

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR JUNE 1, 2015**

**Board Members Participated via Conference Call:**

1. President – Courtney Nicholson
2. Past-President – Mary Roome-Godbolt, PHR
3. Secretary - Linda Caporaletti-Hoyt
4. Assistant Vice President Membership - Katt Hancher, MA, SPHR
5. Director, Discussion Group - Beth Gilley
6. Director, Social Media & Newsletters - Cindy Snyder, SPHR
7. Director, Community Outreach – Madeline Robison
8. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
9. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
10. Vice President, Programs - Amy Civilikas, PHR
11. Legislative Liaison - Matt Nieman

**Absent:**

1. President Elect - Linda White, PHR
2. Assistant Vice President Membership – Sharon Boisvert
3. Vice President, Membership – Rae Duffy, PHR, SHRM-CP
4. Certification Representative – Kelley Ridge
5. Vice President, Sponsors - Vince Pascarella
6. Director-At-Large - Chelsea Rutherford

The following members were **absent, but gave their proxy vote** for Dulles SHRM business to Courtney Nicholson via email:

1. Registration Coordinator - Charlan Cornwell, PHR
2. Treasurer - Jennifer Regis, SPHR
3. Director-At-Large - Beth van Burk, SPHR
4. SHRM Foundation Representative – Maggie Jones
5. Director-At-Large - Teresa Buchholz
6. Assistant Registration Coordinator – Susan Helling

**Meeting called to order:** Courtney Nicholson hosted the virtual meeting, which was called to order at 6:00 pm. Linda Caporaletti-Hoyt took attendance.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the May minutes from the last meeting with edits from Courtney on June 1.

Mary Roome made a motion to accept the minutes as presented.

Cindy Snyder seconded the vote. The vote was:

- Approve – 8 (present at the time of the vote)
- Abstain – 0
- Opposed – 0

The minutes were approved.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of June 1, 2015:

BB&T Checking = \$4,284.47

BB&T Savings = \$40,023.59

Paypal = \$4,278.10

Linda C suggested we have a Profit and Loss report each quarter so that board members have a better understanding of the chapter finances.

**Membership:** Rae Duffy was absent but reported via email.

- Membership Mixer: Thanks for everyone's help with the mixer; we had a great turnout with 68 attendees. Amber is working on retouching the photos and I'll send out a link to the gallery once they're available.
- Membership Totals: Membership is continuing to rise!
  - Total Current Members: **189 active**
    - We're **up 9** members (181 reported during May's meeting)

**Special Project – SHAPE Requirements:** Beth van Burk has been in touch with membership team but no additional information to report at this time.

**Registration:** Charlan Cornwell was not on the call, she emailed the following:

**May 2015**

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

**Sponsors:** Vince Pascarella was absent, we are booked with sponsors for the end of the year. He is also working with Linda W. on sponsors for the fall seminar.

The board discussed what information we provide to sponsors and speakers. Linda C. made a motion that we provide the attendee list to sponsors but not to speakers. Doug Rogers seconded the motion. The vote was

- Approve – 11 in person, 6 by proxy for a total of 17
- Abstain – 6 (or were absent)
- Opposed – 0

The motion was approved.

**Programs/Certifications:** Amy Civilikas has all programs ready for approval through the end of the year and working on 1Q 2016. HRCI appears to be more flexible and approving our requests more than 30 days ahead of time. The survey comments about the student run meeting were very positive; members would like to see this at least once a year. We suggested

that next time, students spread out and that we should assign a partner or board member to them to enhance their networking.

**Legislative Liaison:** Matt Niemann reported that in the District, we have reached the end of the grace period on the wage theft prevention act end. Matt has a sample form if needed.

**Discussion Group:** Beth Gilley reported that 34 signed up and 22 attended the May discussion group on performance feedback. We have 3 signed up for June 4 with Sue Swartz on emotional intelligence.

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

**Embry Rucker** - \$55

**SHRM Foundation** - \$68 (Steve Pace was the 50/50 raffle winner, and he donated his \$34 winnings back to the SHRM Foundation).

**May Education Certificate Winner**

Our May Education Certificate winner was Katie Mann, and her certificate has been emailed to her.

At the May Membership mixer, we raised \$132 for the SHRM Foundation, and added it to the \$68 taken in at the May meeting for a May total of \$200—a very good showing. We took in \$55 for Embry Rucker.

Courtney also congratulated the chapter, we are a 2014 SHRM Foundation Champion, which signifies our ongoing financial support of the Foundation.

**Media/Communications:** Cindy Snyder reported the following via email, our statistics as of June 1, are:

- Facebook Members – 80
- Linkedin Members – 886
- Twitter Followers – 695
- Monthly Tweets – 30
- Total Tweets – 578
- Instagram Posts – 13
- Instagram Followers – 7

Materials for the next newsletter are due by June 24.

**Workforce Education/Diversity:** Tricia Kleber has a call scheduled later this week to wrap up details of the Hire Expo event. We have not made money on the event, so we may consider holding the event virtually in the future. There were some complaints that vendors were primarily staffing agencies, and participants wanted to see more employers. Doug asked could

we get more involvement from SHRM national, Mary said they were reluctant as they don't want to look like they are playing favorites based on location.

Tricia has updated the Dulles SHRM career site to make sure the job listings and resumes are current.

**Community Relations:** Madi Robison is looking for ideas for the fall, and reminded the board that this is the last day to buy tickets for HRLA gala.

**Fall Seminar:** Linda W. continues to work on the fall seminar for October 16, 2015 on business acumen.

**Student Liaison:** Courtney thanked Doug Rogers for getting the student engaged and more involved in the chapter. Doug mentioned Lynn Lorenz (former chapter president and current instructor at Marymount) wants to get more involved.

**Website and SOPs:** Courtney has posted some of the SOPs, and is still building out board only pages on the website.

Courtney also asked the board to email her suggestions for a board event, and available dates for the rest of the summer.

**Our next Board Meeting will be in person on August 3 at Cox Communications.** The meeting adjourned at 6:55 pm.

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