

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

**Board Members Present:**

1. Treasurer - Jennifer Regis
2. Secretary - Linda Caporaletti-Hoyt
3. Vice President, Programs – Beth van Burk
4. Certification Representative – Tricia Kleber
5. Registration Coordinator - Charlan Cornwell
6. SHRM Foundation Representative – Katt Hancher
7. Vice President Membership – Rae Duffy
8. Director, Social Media & Newsletters - Cindy Snyder, SPHR
9. Legislative Liaison – Meredith Bergeson
10. Legislative Liaison - Matt Nieman
11. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark

**Board Members Absent/Not on call:**

1. President – Linda White
2. President Elect – Amy Civilikas
3. Director, Diversity/Workforce Education – Mary Roome Godbolt
4. Past-President – Courtney Nicholson
5. Assistant Registration Coordinator – Susan Helling
6. Vice President, Sponsors - Vince Pascarella

**Meeting called to order:** By Beth van burk 6:00 pm via conference call. Linda White was absent due to business travel.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the October minutes last week via email. Katt Hancher made a motion to accept the minutes as distributed.

Linda W. seconded the vote. The vote was:

- Approve – 10
- Abstain – 0
- Opposed - 0

The minutes were approved.

**Treasurer's Reports:** Jennifer Regis reported our bank balances as 11/7/2016 are:

Paypal=	\$ 4,379.44	
BBT checking =	\$ 9,798.44	
BBT savings =	<u>\$36,949.40</u>	
Total =	\$51,127.28	(last month = \$52,493.04)

Jennifer distributed the October financial statements. We are looking good for the rest of the year. Everyone has been good at being fiscally responsible. There was some discussion regarding the how much the Chapter should carry as a balance in our checking account/reserves. Beth said she and Amy would investigate this information at the November meeting and report back in January with recommendations from SHRM National.

**Membership:** Rae Duffy emailed her report with the membership statistics. As of 11/7/2016 we have 182, an increase of 5 over our last month, which was 177. Her goal is to have 200 members by the end of the year. Rae will be doing a last push mailing. Beth asked if Rae about timing of the annual membership survey, Rae indicated it would be sent out to the membership by the end of the year.

**Registration:** Charlan Cornwell reported the following as of today:

For the October 19 Chapter Meeting

- 30 Registrants → 25 Attendees
- 1 Speaker
- 2 Sponsors
- 2 Community Speakers

For the November 16 Chapter Meeting, we current have 9 registered.

**Sponsors:** Vince Pascarella was absent, no report.

**Programs:** Beth van Burk reported the first four months of 2017 are set. Feedback from the October chapter meeting was positive.

**Certification:** Tricia Kleber reported she is waiting on approval from HRCI and SHRM for November and January certifications which should be available shortly.

**Legislative Liaison:** Matt Neiman and Meredith Bergeson reported NOVA SHRM is arranging a “Day on the Hill” on November 17. We will link to the info on the NOVA SHRM site and get the word out.

**Discussion Group:** Gus Lawson was not available to report. Charlan reported the following numbers for the last two meetings:

October 7 Discussion Group → 11 Registrants

November 3 Discussion Group → 30 Registrants

**SHRM Foundation:** Katt Hancher reported that we collected \$48 for Embry Rucker and \$44 for the Foundation as part of the 50/50 raffle at the October meeting.

**Media Communications/Newsletter:** Cindy Snyder reported she has been pushing out all of the events, there are 3 campaigns scheduled to send out for the rest of November. In October there were 10 email blasts, 3 have gone out so far in November and 3 more are scheduled.

**Student Chapter:** Cindy Clark reported we have no applicants for the scholarship award yet, even though we are heavily promoting. Deadline will be extended to December 1.

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

**Community Outreach:** Madi Robison was absent, had no report.

**Dulles SHRM Holiday Bazaar:** Charlan reported on the Holiday Bazaar held November 5 from 9-12 noon at Hidden Creek Country Club had 13 vendors. It was a disappointing turnout. While the registration fee was \$30, the committee made the decision to waive this fee if a vendor provided push back or was unable to cover the cost. Due to this, we only collected \$180 in registration fees from the vendors which did not even cover the cost of the food ordered (invoiced at \$251.39). We discussed the possibility of combining this with the fall seminar or holiday party in 2017 to get more exposure.

**Holiday Party:** Linda White is chairing the committee, which includes Charlan, Katt, Cindy Clark, Kelley Ridge and David Parrish. Charlan reported that the menu is set and the committee is busy purchasing gifts. The grand prize is an Apple Watch, the second prize is Bose speakers. No sponsors have signed up yet, Linda W. and Dave Parrish are working on this. Katt announced we will look to do a simple ice breaker with business cards and focus on networking at the event.

**Mentoring Program:** Linda C mentioned that the Dulles/NOVA SHRM Mentoring and Leadership Program for 2017 is underway, and the application process has changed. There is a shorter initial application that is due by November 30. The applicants will then be interviewed either in person or on the phone to help determine their fit for the program, which has been rebranded as Mentor HR. We need to encourage more Dulles members to apply.

**Next Board Meeting:** Our next meeting will be the board transition dinner at Hidden Creek on December 5 with 2016 and 2017 board members.

Meeting adjourned at 6:55 pm

Respectfully submitted,

Linda Caporaletti-Hoyt  
As of 11/4/2016 8:12 AM