

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR AUGUST 3, 2015**

**Board Members Present:**

1. President – Courtney Nicholson
2. President Elect & Certification Representative - Linda White, PHR
3. Past-President – Mary Roome-Godbolt, PHR
4. Secretary - Linda Caporaletti-Hoyt
5. Treasurer - Jennifer Regis, SPHR
6. Vice President, Membership – Rae Duffy, PHR, SHRM-CP
7. Assistant Vice President Membership – Sharon Boisvert
8. Director, Social Media & Newsletters - Cindy Snyder, SPHR
9. Vice President, Programs & Certification Representative - Amy Civilikas, PHR
10. Registration Coordinator - Charlan Cornwell, PHR
11. SHRM Foundation Representative – Maggie Jones

**Board Members Participated via Conference Call:**

1. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
2. Assistant Registration Coordinator – Susan Helling
3. Assistant Vice President Membership - Katt Hancher, MA, SPHR
4. Director, Community Outreach – Madeline Robison

**Board Members Absent:**

1. Director, Discussion Group - Beth Gilley
2. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
3. Legislative Liaison - Matt Nieman
4. Vice President, Sponsors - Vince Pascarella
5. Director-At-Large - Chelsea Rutherford
6. Director-At-Large - Teresa Buchholz
7. Director-At-Large - Beth van Burk, SPHR

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

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the minutes from the June 1 meeting last week. Tricia Kleber had some minor edits. Cindy Snyder made a motion to accept the minutes as edited. Susan Helling seconded the vote. The vote was:

- Approve – 7
- Abstain – 3
- Opposed – 0

The minutes were approved.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of August 3, 2015:

BB&T Checking = \$6,189.56  
BB&T Savings = \$40,030.22  
Paypal = \$2,540.96

Jennifer also distributed a Profit and Loss Statement via email for the board to review. We also have a debit card to use tied to the bank account which will help streamline payment of expenses in the future.

**Membership:** Rae Duffy reported that we are up from 189 members to 200, an increase of 11. We started in January with 143 members, our increase to date is 40%.

**Special Project – SHAPE Requirements:** Beth van Burk absent, will report at next meeting.

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

In June, 32 Registered plus 2 Community Speakers / 2 Sponsors, and 29 Attended (no Walk-ins). In July, 21 Registered plus 1 Monthly Sponsor / 1 Annual Sponsor / 1 Speaker, and 18 Attended (includes 1 Walk-in).  
As of August 3, we have 19 attendees registered for our legal lunch on August 19.

We discussed lack of attendance in July and thought we would cancel the July meeting next year. Courtney will check the meal contract with country club and we will vote on it next month.

**Sponsors:** Vince Pascarella emailed an updated sponsor list. We have sponsors for the rest of the year with the exception of the holiday party in December. We have three sponsors (Proforma, Lytle EAP and K&R) for the fall seminar on Friday, October 16.

**Programs/Certifications:** Amy Civilikas & Linda White reported, indicated that the survey for July said networking and credits were main reason to attend, speaker received good feedback and high marks for knowledge. They will try to get a speaker for dealing with data breaches and HR response for a future meeting. Maggie suggested a speaker on HR audits or emotional intelligence. Mary might be able to put together something on diversity.

**Fall Seminar:** Linda White reported, the agenda for our fall seminar is set for Friday, October 16. The cost is \$125 for non- members and \$75 for members. We have applied for 3.5 strategic credits. There will also be a cost for some gift cards to present to speakers. Cindy will search for some artwork to brand the event and get out a save the date.

**2016 Board Positions:** Linda White reported she has almost all of the board positions filled for 2016, the only vacancies remaining are for discussion group and student chapters.

**Legislative Liaison:** Matt Niemann was absent, no report.

**Discussion Group:** Beth Gilley was on vacation, no report.

**SHRM Foundation:** Maggie Jones reported the following:

At the June chapter meeting we collected a total of \$132 for Embry Rucker and the SHRM Foundation, broken out as follows:

**June Embry Rucker** - \$102

**June SHRM Foundation** - \$30 (total collected was \$60, and our 50/50 raffle winner took home \$30 for a net contribution to the Foundation of \$30). Jennifer was at the meeting and collected the funds for both the May and the June meetings.

**June Education Certificate Winner** - Our winner was Steve Pace, and his certificate has been emailed to him.

At the July chapter meeting we collected a total of \$76 for Embry Rucker and the SHRM Foundation, broken out as follows:

**July Embry Rucker** - \$57

**July SHRM Foundation** - \$19 (Total collected was \$38. Matt Nieman won the 50/50 raffle, and donated his \$19 winnings to Embry Rucker, for a net contribution to the Foundation of \$19). Jennifer was at the meeting and is in receipt of the funds collected for July.

**July Education Certificate Winner** - Our winner was Doug Rogers, and his certificate has been emailed to him.

**Media/Communications:** Cindy Snyder reported the following via email, our statistics as of August 3 are:

- Facebook Members – 80
- LinkedIn Members – 891
- Twitter Followers – 726
- Instagram Followers – 10
- Facebook Posts 8
- Monthly Tweets – 33
- Total Tweets – 611
- Instagram Posts – 1

Materials for the next newsletter are due by August 21.

**Student Chapter Liaison:** Doug Rogers was absent, Courtney stated the George Mason student chapter will run the October meeting and that we need to get information distributed about scholarships.

**Website:** No updates

**Workforce Education/Diversity:** Tricia Kleber reported, the group is still trying to figure out to do about career fair next year, perhaps a panel discussion on diversity instead of a job fair. We agreed that job postings on the Dulles website need to be done by members.

**Community Relations:** Madi Robison in touch with Leesburg SHRM and trying to get something scheduled for the fall. There is a potential to work with Northern VA Family Services, she will get more details.

**Job Descriptions and SOPs:** Courtney is working on posting SOPs on the website.

**Study Group:** Amy Civilkas spoke with Elieen Taylor, who has lead the study group for the last several years for our chapter. The new SHRM learning system has some kinks in it, we agreed we will take a pause this fall and not hold a study group. We will revisit the issue next year.

**Board event:** Courtney wants to target the fall for an event, details to follow.

**Our next Board Meeting will be virtual on September 14, 2015, starting at 6:00 pm.** Linda Caporaletti-Hoyt will be absent, Tricia Kleber has volunteered to take the minutes.

The meeting adjourned at 7:02 pm.

Respectfully submitted,  
Linda Caporaletti-Hoyt, Secretary  
September 9, 2015