

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR JUNE 6, 2016**

Board Members Present Via Conference Call:

1. President – Linda White
2. President Elect – Amy Civilikas
3. Past-President – Courtney Nicholson
4. Treasurer - Jennifer Regis
5. Secretary - Linda Caporaletti-Hoyt
6. Vice President Membership – Rae Duffy
7. Vice President, Programs – Beth van Burk
8. Certification Representative – Tricia Kleber
9. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark
10. Legislative Liaison – Meredith Bergeson
11. Director at Large – Kelly Ridge
12. Director, Community Outreach – Madi Robison

Board Members Absent:

1. Assistant Vice President Membership – Katt Hancher
2. Assistant Vice President Membership – Sharon Boisvert
3. Registration Coordinator - Charlan Cornwell
4. Assistant Registration Coordinator – Susan Helling
5. Director, Diversity/Workforce Education – Mary Roome Godbolt
6. SHRM Foundation Representative – Katt Hancher
7. Director, Discussion Group – Gus Lawson
8. Student Chapter Liaison and Scholarship Coordinator – Sarah Cox
9. Legislative Liaison - Matt Nieman
10. Director, Social Media & Newsletters - Cindy Snyder, SPHR
11. Vice President, Sponsors - Vince Pascarella

Meeting called to order: By Linda White, the virtual meeting began at 6:00 pm.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the May minutes from the last meeting via email on 5/20. Tricia Kleber made a motion to accept the minutes as distributed, Linda White seconded the vote. The vote was:

- Approve –10 (present at time of the vote)
- Abstain – 0
- Opposed - 0

The May minutes were approved.

Treasurer's Reports: Jennifer Regis reported that the current bank balances are:

BBT Checking = \$4,487.81
BBT Savings = \$37,042.59
PayPal = \$4,367.73

Total = \$45,898.23 (last month was \$47,393.37)

Jennifer also circulated the financial statements for May to the board which included notes on areas where we are under budget and over budget. Looks like we are doing well against budget. Membership double from where we thought we would be, meeting attendance low compared to last year. Made more on networking expense,

Membership: Rae Duffy updated the board on the membership statistics. As of 6/6/16 we have 153 active members, which is an increase of 12 from last month. There are 4 as a result of the Membership Fiesta on 5/10, which had 49 attend.

Registration: Charlan Cornwell reported the following for the May chapter meeting:

- Total attendees = (includes speaker and sponsor) / Total meals ordered = 30
 - 24 Registrants / 17 Actual Attendees (7 no-shows & 2 walk-ins)
 - 2 Speaker
 - 1 Sponsor
 - 1 Community Speakers
- Spring Membership Mixer on May 10, 2016 Total registrants = 49
- Dulles SHRM June 2016 Chapter Meeting on June 15, 2016 Total registrants = 14

Sponsors: Vince Pascarella was absent but sent an updated report via email. He has the following sponsors confirmed for the fall seminar:

Proforma Screening Solutions	Happy Hour	\$500
BNL	Breakfast	\$300
NVTC	Lunch	\$300
Lytle EAP Partners	Exhibitor	\$150
K&R Branding Solutions	Exhibitor	\$150
Marymount University	Exhibitor	0
	TOTAL =	\$1,400

Programs: Beth van Burk reported. We sent the survey to 17 participants and received 7 back. The majority agreed the speaker was knowledgeable and effective. Topics members would like to see are independent contractor rules and how to pass audits to keep them independent, FLSA overtime laws. Adam Cali is speaking in June, there is no meeting in July, and we are having a panel on compliance in August. Beth will get additional info to Linda W. and Tricia in the next week so we can market and get certification approval.

Certification: Tricia Kleber stated we have received approval for our June programs through HRCI and SHRM. She has reached out to Marymount to confirm space and Eileen Taylor to confirm her interest in teaching the fall certification class. The class will be held on Tuesdays starting on September 6 and ending December 13 from 6:00 - 8:30 pm. Amy will share the former correspondence with Tricia so she can market the class. The participants will need to contact Tricia directly, and then she will send them a registration form which is routed to Jennifer to process the payment through Paypal. The cost for the certification class is \$850, and we confirmed that we are paying the instructor \$1,500.

Fall Seminar: Amy Civilikas stated we have the sponsors and she will get the agenda posted on the website.

Legislative Liaison: Meredith Bergeson stated that in preparation for the SHRM National Annual Meeting they are developing an advocacy document that broadly covers employer rules in a global economy. Meredith will send it out to the board so we can consider if we want to support. The deadline to endorse is next Wednesday.

Discussion Group: Gus Lawson emailed his report, we had 9 attended on 6/2. The July topic will be performance management.

SHRM Foundation: Katt Hancher will submit a report next month for the June meeting.

Media Communications/Newsletter: Cindy Snyder was absent and will submit an updated report next month.

Student Chapter: Cindy Clark reported she is starting a new job, but she is in touch with contacts from George Mason and Marymount so the students can facilitate the September chapter meeting. The group wants to be more engaged so Cindy will try to meet with them face to face over the summer. Kelly Ridge said that she would be able to work with Cindy as well.

Workforce Diversity: Mary Roome was absent, there was no report.

Community Outreach: Madi Robison has a community speaker for June and for August. Her goal is to set up volunteer event with Embry Rucker in September.

SHRM National Conference Raffle: Maggie Jones won the SHRM National conference raffle at the May meeting. We will try and get pictures of Maggie and Julie Uno (our other winner) at the conference.

Other items:

Strategic Meeting: The date is Saturday, July 23 from 9-12 noon at Cox Communications.

We discussed having a board gathering in the afternoon at Stone Tower. They have a private room in the winery. The cost would be \$25 per person and we would bring our own food. Amy will send out a confirmation email.

Dulles SHRM Holiday Bazaar: We discussed this at the last board meeting, Mary will schedule a conference call with Charlan, Katt and Madi. Tricia will help as well.

Next Board Meeting: Our next meeting will be a virtual on August 1 at 6:00 pm.

Meeting adjourned at 6:42pm.

Respectfully submitted,
Linda Caporaletti Hoyt

Last edited 6/22/2016 9:11 AM