

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR NOVEMBER 6, 2017**

**Board Members Present:**

1. President – Amy Civilikas
2. President Elect – Beth van Burk
3. Secretary/Certification Representative – Tricia Kleber
4. Treasurer – Jennifer Regis
5. Vice President, Membership – Rae Duffy
6. Vice President, Programs – Nicole Davis
7. Vice President, Sponsors – Ryan Haywood
8. Legislative Liaison – Matt Nieman
9. Director, Discussion Group – Laurie Smith
10. Director, Discussion Group – Jennifer Elksnitis
11. Director, Diversity/Workforce Education – Mary Roome-Godbolt
12. Student Chapter Liaison and Scholarship Coordinator – Vacant

**Board Members Not in Attendance**

1. Past-President – Linda White
2. Legislative Liaison – Meredith Bergeson
3. Vice President, Programs - Janine Onorio
4. Registration Coordinator - Charlan Cornwell
5. Director, Social Media & Newsletters – Hannah Nyberg
6. SHRM Foundation Representative – Katt Hancher

**Meeting called to order:** by Amy Civilikas at 6:00 p.m.

**Secretary's Report/Minutes:** Tricia Kleber stated that she circulated the October 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. Amy made a motion to accept the minutes as distributed. Ryan seconded the vote. The vote was:

- Approve – 10
- Abstain – 2
- Opposed – 0

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

**Membership:** Rae Duffy reported that we are up to 149 members, which is an increase of 14 from last month. She has a few more that are pending.

At the fall seminar, 2 people took advantage of the special that was going on. 30 people have either joined or renewed their membership for 2018.

**Registration:** Charlan Cornwell reported that we had 24 registrants for the October meeting. 18 people showed up; 6 payees did not attend, and we had no walk-ins. There were 2 annual sponsors, 1 monthly sponsor, 1 community speaker and the presentation speaker for a total of 23 attendees.

**Sponsors:** Ryan Haywood provided Tricia with the updated sponsor list (see attached). We are set for the remainder of this year. US Law will be a platinum level sponsor for the holiday party. He is working on finding sponsors for 2018 and wants to get a lot done before the end of the year when his term is up. JK Moving is considering becoming the annual sponsor for 2018. If anyone has any potential leads for either annual or monthly sponsorship, please let him know.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of November 2, 2017:

BB&T Checking – \$8,722.01  
BB&T Savings – \$32,964.14  
PayPal – \$1,577.38

Jennifer moved \$4,000 from savings to checking on October 31, 2017 to cover the payment for the Fall Seminar venue. Once things are settled down, she will move money back into savings, if she can.

She just received the financials for the month, so she will look at them and will send them out.

She is working with BB&T to get the officers/directors insurance renewed.

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

- November – Recruiting on a Dime
- December – no meeting
- January – Engagement Survey data
- February – Red & Green Zone Thinking
- March – Career Development
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle

Nicole also let us know that the 3<sup>rd</sup> Wednesday in November in 2018 is the day before Thanksgiving. We will move that meeting to the 2<sup>nd</sup> Wednesday in November. She will work with Charlan to get that date changed.

In April 2018, the VA State SHRM Conference starts on April 22. Normally we would change the April meeting date but because of the way the calendar runs, we should be okay with keeping the meeting the 3<sup>rd</sup> Wednesday of the month.

For the October meeting, we had 13 hard-copy surveys. The summary of the survey is attached.

**Certification:** Tricia Kleber let us know that we are approved through SHRM and HRCI for the November meeting. We are approved for SHRM credits for the November and December discussion group. Tricia submitted the discussion group for December to HRCI and was able to get that approved as well.

We have been renewed with SHRM for 2018, so Tricia will start submitting those presentations for credit. She will check with HRCI to see when we can start submitting those presentations.

**Legislative Liaison:** Matt Neiman stated that there was a bill introduced by 3 republican women to put paid leave as a federal topic. There is flexibility in it for employers to offer flexible work scheduled or teleworking. It will be interesting what happens there.

**Discussion Group:** Laurie stated that for the November group, we had 25 people registered; 15 people attended. Derek Winn spoke about Benefit Trends. Rae brought breakfast, which was a huge help.

For December, Matt is leading the discussion group. The topic is legal updates.

She would like to start posting information about 2018; Amy will coordinate with Katt about getting the structure set up. The January discussion will be led by Kelly Carberry and the topic is about Being a Change Agent.

For 2018, Laurie is hoping that she, Jeff Wu and Hannah can partner together for the discussion group.

She has requested some dates for the conference room space from the Fairfax Government Center.

The discussion group is filled up through August of 2018.

**SHRM Foundation/Community Outreach:** Katt Hancher was unable to attend, but sent in a report that we collected \$60 for Embry Rucker and \$26 for the 50/50 raffle, with \$16 going to the SHRM Foundation. Mary Roome-Godbout won the 50/50 raffle and donated her winnings to Embry Rucker, for a total of \$73. Mary also won the Education Certificate.

The Pajama Project will be on Thursday, November 16, with a set-up time of 6:00 pm and a start time of 6:30 pm. Katt will report on this at the next meeting.

Anthony Do, Account Manager with Inova Blood Donor Services, would like to be our Outreach Speaker at the January Meeting.

**Media/Communication:** Hannah Nyberg was not able to make it. She reported that our current statistics are as follows:

Linked-In Group Page = 912 members,  
General Interest E-mail List – 656 people  
Dulles E-mail List – 241 people

Hannah sent out 13 e-mails in the past month. The open rates averaged mid-high 20%. The click rates were good, especially for the membership e-mails. She has also sent out 4 LinkedIn posts.

**Seminar Discussion:** Beth van Burk thanked Amy, Mary and Matt for presenting at the seminar. There were 38 attendees – not quite the numbers that we were looking for. The general feedback was that it went well.

**Workforce/Diversity:** Mary Roome-Godbolt doesn't have anything new to report. She doesn't have the dates for the mock interviews or the job fairs for 2018 at this point.

**Student Chapter:** Amy Civilikas mentioned that Will Wong gifted us the overnight accommodations for the VA SHRM State Conference. Amy confirmed that we could pay in advance (in November) for the early bird registration fee (\$299). She was also trying to talk with Cindy Parker at GMU, but Cindy is not being responsive. She is hearing from JMU and JMU is interested in partnering with us. The committee will decide on the essay on what we would have the JMU Student Chapter present on and then we can decide on this

Tricia motioned to approve the student registration for the SHRM. Beth seconded the motion. Everyone voted in favor to approve the Board paying the student registration fee now to take advantage of the early bird registration fee.

Hannah and Meredith are both JMU alums; Amy will reach out to them to see if they want to help with getting the JMU chapter engaged with us.

VA State Leader Conference is January 11 – 14, 2018 in Richmond. We can have up to 5 members attend for free except for the rooms. We will reimburse attendees for the rooms. Beth and Rae will be attending. Amy also suggested booking The Homestead rooms now.

Amy also mentioned that Phyllis from SHRM stated that SHRM will pay \$20/person for members who recertify in the chapter. Jennifer will look to see how much we were given from SHRM in the past.

Another thing that Phyllis stated was the for incoming chapter presidents, if you attend the November conference next week in DC, you will be given a volunteer assignment. Beth will reach out to Phyllis to verify this.

There is an initiative in the VA State Council for chapters to partner with the state counsel to be a liaison on veteran initiatives – hiring practices, job fairs, etc. Looking for someone to be a liaison. This wouldn't be a full-time board position. Mary offered to help with it.

SHRM National has scholarships available to attend the SHRM Conference. Amy will try to find more information about this.

Reaffirmation for certification will be sent to Amy and Tricia. If we don't have it within the next two weeks, we will reach out to Phyllis.

### **Outstanding**

Jennifer to review financials and send them out

Jennifer to get officers/directors insurance renewed

Tricia to start submitting programs for 2018 through SHRM

Tricia to check with HRCI to find out when we can start submitting programs for 2018

Amy to purchase the student registration for the VA SHRM State Conference

**Next Board Meeting:** Monday, December 4 at 6:00 p.m. at Hidden Creek Country Club; transition dinner.

Meeting adjourned: 6:43 pm

Respectfully submitted,  
Tricia L. Kleber

Last edited November 28, 2017