicholson
2. Certification Representative – Kelley Ridge
3. Vice President, Sponsors - Vince Pascarella
4. Director, Social Media & Newsletters - Cindy Snyder, SPHR
5. Legislative Liaison - Matt Nieman
6. Director-At-Large - Teresa Buchholz
7. Director-At-Large - Chelsea Rutherford

**Virtual Meeting called to order:** Courtney Nicholson was on business so Linda W. presided and called the meeting to order at 6:00 pm. Linda Caporaletti-Hoyt took attendance.

**Chapter Award:** Linda W congratulated the board on the award achieving gold status as a chapter based on our goals and objectives reached for 2014. Courtney and Mary received this news from SHRM national late last week.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the minutes from the last meeting via email on April 2. There were a few edits from Tricia Kleber and Madi Robison. Susan Heller made a motion to accept the minutes as edited. Doug Rogers seconded the vote. The vote was:

- Approve – 13 (present at the time of the vote)
- Abstain – 0
- Opposed – 0

**The March minutes were approved.**

**Treasurer's Reports:** Jennifer Regis reported the following balances as of 4/6/15:

Paypal = \$7,390.38

BBT Savings = \$34,017.44

BBT Checking = \$6,736.27

Jennifer and Courtney have come up with a new procedure. All "no shows" will be sent the link to use Paypal for their payments, instead of completing and sending in a credit card form. This will be more secure.

**Membership:** Rae Duffy was excited to report the following increase in membership:

March = 143 Active/129 Expired

April = **167 Active** (8 renewals, the rest are new members)

We also have 8 pending members & 121 expired members

Rae stated that the logistics have been confirmed for the May 14 membership mixer, and that the link is up on the website. She will work with the membership team on door prizes.

**Special Project – SHAPE Requirements:** Beth van Burk is researching this to make sure we concentrate our efforts in the right areas to obtain SHAPE credit. She will reach out to Doug Rogers for details on the student event in April.

**Registration:** Charlan Cornwell reported the following:

Chapter Meeting on March 18: 21 attendee, 10 registered

Upcoming Chapter Meeting on April 15: 10 registered, 3 scheduled to pay at the door

**Sponsors:** Vince Pascarella emailed Courtney on March 20 to let her know that the sponsorships for all monthly chapter meetings are sold out.

**Programs/Certifications:** Amy Civilikas provided survey results for the March meeting:

- The speaker was knowledgeable about the topic - 80% Strongly Agree
- The main speaker was dynamic and effective - 80%
- The information presented is relevant to my organization's goals - 50% Strongly Agree, 30% Neutral
- The schedule and organization of the meeting were satisfactory - 70% Strongly Agree
- Overall, the meeting met my expectations - 60% Strongly Agree, 40% Agree

What were the speaker's strong points:

- Engagement with the audience and getting the audience to participate
- Knowledge of topic and experience
- Knew her topic, responsive to the audience, followed up personally

- Interesting topic, delivered well, good handouts
- Ability to convey the importance of everyone in the organization having a part in customer engagement.

What areas of improvement could you suggest for the speaker?

- Allow more time and provide more specific examples/cases
- NA

What legislative topics would you like to hear about in "Minute with Matt"

- On going OFCCP updates/decisions

Overall comments/suggestions regarding this chapter meeting:

- Too Cold! I had to keep my coat on the ENTIRE meeting
- Well organized and planned
- Super
- Great!

Why did you attend this meeting:

- Networking - 50%
- Obtain HRCI Credit - 50%
- Topic - 60%

Amy is in the process of confirming details for speaker on July 15 and considering a lunch meeting for our August. She is still working on confirming speakers for October and November.

**Legislative Liaison:** Matt Niemann was not on the call, no formal report.

**Discussion Group:** Beth Gilley reported that the April discussion group on bullying in the workplace had 44 register and 26 attend. The May discussion group is on performance feedback, and will be held at Dimension Data. Please let Beth know if you have any suggestions for topics for the fall. She could also use conference space for 25-30 for future meetings.

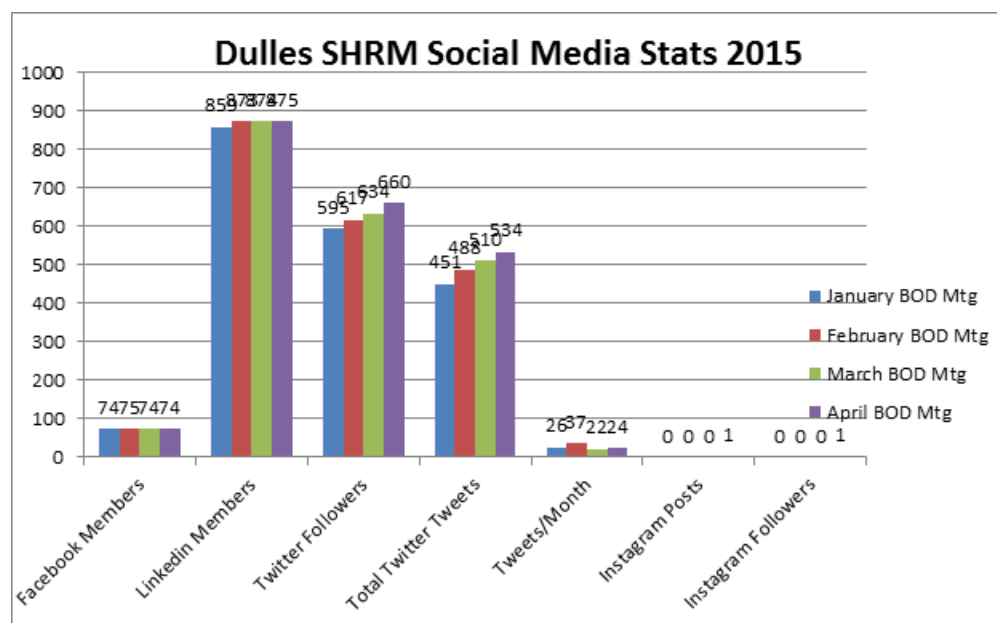
**SHRM Foundation:** Maggie Jones reported at the March chapter meeting we collected the following for Embry Rucker and the SHRM Foundation:

- Embry Rucker - \$57 (This includes \$43 donated during registration plus an additional \$14 from SHRM Foundation 50/50 raffle winner Linda Caporaletti-Hoyt).
- SHRM Foundation - \$14 (overall total collected for the Foundation before the raffle was \$28).
- Total monies in the amount of \$71 were provided to Jennifer at the end of the meeting for deposit.
- The winner of the monthly Education Certificate was Madi Robison, and her certificate has been sent to her.

**Media/Communications:** Cindy Synder reported the following via email: Our current statistics:

Facebook Members – 74  
Linkedin Members – 859  
Twitter Followers – 595  
Monthly Tweets – 24  
Total Tweets – 534  
Instagram Posts – 1  
Instagram Followers – 3

Cindy put a specific page in the newsletter promoting our social media presence; hopefully, that will generate some more activity. The April newsletter is out and the deadline for the May newsletter is Friday, April 24<sup>th</sup>.



**Student Liaison:** Doug Rogers stated that the Marymount SHRM and George Mason students and faculty will participate in our next meeting, which should add about 30 attendees. The feedback he had from the recent student conference in Baltimore that it was not as beneficial as in years past. They mainly focused on the case competition, did not involve the audience as they did not have any context. He also continues to pitch students at NOVA to participate

**Workforce Education/Diversity:** Tricia Kleber and Mary are working on the Hire Expo Career Fair, scheduled for April 28 at the Sheraton Premier Hotel in Tyson Corner. We have a large number of sponsors this year, Dulles SHRM has one with Anthem, Tricia is trying to get two more. Only have six employers, trying to get to 25. If you know of anyone, please send

them to Tricia or Mary Roome. We need to have at least 15, it is only \$175 to exhibit and the employers get copies of all of the resumes.

**Community Relations:** Madi Robison is also finalizing the logistics for the board volunteer event at the Embry Rucker shelter on April 18 at 2pm. Madi will be shopping on April 11. The board will plan the meal, shop and prepare to serve dinner to 80-100 guests, should be done by 6:30-7:00 pm.

**Fall Seminar:** Linda W will secure location and date so we can get this on the calendars.

**Next Board Meeting:** Virtual meeting on May 4 at hCentive starting at 6:00 pm.

The meeting adjourned: 6:37 pm

Respectfully submitted,  
Linda Caporaletti-Hoyt, Secretary  
May 4, 2015

5/19/2015 1:20 PM