

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR FEBRUARY 5, 2018**

Board Members Present:

1. President – Beth van Burk
2. President Elect – Rae Duffy
3. Treasurer – Jennifer Regis
4. Secretary/Certification Representative – Tricia Kleber
5. Vice President, Sponsors – Diana Wilson-Shirley
6. Registration Coordinator – Charlan Cornwell
7. Legislative Liaison – Meredith Bergeson
8. Legislative Liaison – Matt Nieman
9. Community Outreach – Mary Khattak
10. Student/Emerging Professional Liaison – Shareem Annan

Board Members Present by Phone:

1. Vice President, Membership – Ryan Haywood
2. Vice President, Programs – Nicole Davis
3. Vice President, Programs - Janine Onorio
4. Director, Discussion Group – Laurie Smith
5. Marketing – David Parish
6. Past President – Linda White

Board Members Not in Attendance

1. Past President – Amy Civilikas
2. Director at Large – Hannah Nyberg
3. Director at Large – Mary Roome-Godbout

Vacant Positions

1. Director, Diversity/Workforce Education – Vacant
2. Student Chapter Liaison and Scholarship Coordinator – Vacant
3. SHRM Foundation Representative - Vacant

MEETING STARTED – 6:05 pm

Secretary's Report/Minutes: Tricia Kleber circulated the January minutes yesterday and asked for any changes/corrections and made the ones that were sent to her. Tricia asked for a motion to approve the minutes. Charlan Cornwell made a motion to accept the minutes as distributed. Matt Nieman seconded the vote. The vote was:

- Approve – 12
- Abstain – 4
- Opposed – 0

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

It appears that the December minutes were not approved, so Tricia will send out those minutes and ask for those to be approved via e-mail.

Membership: Ryan Haywood reported that we are up to 83 members as of February 2018, which is an increase of 10 from last month. There are 6 in the pending status. Rae had sent Ryan some templates that he can use and send out to those in that status. He also wants to start sending hand-written notes to new members. He wants to add the Dulles SHRM logo to the notes.

He will be reaching out to Beth and Rae for the membership mixer. He would like to do it the end of the first quarter/beginning of the second quarter.

Registration: Charlan Cornwell reported that we had 32 registrants for the January meeting. 30 people showed up. There were 2 annual sponsors, 3 monthly sponsors and 1 speaker for a total of 36 attendees.

We have 10 registrants for the February Chapter Meeting.

We will go to rounds of 8 people at the tables; 10 people at each table was too many and we were too squished in. We will have salad and bread on the tables to start; that will save time when serving the dinner.

We can get the podium at no cost. If we want to have a microphone, we can either use one provided by the hotel for a fee or buy one. We will see how the February meetings goes and revisit this in February.

It costs us \$75 to have the bartender in the meetings. We discussed getting rid of the bartender and having a server from the bar come take people's orders but decided that would take too much time. We agreed to keep it the way it is. Charlan will talk to the hotel and see if they can provide a drink special each month.

Sponsors: Diana Wilson-Shirley reported that our meeting sponsor for February is Akron. Akron is also sponsoring our September meeting. They are a data and survey company. Diana will send the logo to Beth/Amy so that it can be added to the website.

We have 4 vacant spots to fill.

Diana discussed making the monthly and annual sponsors more prominent on the website. Is there a way that we can move their logo up on the website? Laurie asked if we could have a member forum on the site, but after some discussion, it was determined that LinkedIn would be a better place for that. We also discussed the membership directory and who can obtain that.

We talked about what the sponsors are getting for their money. According to the website, the sponsor can have that, but we haven't been providing that. Should the sponsor get the registrant list and any business cards from the raffles? Or the membership directory from the prior year? There is also some confusion as to how many people can come to the meetings with the sponsors. And what is the difference between the two levels of sponsors? Do we need two levels, or should we just have one? Should we ask the sponsors which they would prefer? Should we do a survey with the past sponsors?

Beth asked Diana to review the guidelines for the sponsors and clean it up and ask for recommendations. That can all be done by e-mail.

It was also suggested that we all review the website and look to see where we can make some updates. We will look at the possibility of forming a committee to work on updates to the site.

We also talked about changing the Education certificate that is given out at the monthly meetings. We would like to make it just to Dulles SHRM events. Rae made a motion to change this; Tricia seconded it. Everyone was in favor of this. Charlan will change the certificate to reflect this.

Treasurer's Reports: Jennifer Regis reported the following balances as of February 5, 2018:

- BB&T Checking – \$7,409.98
- BB&T Savings – \$28,967.33
- PayPal – \$2,012.79

She just received the December financials. She will review them to find out why we were over budget. She will also start working on the budget for 2018.

The 1099's were sent out. The insurance policy for officers was received and paid.

Programs: Janine Oronio/Nicole Davis stated that the programs are filled for this year.

- January – Engagement Survey Data
- February – Building a Competency Framework
- March – Career Development
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle
- June – Performance Management Panel, but need speakers
- August – Essential Compensation
- September – Legal Update
- Oct -- Diversity partnering with our Discussion group
- Nov – Social Media in the Workplace
- Dec- Holiday Party

Certification: Tricia Kleber reported that the meetings for February, March, April, May, and October are approved for SHRM credits; all are approved for HRCI credits except for October – we are still waiting on that. The February discussion group is re-approved for SHRM credits (since it is going to be the January topic) and the March discussion group has been approved for general credits.

Legislative Liaison: Meredith Bergeson/Matt Nieman stated that as of February 12, the paid time off in Maryland kicks in, so if anyone has employees in that state, hopefully they are prepared for it.

Discussion Group: Laurie Smith stated that we have 35 people signed up for the February Discussion Group (Eliminating Performance Reviews).

We then had a discussion about if we should structure the discussion group differently. We talked about if we started charging non-members to attend the group. We want to make sure that the Dulles SHRM members see that there is a benefit to joining, and for the discussion group, there is not a benefit. We talked about charging members \$10 and non-members \$25. We could track the members and non-members for 3 months to see how many of each group attend, on average.

We talked about what we could offer if we did away with the free discussion group. We also talked about if we charged for the discussion group if we could donate some of the money to Emery Rucker or the SHRM Foundation. Or we could have the discussion group be free for everyone and ask for donations to Emery Rucker.

We still need to have more discussions around this.

SHRM Foundation: Amy Civilikas was unable to attend, so there is no report.

Media/Communication: David Parrish reported that our current statistics are as follows:

Linked-In Group Page = 919 members, which is 3 more than last month
Facebook – 101 members, up 5 from last month

David stated that the LinkedIn company page has been deleted. He also said that the next communication piece will go out next week.

Student Chapter: Shareem Annan stated that the topics for the essay contest for the Virginia State SHRM Conference were sent to the advisor at James Madison University, who will then send those to those in the student SHRM chapter. The essays are due back by February 24, and the winner will be notified on March 24. The students were to pick a topic from three choices.

We would like the JMU alumni to judge the essays – Meredith, Hannah, Charlan, and Linda White.

Community Outreach Mary Khattak talked about doing a different outreach event for each quarter. Some suggestions were collecting toiletries for Emery Rucker and doing the Stair Climb. We could advertise each quarter's event and take up collections at the monthly meetings. Then at the end of each quarter, we could present the donations to the chosen community.

Spring Seminar Rae Duffy stated that she would like to move the seminar from the Fall to the Spring. She feels that we could get more attendance by doing that because people tend to be busier in the fall. The title of the seminar is "The Many Hats of HR." She is looking to make this seminar more interactive and would like ideas on topics. She will form a committee to start working on this event.

Other Topics

Mary Roome-Godbolt heard from her contact at Chantilly High School. They will be doing a mock interview day on February 27, 2018. This will be a smaller, more focused group of seniors. The job fair will be on Saturday, April 7, 2018, from 11:00 am – 1:00 pm.

We are looking at having a strategic planning event hosted by SHRM either July 14 or August 11. Beth will send out an e-mail to get the best date from the group.

To Do

- Tricia to send out the December minutes and obtain approval.
- Diana to review guidelines for sponsors and make recommendations to change them.
- Everyone – review website and make recommendations for updates.
- Charlan to change the education certificate to just be for Dulles SHRM.
- Beth to send out an e-mail regarding the best date for the SHRM Strategy Planning event.

Next Board Meeting: Monday, March 3, 2018 at 6:00 p.m. This meeting will be a virtual meeting.

Meeting adjourned: 7:54 pm

Respectfully submitted,
Tricia Kleber

Last edited March 3, 2018