

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR SEPTEMBER 11, 2017**

**Board Members Present:**

1. President – Amy Civilikas
2. President Elect – Beth van Burk
3. Past-President – Linda White
4. Secretary/Certification Representative – Tricia Kleber
5. Treasurer – Jennifer Regis
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, Discussion Group – Jennifer Elksnitis
12. Registration Coordinator - Charlan Cornwell
13. Legislative Liaison – Matt Nieman
14. Director, Social Media & Newsletters – Hannah Nyberg
15. Director, Diversity/Workforce Education – Mary Roome-Godbolt
16. SHRM Foundation Representative – Katt Hancher
17. Student Chapter Liaison and Scholarship Coordinator – Vacant

**Board Members Not in Attendance**

1. Legislative Liaison – Meredith Bergeson

**Meeting called to order:** by Amy Civilikas at **6:04** pm.

**Legislative Liaison:** Matt Neiman reported that the overtime regulations were thrown out, so we don't need to do anything about them. People should still make sure that employees are properly classified in terms of exempt and non-exempt. The other big issue is DACA and its withdrawal. It could have some impact on employers and employees, and friends. Jackson Lewis will be putting on a webinar about a roadmap on how to work through this situation, and we can sign up through their website.

We will do his speech for next week as regular credits.

**Secretary's Report/Minutes:** Tricia Kleber stated that she circulated the August minutes via e-mail and asked for any changes/corrections. Tricia asked for a motion to approve the minutes. Ryan made a motion to accept the minutes as distributed. Beth seconded the vote. The vote was:

- Approve – 14
- Abstain – 2
- Opposed – 0

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

**Membership:** Rae Duffy reported that we are up to 132 members, which is an increase of 6 from last month. We do the membership special in the 4<sup>th</sup> quarter, so she will start putting together some stuff with that to get to Hannah to send out.

**Registration:** Charlan Cornwell reported that we had 37 registrants for the August meeting. 32 people showed up; 6 payees did not attend, and 1 was a walk-in. There were 2 annual sponsors, 2 monthly sponsors, and 3 panelists, for a total of 39 attendees.

We have 14 registrants for the September Chapter Meeting.

Charlan sent an e-mail to Cindy Parker regarding the September meeting, since GMU will be hosting it.

We are looking to change venues from Hidden Creek to another location. We tried Crown Plaza, but felt that due to the lack of parking and the lack of direction once you got into the hotel, this moved them out of contention. Charlan looked at the Dulles Holiday Inn and the Dulles Hilton. All 3 locations would waive the room rental fee. Dulles Hilton would match the Hidden Creek rates. Dulles Holiday Inn rates were a little bit higher and they have a bartender fee. One negative from the Dulles Hilton was that there was no contract – we only need a month to cancel an event, but the Hilton could also do that to us, which could leave us without a space to hold our meeting. The menus are about the same as what we are used to.

There is some concern with the Hilton being able to cancel meetings with a month's notice.

There is also a concern with the cost and with the bartender fee with the Holiday Inn. One suggestion is that people can get a drink at the bar next door, then bring that to the meeting. But we do feel that we need the bartender there.

For the Holiday Inn, there is plenty of parking space. It is also easy to get in and out of there and onto Route 28. It can be a bit harder to get out of the Hilton.

Doing a quick run of numbers, for 5 dinner meetings with 35 people each, the Holiday Inn would cost around \$1,608 more per year. Some suggestions would be to increase the meeting fee and/or the annual fee.

Beth is going to run some numbers and will send them to Charlan. Charlan pointed out that we need to start preparing the members if we do change venues.

Charlan will put something together and will send that to the Board. We need weigh in and vote by Thursday, September 14 so that Charlan can let the venues know what our decision is.

NOTE: Beth motioned to move the 2018 Dulles SHRM meetings to the Holiday Inn. Ryan seconded the vote. 14 people voted yes, 2 people did not vote, and 1 abstained. We will switch to the Holiday Inn in 2018.

**Sponsors:** Ryan Haywood provided Tricia with the updated sponsor list (see attached).

We have 1 spot that is unpaid for the fall seminar, but otherwise we are full. He did get an overwhelming response for breakfast sponsors, and is starting to fill up 2018 spots. There is one company that would like to be a sponsor for the Holiday Party, if we frame it correctly.

Beth suggested that with a sponsor, the sponsor can provide the costs for the drinks. Ryan will talk with the company and see how much they want to provide.

Ryan will make sure that Charlan and Amy know the names of the sponsors for the September meeting.

**Holiday Party:** Our budget is \$1,000. Charlan will start looking for gifts. We might do 3 tiers of gifts and let people pick from that tier. There were some concerns that it might be too alcohol-heavy, and this way people can pick the gift that they like.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of September 11, 2017:

BB&T Checking – \$3,559.91  
BB&T Savings – \$36,961.67  
PayPal – \$2,329.64

Jennifer also shared the financials with the Board.

The Stair Climb is this Saturday. We have \$450 donated; our goal is \$500. 7 people have said they are coming. Jennifer has started an e-mail chain to those who are coming.

David Parrish has been pushing the event on Facebook. Amy had posted it on LinkedIn and Tricia shared it. Tricia suggested that everyone share it so that we can try to get it out there more and maybe we can reach our \$500 goal.

**Programs:** Nicole tallied up the hard copy evaluations. We had 24 responses, plus 3 from the electronic surveys. The e-mail blasts seem to be the most successful with getting the meeting information out there. The topic was a very popular one and people would like more compensation topics. Many people did not like the meeting space. We will continue to do the hard copies since we get better responses that way.

Janine Onorio reported that Matt is doing a dinner meeting, and the topic is “Legal Update”. November is also a dinner meeting and the topic is “Recruiting on a Dime”. October is a breakfast meeting, and that is Shannon Polly.

For February 21, 2018, that is a dinner meeting with Nichole. She is working on the rest of the first quarter.

Mary will try to get me her submission stuff by this week.

**Certification:** Tricia Kleber let us know that we are approved through SHRM for the September meeting, based on a generic outline for the topic. She and Matt still need to work on getting it approved for HRCI. In addition, we had SHRM certification for the September discussion group. We are also approved for both SHRM and HRCI for October.

**Discussion Group:** Laurie Smith stated that for the September group, we had 22 people signed up and 18 people attended. The topic was on managing retirement plans.

They didn't have a roster for the September discussion group because of the issues with the facilitator. Jennifer will send an e-mail to those who registered to see who needs the certificate. The discussion group was under their control, which was a bit difficult. The feedback was positive, even though it seemed to be more of a presentation than a discussion. It was mostly Joe speaking, but it seemed to go well. They did pay for breakfast, which was nice. They would like to do this again in 2018.

For October, Adam Cahill is leading the discussion, but he would like to do a panel discussion on culture. It is at Tim Kelly's office in Fairfax.

In November, we will be at the Government Center, and we will be at Jackson Lewis in December.

We are booked through May 2018 for the discussion group with a variety of topics.

Jennifer E. won't be able to attend the discussion groups going into 2018, so Laurie would like someone else to help wrap up the meeting and make sure that the space is cleaned when everyone leaves. Hannah can help wrap them up for this year; Jennifer will talk with Hannah and they will work something out.

Amy and Beth will try to set up the website so that Laurie can start adding in information for 2018.

**SHRM Foundation/Community Outreach:** Katt Hancher reported that she wasn't at the meeting in August, so she doesn't know where the money is. Katt will contact Jennifer to get information about Embry Rucker and the SHRM Foundation.

We do have 2 outreach events in the Fall. As part of the Fall Seminar, we will be doing the New Pajamas and Books collection. Information on that needs to go out when we market the Fall Seminar. In November, the children at Embry Rucker will receive the pajamas and books, and the board members will read the books to them.

NOTE: Jennifer provided information about Embry Rucker and the SHRM Foundation. We collected \$52 for Embry Rucker and \$21 for the 50/50 raffle and we will donate \$10 for the SHRM Foundation.

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

Facebook = 96 members, same as last month  
Linked-In Group Page = 907 members, down 1 from last month  
General Interest E-mail List – 678 people

Hannah sent out 5 e-mails in the past month. The open rates averaged 23-27%. The click rates were between 6-12%.

Katt will send Hannah information about the outreach event going on in the Fall. Beth will include that in her write-up for the Fall Seminar and Amy will include it in the meeting slides.

Hannah sent out the information for the Emerging HR Professional to Beth and Nicole. The three of them will get together and figure out their path on this and what needs to be done. Maybe someone who is not currently on the Board would like to help.

**Seminar Discussion:** Beth van Burk is still working on the Fall Seminar. We have 6 speakers for 5 subjects – talent management, hidden risks, EEOC, physical security, and discussion activity on business continuity. We are looking at 5 ½ credits.

Beth is trying to get all the speaker information and she will send it to Tricia as she gets it. We are hoping to get some strategic credits for the topics, but we need to make sure that the write-ups are specific enough and based on the BOK. Tricia and Amy will work on the write-ups to try and push through some strategic credits.

Everything else is coming together. 200 white notebooks were ordered for participants. We can have the sponsors speak at various times throughout the event. Beth and Ryan will work together to figure out which speaker is speaking at each time.

Beth is suggesting doing a two-tiered pricing based on date and will figure out the price points for members and non-members, with having a discount for those to enroll in the chapter.

**Workforce/Diversity:** Mary Roome-Godbolt has not talked to Chantilly High School since school just started. She thinks the mock interview day will be in February and the job fair will be in March.

**Student Chapter:** Amy Civilikas stated that GMU will be facilitating the September meeting. She is working with Cindy Parker and Charlan to get the students registered. However, the GMU students will not be doing any talking, so Amy will work on the pre-meeting notes.

Karen Edmonds, President of VA State Council, will be joining us at our October Board Meeting.

**Additional Items:** Ryan will send out information about a seminar at Georgetown University. He worked with Karen Edmonds to get Burt from Proforma as a speaker.

**Outstanding**

Charlan – call to vote for new venue

Beth – proposed pricing for fall seminar

Tricia/Amy – submission for fall seminar for strategic credits Amy/Mary

**Next Board Meeting:** Live meeting on Monday, October 2 at 6:00 p.m. at Hidden Creek Country Club.

Meeting adjourned: 7:50 pm

Respectfully submitted,  
Tricia L. Kleber

Last edited September 27, 2017