

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR December 4, 2017**

**Board Members Present:**

1. President – Amy Civilikas
2. President Elect – Beth van Burk
3. Secretary/Certification Representative – Tricia Kleber
4. Past-President – Linda White
5. Registration Coordinator - Charlan Cornwell
6. Vice President, Membership – Rae Duffy
7. Vice President, Programs - Janine Onorio
8. Vice President, Programs – Nicole Davis
9. Vice President, Sponsors – Ryan Haywood
10. Director, Discussion Group – Laurie Smith
11. Director, Diversity/Workforce Education – Mary Roome-Godbolt
12. Director, Social Media & Newsletters – Hannah Nyberg
13. SHRM Foundation Representative – Katt Hancher
14. Emerging Young Professionals – Shareem Annan
15. Student Chapter Liaison and Scholarship Coordinator – Vacant

**Board Members Not in Attendance**

1. Treasurer – Jennifer Regis
2. Legislative Liaison – Meredith Bergeson
3. Legislative Liaison – Matt Nieman
4. Director, Discussion Group – Jennifer Elksnitis

**Meeting called to order:** by Amy Civilikas at 6:27 p.m.

**President's Report:** Amy Civilikas shared a flyer that she created entitled "Dulles SHRM 2017 in Review." This flyer will be shown at the Holiday Party on December 13, and will be on the tables for people to see. Amy talked about the volunteer events that we did and well received they were. She also stated that we were going to present a check to Embry Rucker for our year-end donation.

Amy talked about James Madison University – they are very excited to partner with us. Both Hannah Nyberg and Meredith Bergeson attended JMU and might be able to help us with getting student members.

**Secretary's Report/Minutes:** Tricia Kleber stated that she circulated the November minutes via e-mail and asked for any changes/corrections, and made the ones that were sent to her. Tricia asked for a motion to approve the minutes. Beth van Burk made a motion to accept the minutes as distributed. Katt Hancher seconded the vote. The vote was:

- Approve – 11
- Abstain – 2
- Opposed – 0

The November minutes were approved and Tricia will upload them to the website.

Tricia will order new name badges for anyone whose position has changed, or who has lost their badge.

**E-mail Account:** Beth van Burk mentioned that we have an e-mail account with g-mail and with Yahoo. The Yahoo account is used for PayPal, so we need to keep that e-mail address. Hannah stated that the g-mail account is for bounce-back e-mails when she sends out messages via constant contact. Hannah will work on cleaning out those messages and updating and/or removing them from constant contact. Beth will check to see if Jennifer uses either of the accounts as well.

**VA Leadership Conference:** Beth and Rae Duffy are signed up to attend the VA Leadership Conference in Richmond, VA on January 11-13. We have 3 open spots available to members of the Board. Hannah Nyberg and Laurie Smith are going to try and attend.

**2018 Board Meeting Location:** Beth stated that we might need a location to hold some of our Board meetings. She will check with Matt/Meredith to see if we can still use Jackson/Lewis. We might be able to do some at Beth's office, and maybe 1-2 at our new location (Holiday Inn Washington Dulles). We will also have some virtual meetings.

**Programs:** Nicole Davis let us know that we are full through May of 2018 except for February:

- January – Engagement Survey data
- February –
- March – Career Development
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle

**Open Positions:** We currently are looking for people to help us with the following positions:

- Foundation
- Community Outreach – Rae and Mary offered to help out
- Sponsorship

**Membership:** Rae Duffy reported that we are up to 160 members, which is an increase of 11 from last month. Overall, we are up 8% from 2016.

**Registration:** Charlan Cornwell reported that we had 30 registrants for the November meeting. 25 people showed up; 8 payees did not attend, and we had 3 walk-ins. There were 2 annual sponsors, 1 monthly sponsor, and 1 Facilitator for a total of 29 attendees.

**Sponsors:** Ryan Haywood stated that we increased our sponsorship by \$2,500 from 2016.

**Treasurer's Reports:** Jennifer Regis was unable to attend but she sent an e-mail with the following balances as of December 4, 2017:

BB&T Checking – \$5,558.05  
BB&T Savings – \$32,965.22  
PayPal – \$4,100.34

**Certification:** Tricia Kleber let us know that we are approved through SHRM and HRCI for the December discussion group.

For 2018, we are approved through SHRM for January, March, April and May. We just got the approval last night from HRCI; Tricia submitted the meetings for credits. We are also approved through SHRM for the January discussion group.

**SHRM Foundation/Community Outreach:** Katt Hancher stated that we collected \$101 for Embry Rucker and \$36 for the 50/50 raffle, with \$18 going to the SHRM Foundation. Janine Onorio won the 50/50 raffle and donated her winnings to the SHRM Foundation, for a total of \$36. Jessica Massara won the Education Certificate. The sponsor also did a donation of \$50; Antonia Spirita won that.

**Media/Communication:** Hannah Nyberg reported that our current statistics are as follows:

Linked-In Group Page = 915 members,  
General Interest E-mail List – 656 subscribers

**Miscellaneous:**

Rae Duffy suggested that members try to attend 1-2 meetings outside of the Dulles SHRM meetings to see what other groups are doing. She stated that at one meeting, they send thank you notes to the sponsors and suggested that we start doing that.

Charlan Cornwell mentioned that she will have “We’re Moving” cards for the tables at the holiday party on December 13. We will also add that to any e-mails that are outgoing for the rest of the year.

Beth stated that at the holiday party, she would like people to provide 1 word describing Dulles SHRM. She will then create a word cloud that can be used with all of our correspondence in 2018.

A topic for a future board meeting is to look at ways to incentivize people to become board members. One way might be to offer a reduction in dues or free monthly meetings.

### **Outstanding**

Tricia Kleber to order name badges.

Beth van Burke to create a word cloud using words from the Holiday Party.

**Next Board Meeting:** Monday, January 8 at 6:00 p.m. at the Holiday Inn in Sterling.

Tricia mentioned that she would not be in attendance and asked if someone could take the minutes for her. Amy volunteered to be the scribe.

Meeting adjourned: 8:10 p.m.

Respectfully submitted,  
Tricia L. Kleber

Last edited December 19, 2017