

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR FEBRUARY 1, 2016**

Board Members Present Via Conference Call:

1. President – Linda White
2. President Elect – Amy Civilikas
3. Past-President – Courtney Nicholson
4. Secretary - Linda Caporaletti-Hoyt
5. Treasurer - Jennifer Regis
6. Vice President Membership – Rae Duffy
7. Assistant Vice President Membership – Katt Hancher
8. Assistant Vice President Membership – Sharon Boisvert
9. Vice President, Programs – Beth van Burk
10. Director, Social Media & Newsletters - Cindy Snyder, SPHR
11. Legislative Liaison – Meredith Bergeson
12. Director, Community Outreach – Madi Robison
13. Director, Diversity/Workforce Education – Mary Roome Godbolt
14. Certification Representative – Tricia Kleber
15. Student Chapter Liaison and Scholarship Coordinator – Sarah Cox
16. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark

Board Members Absent:

1. Vice President, Sponsors - Vince Pascarella
2. Director, Discussion Group – Gus Lawson
3. Legislative Liaison - Matt Nieman
4. Registration Coordinator - Charlan Cornwell
5. Assistant Registration Coordinator – Susan Helling

SHRM Foundation Representative – VACANT (Lucy Morgan resigned)

Meeting called to order: By Linda White remotely at 6:00 pm.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the January 4, 2016 minutes from the last meeting via email on January 21, 2016. Beth van Burk made a motion to accept the minutes as distributed. Linda White seconded the vote. The vote was:

- Approve –12 (on call at time of vote)
- Abstain – 1
- Opposed - 0
- Minutes approved

Treasurer's Reports: Jennifer Regis reported our bank balances as 2/1/2016 are:

BB&T checking = \$1,116.64
BB&T Savings = \$37,036.46

Paypal = \$5,045.62

She has requested a transfer of \$4,000 from Paypal to checking, which should be completed in the next 3-5 days.

Jennifer has been working with Linda W. to get a copy of our IRS determination letter, as requested by the VA SHRM State Council. Linda has been discussing the situation with John Kates of the Council, and Jennifer has been working with Pam Thorton to figure out what steps need to be taken. It appears this could take several months if we have to start the process from scratch. Cindy Snyder went through the box from former chapter president Joe Sherrier, and did not see a copy of the letter.

Jennifer is also working on the 2016 budget. She will email it shortly and get input before it is finalized.

Membership: Rae Duffy updated the board on the membership statistics:

- We have 91 active members as of 2/1 – this is an increase of 55 since our January meeting
- We have 247 expired members in the system – Cindy sent out another email blast reminding everyone to renew this morning

Linda W. asked for volunteers to contact the expired members. Cindy will forward the email she has been using for renewals. Linda wants to find out why members are not renewing.

We discussed comments from the membership survey, which included suggestions for more volunteer opportunities and networking opportunities. Rae suggested a networking event with a Cinco de Mayo theme in early May. She has a contact at Hard Times Café in Fairfax. They have an area we could use, and would provide a taco bar. The cost would be \$12.50 per person, vs the \$22.50 per person we paid to Hidden Creek CC last year. The board agreed this would be a good idea and Rae will get further details from her contact.

We also discussed having a networking event as a drinks and dessert buffet later in the year.

SHAPE Submittal: Courtney Nicholson has submitted the SHAPE to SHRM National. Linda will distribute the qualifications for the upcoming SHAPE to each person responsible for the functional area.

Registration: Charlan Cornwell and Susan Helling were absent, but later submitted info via email for the January 20, 2016 meeting we had a total of 23 attendees:

- 17 Registrants
- 6 Walk-ins
- 1 Speaker

- 1 Sponsor
- 1 Community Speaker

We have 8 people registered to date for the February 17 chapter meeting.

Sponsors: Vince Pascarella was absent, there was no report. The February sponsor is HRA/NCA. The March sponsor is Legal Shields.

Programs: Beth van Burk and Katt Hancher reported. The feedback from the January chapter meeting was very positive, most attended for networking and recertification credit. There was some feedback around the time constraints, and comments that the speaker went over the allotted time. We are looking at future sessions on FSLA, employee conflict, HR metrics and employee motivation/engagement. We may want to consider a discussion group or a panel presentation to change up the format. Depending on how we organize panel sessions, we may be able to get credit for it. Mary may have someone on conflict management and handling stress in the workplace and will provide further details.

Certification: Tricia Kleber reported that Amy had submitted requests to HRCI for February and March, Tricia will submit requests to SHRM for approval. Tricia has a new procedure, we will mail the recertification certificates to participants the day after the meeting. Tricia did this in January, and also included some marketing materials on future meetings.

Fall Seminar: Amy Civilikas reported, she is talking to two contacts later this week as potential speakers for the Fall Seminar. She would like the seminar to be more interactive than in the past and is looking at locations. The board also discussed the benefit of holding a half day seminar versus full day seminar.

Legislative Liaison: Matt Nieman was absent, Meredith Bergeson reported the SHRM's Employee Law and Legislative conference will be held March 14-16 in Washington DC and will include an Advocacy Day on March 16.

Discussion Group: Gus Lawson emailed the following report:

- After talking with some key recurring participants of the discussion group, we will continue to hold the discussion groups on the first Thursday of the month.
- We had 8 participants at January discussion group. Lots of great participation and insights about how to create an environment where expecting and returning mothers feel valued.
- There are 15 are signed up for the February discussion group. Susan Knobl, CEBS will be facilitating our discussion about enhancing rewards and recognition programs. He will send out a reminder email today to those who have signed up.
- Our March discussion group will focus on engaging a multigenerational workforce. He is still looking to find a location for the event so if anyone has conference room availability for about 20 people, let Gus know.

- Mary offered Cox Communications and Meredith offered Jackson Lewis as possible locations.

SHRM Foundation: Lucy Morgan has resigned this position. Katt Hancher has agreed to step in and serve as SHRM Foundation representative for 2016. At the January meeting we collected \$40 for the 50/50, and the winner kept \$20. We collected \$24 for the Embury Rucker Shelter. Susan Stinson, Contract Training Program Manager for George Mason University was the winner of the \$100 educational certificate.

Media Communications/Newsletter: Cindy Snyder spoke with Linda White about the newsletter and decided not to do one for February. Mary suggested doing a quarterly newsletter instead. We talked about the frequency of the email announcements, Cindy has increased them over the last month. Cindy will look at using the Constant Contact newsletter. She also believes we should explore adding the mobile device feature.

Facebook = 79 members
 Linked-In = 894 members
 Twitter = 796 followers w/684 total tweets

Student Chapter: Cindy Clark reported that she is talking to students at Marymount and Mason and invite them to our upcoming chapter meetings. She would also like them to get experience running the meetings and become more involved. She would also like them to be aware of the volunteer opportunities, and remind them of the upcoming SHRM National meeting in June. Cindy wanted to get a standard email address for them students to get them involved in other social media venues to build engagement.

Website project: No update.

Workforce Diversity: Mary Roome reported, she has a meeting on NOVA Technology Council have a veteran's initiative to sponsor a meeting focusing on hiring vets. They currently have a job board and resources for vets to get additional training. They plan to have a lot of presidents and CEOs that are willing to participate. Mary will report more at the next meeting.

Tricia will reach out to Mary to show her how to post jobs on the website.

Community Outreach: Madi Robison reported, she wanted to make sure we had HRLA info and are promoting it as part of our partnership. We discussed general volunteer opportunities, she has sent out some emails to community residences and

spoke to Women Giving Back. If we wanted to have regular volunteers we can talk to the clients about resumes building and other HR resources we can provide.

SHRM National Conference Raffle: At the last board meeting we discussed purchasing three SHRM national registration, and raffling them off at the March and April chapter meetings, and the May membership event. The registration have been purchased. Cindy will write something up to promote via the website and the newsletter to promote the raffle. Linda W. will put some slides together to include in the monthly informational powerpoint.

Next Board Meeting: Virtual board meeting on Monday, March 7 at 6:00 pm.

Meeting adjourned: 7:04 pm

Respectfully submitted,

Linda Caporaletti Hoyt
Secretary

Last edited February 18, 2016