

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

**Board Members Present:**

1. President – Linda White
2. President Elect – Amy Civilikas
3. Treasurer - Jennifer Regis
4. Secretary - Linda Caporaletti-Hoyt
5. Vice President Membership – Rae Duffy
6. Vice President, Programs – Beth van Burk
7. Certification Representative – Tricia Kleber
8. Legislative Liaison – Meredith Bergeson
9. Director, Diversity/Workforce Education – Mary Roome Godbolt
10. Registration Coordinator - Charlan Cornwell
11. SHRM Foundation Representative – Katt Hancher
12. Director, Social Media & Newsletters - Cindy Snyder, SPHR

**Board Members Absent:**

1. Past-President – Courtney Nicholson
2. Legislative Liaison - Matt Nieman
3. Assistant Registration Coordinator – Susan Helling
4. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark
5. Vice President, Sponsors - Vince Pascarella
6. Student Chapter Liaison and Scholarship Coordinator – Sarah Cox

**Meeting called to order:** By Linda White at 6:01 pm at Cox Communications.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the August minutes yesterday via email. Beth van Burk made a motion to accept the minutes as distributed.

Jennifer Regis seconded the vote. The vote was:

- Approve – 11 (at time of vote)
- Abstain –
- Opposed - 0

Minutes approved

**Treasurer's Reports:** Jennifer Regis reported our bank balances as 9/7/2016 are:

Paypal=	\$3,941.56	
BBT checking =	\$11,604.54	
BBT savings =	<u>\$36,946.94</u>	
Total =	\$52,493.04	(last month = \$46,812.04)

She will distribute the statements via email tomorrow. All 2016 sponsored paid, and three have already paid for 2017.

**Membership:** Rae Duffy updated the board on the membership statistics. As of 9/7/16 we have 167, and increase of 9 over our last month, which was 158.

Sharon Boisevert contacted Rae to let her know she has retired and resigned her position from the board.

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

**August Chapter Meeting (08/17/2016) = 29 Attendees**

- 31 Registered (5 no-shows / 3 walk-ins)
- 3 Panelists and 1 moderator
- 1 Community Speaker

**September Chapter Meeting (09/14/2016) = 11 Registrants (does not include Mason students)**

**Fall Seminar (09/23/2016) = 33 Registrants**

**Sponsors:** Vince Pascarella was absent, we are set for sponsors for the rest of 2016.

**Programs:** Beth van Burk reported our August 2016 session, lunchtime compliance panel, was very well attended, compared to other programs thus far in 2016. Feedback was overall very favorable in terms of topic. Less favorable feedback was around content/setting expectations in our write-up, panel discussion (one preferred a presentation), and inability to hear all of the speakers (due to some AV issues).

Future meetings:

- September meeting will be our annual "Legal Update" presented by Matt Nieman
- October meeting will be "Recognizing and Managing Resistance to Change" presented by Kathleen Dunn
- November meeting will be on "Conflict Management" presented by Mary Roome-Godbolt
- December we have no speaker for our holiday party/board induction
- Speakers are confirmed for January through March 2017

We discussed doing more panels for next year, Mary suggested a recruiting panel.

Hidden Creek has our schedule for next year. We discussed having two breakfasts (March and October), two lunches (May and August) the rest dinner meetings.

**Certification:** Tricia Kleber reported SHRM credits are approved for fall seminar, finalizing with HRCl. The certification study group only had 3 people sign up. After board discussion we determined

there was not enough interest to go forward. Tricia has heard that other chapters are struggling with this as well.

**Legislative Liaison:** Meredith Bergeson reported, she discussed some new potential compliance issues for government contractors. Matt Neiman will be presenting at the next chapter meeting.

**Discussion Group:** Gus Lawson was absent, there was no report. Charlan will pull the registration lists for the last few meetings to give us an idea of the number of attendees.

**SHRM Foundation:** Katt Hancher reported that we collected \$43 for Embry Rucker and \$14 for the Foundation as part of the 50/50 raffle at the August lunch meeting. We will make our Foundation contributions quarterly instead of annually. Katt will be on travel for the next meeting, but Kelley Ridge will handle Foundation for the next meeting.

**Media Communications/Newsletter:** Cindy Snyder reported that she had sent three e-blasts on the Fall Seminar. We have 600 people on our active contact list. Open rate is about 25%. Click rate is about 10%. Constant Contact has a mobile friendly add on for \$100, we agreed we should purchase this to make it more user friendly.

Current statistics:

- 892 Linked in
- 90 Facebook
- 906 Twitter

**Student Chapter:** Cindy Clark was absent, there was no report. Rae will reach out to her about the annual scholarship award, which we typically give out at the December holiday party.

**Workforce Diversity:** Mary Roome reported, she continues to work with the Dulles Chamber. They would like us to participate in Fairfax Student Job Fair and Workshop again in the spring.

**Community Outreach:** Madi Robison had no report.

**Other items:**

**Fall Seminar:** Amy reported there are currently 33 signed up, we would like to get 80. Amy is checking to make sure the SHRM email blast went out to HR professionals in the area. There will be some handouts from the speakers that need to be copied prior to the meeting.

**Board 2017:** We are seeking board members to handle the Discussion Group, Programs and Sponsorships.

**Dulles SHRM Holiday Bazaar:** Mary reported that the Holiday Bazaar Committee will be held November 5 from 9-12 noon at Hidden Creek Country Club. Vendors will donate a portion of the

proceeds to three 3 charities: Northern VA Family Services, Women Giving Back and SOME (So Others Might Eat). The cost is \$30 for vendors, we will start promoting this after Labor Day.

**Holiday Party:** Linda White will chair the committee. Charlan, Katt, Kelley Ridge and perhaps David Parrish will assist. Linda W. will schedule a call, note we have \$2,000 budgeted for gifts.

**Next Board Meeting:** Our next meeting will be a dinner at Hidden Creek on October 3.

Meeting adjourned: 7:20 pm

Respectfully submitted,

Linda Caporaletti-Hoyt  
As of 9/22/2016 1:51 PM