

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR MAY 4, 2015**

Board Members Present:

1. President – Courtney Nicholson
2. President Elect - Linda White, PHR
3. Secretary - Linda Caporaletti-Hoyt
4. Treasurer - Jennifer Regis, SPHR
5. Assistant Vice President Membership – Sharon Boisvert
6. Director, Discussion Group - Beth Gilley
7. Registration Coordinator - Charlan Cornwell, PHR
8. Director-At-Large - Beth van Burk, SPHR
9. SHRM Foundation Representative – Maggie Jones
10. Director, Social Media & Newsletters - Cindy Snyder, SPHR
11. Assistant Vice President Membership - Katt Hancher, MA, SPHR

Participated via Call In:

1. Past-President – Mary Roome-Godbolt, PHR
2. Assistant Registration Coordinator – Susan Helling
3. Director, Community Outreach – Madeline Robison

Absent:

1. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
2. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
3. Vice President, Membership – Rae Duffy, PHR, SHRM-CP
4. Certification Representative – Kelley Ridge
5. Vice President, Sponsors - Vince Pascarella
6. Legislative Liaison - Matt Nieman
7. Director-At-Large - Teresa Buchholz
8. Director-At-Large - Chelsea Rutherford
9. Vice President, Programs - Amy Civilikas, PHR

Meeting called to order: Courtney Nicholson hosted the meeting at her office and called the meeting to order at 6:00 pm. Linda Caporaletti-Hoyt took attendance.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the minutes from the last meeting via email on May 4. Jennifer Regis made a motion to accept the minutes as presented. Maggie Jones seconded the vote. The vote was:

- Approve – 12 (present at the time of the vote)
- Abstain – 1
- Opposed – 0

The May minutes were approved.

Treasurer's Reports: Jennifer Regis reported the following balances as of May 4, 2015:

BB&T – checking - \$6,498.00

BB&T – Savings - \$40,020.24

Paypal - \$2,525.10

Jennifer also noted that our Dulles SHRM P.O. box has been renewed and paid for another year, and our chapter tax return has been filed. We again confirmed that we will not use paper forms any more for credit card payments and will direct people to a PayPal link via email.

Membership: Rae Duffy was absent but emailed the following for Sharon Boisvert to report:

May Membership = **181 active (Increase of 14 members from the 167 active in April)**

Sharon asked that we continue to promote the Membership Mixer on May 14. Sharon and Katt will run registration the night of the event so that the registration team has a night off, they will just need assistance with the name badges and pulling the attendance list.

Amber from Amber Rose Photography & Events will be attending the mixer to take professional headshots for all those that are interested. The headshots will be free, but we will suggest a donation to the SHRM Foundation of \$5.00.

We will have the following door prizes:

- Geoff from Custom Kinetics will be donating some wellness related raffle prizes (thank you Madi!). He'll attend the mixer and have five minutes to speak to our membership about the services his company offers. Prizes include—
 - Gift card for a one on one personal training session
 - Gift card for a Corporate Wellness Strategy session (lunch and learn type meeting where he discusses employee wellness and engagement)
- We will have a gift certificate from MJL Studios (<http://www.mjlstudios.com/>) for: "Gift Certificate for a Local Event:, Portrait Session for a family up to 6 persons or a pet, value = \$275"
- A free weekend stay at the new Hawthorne Suites in Potomac Falls, VA, which is in the Cascades Shopping Center. <http://www.hawthorn.com/hotels/virginia/sterling/search-results>
- Additional gift cards
- Certificates for a free Dulles SHRM Chapter meeting

Special Project – SHAPE Requirements: Beth van Burk reported that she will reach out to each of the board members in functional areas to establish goals so we can track progress for the SHAPE.

Registration: Charlan Cornwell reported the following:

April 2015

- 57 registrant (including speakers & sponsors) / 50 attendees
- 8 registered no-shows / 1 walk-in
- 4 attendees paid at door

May 2015

- Chapter meeting on 5/20 = 5 registrants
- Membership event on 5/14 = 45 registrants

Sponsors: Vince Pascarella was absent, sponsorships are full for 2015.

Programs/Certifications: Amy Civilikas was not present, but reported via email that programs are booked through the end of this year and she is starting to work on Q1 of 2016. May's meeting is approved for HRCI credit and Amy is waiting for our June and July presenters to send their information for submission. We also need the program descriptions for the August legal lunch, as soon as those are ready, Amy will get them submitted.

Amy sent the survey for the April meeting and will present results at the next meeting.

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

Discussion Group: Beth Gilley reported that the April had 26 with Alice Waagen on bullying in the workplace was well attended. The May discussion group will focus on performance feedback with Anne Loehr. In June Sue Swartz will talk about emotional intelligence (location is at George Mason) and in July Judy Stocks and her team will talk about alternative dispute resolution at the Fairfax County facility. We are scheduled through October.

Beth asked for ideas for future group and the group suggested the following topics: job derailment, using your wellness/EAP more effectively, and putting together affirmative action programs.

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

- \$52 for the Embry Rucker shelter and
- \$52 for the SHRM Foundation (Maggie was the 50/50 raffle winner, and donated her \$26 back to the SHRM Foundation).
- The winner of the monthly Education Certificate was Mary Khattak, and her certificate has been sent to her.

Media/Communications: Cindy Synder reported the following via email, our statistics as of May 4, are:

Facebook Members – 77

Linkedin Members – 881
Twitter Followers – 682
Monthly Tweets – 14
Total Tweets – 548
Instagram Posts – 1
Instagram Followers – 5

Cindy will share the Instagram account with the board. Cindy sent an email blast today for the discussion group and membership event. The deadline for the June newsletter is May 21. We discussed non-members submitting articles for the website and we clarified that you need to be a Chapter member to publish in the newsletter.

Workforce Education/Diversity: Mary Roome reported on the success of the Hire Expo Career Fair Career Fair on April 28 at the Sheraton Premier Hotel in Tyson Corner. There were over 200 attendees with SHRM in attendance, so this will check off a box on the SHAPE. There was lots of positive feedback and we plan to participate again next year. Mary indicated we should have an invoice soon from NOVA SHRM to bill us for our portion of the event.

Community Relations: Madi Robison headed the efforts for the volunteer event at the Embry Rucker shelter on April 18. We submitted a newsletter story with the details, we had eight board members served 85 people. For our next outreach effort we will try to do something with our members, perhaps hold a resume update event. Madi also spoke to Leesburg chapter about partnering in the future. We will focus on the Backpack Buddies project, promote on the website and at the mixer and collect at the May meeting.

Fall Seminar: Linda W. has confirmed the fall seminar for October 16, 2015 on business acumen. We will hold the event at the Waterford near Fair Oaks, the same location at last year. Linda has lined up a financial speaker, Kristin Mann will discuss say what does it mean to be strategic in your job, and then another speaker on project management. Linda will reach out to Vince to start looking for sponsors and look at last year's info for pricing.

Website and SOPs –Courtney is building out board only pages on the website, and still reviewing SOPs.

Next Board Meeting: Virtual meeting on June 1 starting at 6:00 pm.

The meeting adjourned: 7:21 pm

Respectfully submitted,
Linda Caporaletti-Hoyt, Secretary
May 18, 2015

6/22/2015 8:08 AM