

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR MARCH 7, 2016**

Board Members Present Via Conference Call:

1. President – Linda White
2. Past-President – Courtney Nicholson
3. Treasurer - Jennifer Regis
4. Vice President Membership – Rae Duffy
5. Vice President, Programs – Beth van Burk
6. Director, Social Media & Newsletters - Cindy Snyder, SPHR
7. Legislative Liaison – Meredith Bergeson
8. Legislative Liaison - Matt Nieman
9. Director, Community Outreach – Madi Robison
10. Director, Diversity/Workforce Education – Mary Roome Godbolt
11. Programs Asst VP & SHRM Foundation Representative – Katt Hancher
12. Certification Representative – Tricia Kleber
13. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark
14. President Elect – Amy Civilikas (joined after attendance was taken)

Board Members Absent:

1. Assistant Vice President Membership – Sharon Boisvert
2. Secretary - Linda Caporaletti-Hoyt
3. Student Chapter Liaison and Scholarship Coordinator – Sarah Cox
4. Vice President, Sponsors - Vince Pascarella
5. Director, Discussion Group – Gus Lawson
6. Registration Coordinator - Charlan Cornwell
7. Assistant Registration Coordinator – Susan Helling

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

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the February 1, 2016 minutes from the last meeting via email on February 17.

Tricia Kleber made a motion to accept the minutes as distributed.

Linda White seconded the vote. The vote was:

- Approve – 13
- Abstain – Matt, Jennifer (2)
- Opposed - 0

Minutes approved

Treasurer's Reports: Jennifer Regis reported our bank balances as 3/7/2016 are:

BBT Savings - \$37,037.93

BBT checking - \$3,506.48

Paypal - \$3,685.54

Jennifer is working to resolve the IRS tax status letter by submitting to the IRS our tax return status so they may acknowledge. Cindy Snyder was unable to find the letter in the boxes of documents from former president Joe Sherrier.

Jennifer sent budget to everyone for review. There is a negative balance and it is understood that we are trying to grow membership and meeting attendance. Jennifer has suggested that this is not the year to raise membership dues or meeting fees. Once the tax status letter is re-produced, we should get money from VA SHRM based on our membership numbers. Also, we can increase sponsorships at Fall Seminar. We are normally negative but \$12,000 is a bit higher than anticipated. Matt suggests that as long as we are consciously aware of the value we are bringing to the membership during this year and then maybe we can increase some fees for next year.

Budget vote:

Matt motioned to approve the budget and Beth second.

All present (13) approved the budget as presented.

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

117 active members and 217 expired members.

The Spring Membership Mixer will be on Tuesday, May 10 at Hard Times Café – Cinco de Mayo theme. Taco bar. The food budget will be half of what HCC charges. There are free amenities and we can decorate the area. The cost will be \$20 for dinner buffet and one drink ticket for beer, wine or rail drink.

Registration: Charlan Cornwell reported that the February 17 Chapter Meeting had:

- 35 Registrants / 32 Actual Attendees
- 1 Speaker
- 1 Sponsor

The March breakfast has 22 registrants.

Sponsors: Vince Pascarella was absent, there was no report. Linda W. reported we have Legal Shield as a sponsor for March.

Programs: Beth van Burk reported favorable feedback for February meeting.

Beth sent out program options for the remainder of the year. She needs feedback on the August meeting – compliance topic with a panel discussion on hot compliance buttons. The perspective would be from lawyers and HR professional. We could also

have Nancy Singer could speak on “dangerous documents”. The group preferred the panel format.

Certification: Tricia Kleber reported that April and May has been submitted. She requested Fall Seminar details as soon as possible. Tricia looking for upcoming Discussion Group information and will reach out to Gus.

Fall Seminar: Amy Civilikas reported that September 23rd is the date, and the theme is Strategic HR. She can create a “save the date” and generate buzz. Discussed need to lock down a location. Amy reached out to several venues, the Waterford came in with the best rate. Amy would like to lock in the space at Waterford and needs deposit for \$600. The group agreed unanimously to go with the Waterford and agreed to move forward with the deposit.

Amy did research on other seminars and most are doing full day and incorporated feedback from last year. Also noticed that Happy Hours were offered after full-day seminars. The Happy Hour at the Waterford would be additional cost and Amy is considering a sponsor. The group like the Happy Hour idea.

Attendance cost research was between \$125-\$165 and higher for non-members. NOVA SHRM just had an all-day seminar and charged \$125/member and \$175/non-member. The group agrees that we need to charge more. Result of discussion is \$149/member and \$199 for non-members to include all-day seminar and Happy Hour. May look for a breakfast, lunch and Happy Hour sponsors. Matt suggested that we lock them in and promote on our materials and website. Mary’s friend may be a good speaker option for “conflict management”. Linda will reach out to Beth Gilley. Trisha will reach out to Paycom.

Legislative Liaison: Matt Nieman and Meredith Bergeson mentioned that this is a big year with SHRM conference here and presidential election. Not sure what will transpire on “Day Inside the Beltway”. They will keep us updated.

Discussion Group: Gus Lawson told Linda W that 15 people attended the discussion on Millennials on February 4.

SHRM Foundation: Katt Hancher reported at the February meeting we collected:

- Embry Rucker: \$75.00
- SHRM Foundation: \$34.00 – our winner donated her portion back to the fund.

There were no door prizes for last meeting – did not give out the educational certificate.

Katt was given a group certificate for a possible Board event at the Mosaic District. She will send information to the Board for review. “A fun night out” and near a wine tasting venue.

Media Communications/Newsletter: Cindy Snyder reported:

Facebook = 80 members, 7 posts
Linked-In = 896 members, 19 posts
Twitter = 834 followers, 8 tweets

Student Chapter: Cindy Clark reported she has the potential for 15 GMU students to come to April chapter meeting. They have committed to facilitating September meeting.

Marymount has grad students and would like to partner but are challenged with evening events. They would like to partner on a Community Outreach opportunity. Madi and others offered some professor contacts.

Workforce Diversity: Mary Roome reported that she attended a Dulles Chamber of Commerce meeting and has been working on some different programs. She has joined the Dulles CC workforce development committee and has an event coming up on April 23rd. They need some help with this job fair in the areas of interviewing skills and resume writing. Cindy Clark and others offered to help and Mary will send information to the Board.

Mary joined a colleague on a conference call with NVTC regarding HR outreach for some of their initiatives. They would like to get involved with local SHRM organizations. Focus on Veterans.

Community Outreach: Madi Robison referred to her previous email she sent everyone about potential community partners, they may incorporate some of the Workforce Diversity outreaches with Community Outreach – particularly in assisting Veterans. There was a lot of agreement to go in this direction.

Next Board Meeting: Live board meeting on Monday, April 4 at 6:00 pm at Hidden Creek.

Additional Comments: Linda White would like to hold a Strategic Board meeting in July on a Saturday, more info to follow.

Meeting adjourned: 7:26pm

Respectfully submitted,

Courtney Nicholson
Last edited April 1, 2016