

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR FEBRUARY 4, 2019**

Board Members Present:

1. President – Rae Duffy
2. Secretary/Certification Representative – Tricia Kleber
3. Treasurer – Jennifer Regis
4. Vice President, Membership – Amy Civilikas
5. Vice President, Programs – Katie Parker
6. Director of Diversity/Workforce Development – Shareem Annan
7. Director, Marketing – Erin Moody
8. Legislative Liaison – Matt Nieman
9. Co-Director, Discussion Group – Megan Hollywood
10. Co-Director, Discussion Group – Laurie Smith
11. Community Outreach Co-Chair – Mary Khattak
12. Student/Emerging Professional Liaison – Lori Reed
13. SHRM Foundation Representative – Susan Hathaway
14. Director at Large – Linda White
15. Past President – Beth van Burk

Vacant Positions:

1. Vice President, Sponsor

Visitors:

1. Brian Clickener – potential Treasurer shadow
2. Matt Armenzaris – potential Vice President, Sponsors

Board Members Absent:

1. President Elect – Nicole Davis
2. Registration Coordinator – Charlan Cornwell
3. Legislative Liaison – Meredith Bergeson
4. Community Outreach Co-Chair – Mary Roome
5. Director at Large – Ryan Haywood

MEETING STARTED – 6:02 pm

Rae Duffy introduced two visitors who were joining us tonight – Brian Clickener and Matt Armenzaris.

President's Report – Rae Duffy

- Succession Planning
- SOP's – all of our roles need to be documented by year end, so that our successors won't have to play the guessing game of what we do. We should document how we do things, why we do things, and any best practices.

- Position Goals – what would you like to accomplish within your position this year? Please share a goal or two at the board meeting.

Secretary's Report – Tricia Kleber sent out the January minutes last week for review. Laurie Reed made a motion to accept the minutes; Mary Khattak seconded the motion.

Approve – 16
 Abstain – 1
 Oppose – 0

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

Treasurer's Report – Jennifer Regis – Balances as of 1/28/2019

- BB&T Checking – \$3,455.64
- BB&T Savings – \$23,976.04
- PayPal – \$357.67

Programs' Report – Katie Parker

- January Survey Results (see attached):
 - There is interest from George Mason to provide supporting materials to the topics lined up this year. They would like to present next year and possibly be a backup if needed. They will also provide a discount on some courses for Dulles SHRM members. As per Susan, EPE leadership has approved extending a 10% discount and a special discount code to Dulles SHRM members when enrolling in many GMU EPEP public offerings (there are a few program exceptions).
 - One attendee from last month's meeting mentioned she would like to present on conflict resolution. Another attendee would like to see a session on wellness benefits and employment practices liability insurance.

Programs for 2019

- January – Amy Civilikas & Mary Roome – Business Continuity Plans – Dinner Meeting
- February – Kelly Carberry – The Balanced Scorecard for Human Resources – Dinner Meeting
- March – International HR – Elizabeth Von Groeller – Breakfast Meeting
- April – Dennis Brouwer – Eleven Leadership Essentials: Train (& Perform) Like an Elite Leader – Dinner Meeting
- May – Spring Seminar
- June – The HR Evolution from the #MeToo Revolution – Misti Mukherjee – Dinner Meeting
- July – None
- August – Behavioral Health, Stress, and Impacts on Employee Physical Health: Missing Links or Catalysts for Change – Dr. Jenny Love – Lunch Meeting
- September – Legal Update – Matt Nieman – Dinner Meeting

- October – Recruiting & Retaining Veterans – David Muir – Breakfast Meeting
- November – I9 & E-Verify – Dave Basham – Dinner Meeting
- December- Holiday Party

Membership Report – Amy Civilikas will have these once she is able to meet with Ryan Haywood on how to run the reports.

Sponsorship Report - Open

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors – Fisher Investments – not sure if they have paid or not

Registration Report – Charlan Cornwell

January Meeting

- Attendees – registered, walk-in, no-shows – 25 Registrants, 2 Walk-ins, 2 No-Shows
- Annual Sponsors – 1
- Monthly Sponsors – 1
- Facilitator – 2
- TOTAL – 29

Community Outreach Report – Mary Khattak, Mary Roome

No report

Discussion Group Report – Megan Hollywood, Laurie Smith

February Discussion Group

- Topic – International Human Resources Management
- Registered – 13 participants
- Location – Shareem’s office in Ashburn
- Facilitator – Liz von Groeller

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 954
- Twitter Members – 1011

Certification Report – Tricia Kleber

- SHRM Approval – February Discussion Group and Monthly Meeting, March Discussion Group and Monthly Meeting, April Monthly Meeting
- HRCI Approval – February Meeting (Business), April Monthly Meeting (Business)
- Submitted – March Meeting (Business)
- Need to Submit – November to both SHRM and HRCI

Legislative Update – Meredith Bergeson, Matt Nieman

No report

SHRM Foundation Report – Sue Hathaway will discuss her report in the New Business section.

January Meeting – no information provided

- SHRM Foundation - \$
- Embry Rucker - \$

Student Chapter Report – Lori Reed will discuss her report in the New Business section.

- GMU – Letter of Agreement between Dulles SHRM and GMU where Dulles SHRM members can participate in Mason EPE program which have been approved for SHRM credits. We would promote these courses to our members and GMU would give us the special discount code to register.
- GMU would also regularly alert their Mason HR instructors to check the Dulles SHRM job exchange tool for themselves and their classes to keep students apprised of HR opportunities in the area.

Jennifer Regis motioned to approve the consent agenda; Matt Neiman approved it.

Approve – 15
Abstain – 0
Oppose – 0

New Business:

SHRM Foundation Report – Sue Hathaway stated that SHRM-VA would like the chapters to continue to promote the foundation. They would like chapter members to share if they have been a scholarship recipient or received a research grant, written a white paper or used white paper data to elicit support for HR initiatives in their companies. If so, they would love to hear stories about it. Sue would like to collect any stories if anyone has them. She will send out an e-mail to the board. Tricia mentioned writing up a communications piece and having Erin send it out. Rae also suggested that Sue mention it at the February meeting.

Sue also talked about her goals for the SHRM Foundation (see below)

Student Chapter Report – Lori Reed discussed her communications with GMU. GMU does not have an HR major anymore; they just have a certificate program.

- GMU – Letter of Agreement between Dulles SHRM and GMU where Dulles SHRM members can participate in Mason EPE program which have been approved for SHRM credits. We would promote these courses to our members and GMU would give us the special discount code to register. GMU would advertise the Dulles SHRM program to

their students/facility. Matt N. asked what we need to do to cross-promote their programs. Lori said that we would add it to our website and add it to our communication e-mails. We can also add a slide to our pre-meeting deck. Lori will circulate the agreement, and Matt Nieman will review it to make sure that we are not getting ourselves into hot water with this. Beth motioned to approved; Shareem seconded. Everyone is in agreement with this.

- GMU would also be willing to provide any SME's and/or additional material/research to go with our programs if we need it. Susan at GMU has also reached out to Katie Parker. Some of the SME's might be willing to be speakers for our programs. Tricia mentioned that it might be worth it to reach out to Susan and do a presentation to the certificate program. Beth asked if Amy should put together a few bullet points for promotion, and Rae suggested that we talk with Susan to see what she needs from us to help cross-promote this.
- GMU would also regularly alert their Mason HR instructors to check the Dulles SHRM job exchange tool for themselves and their classes to keep students apprised of HR opportunities in the area.

Spring Seminar – Wednesday, May 15 – Holiday Inn – HR Vision 2020 – Leading HR into the Future

This will be a leadership focused seminar, and our goal is to obtain HRCI business credits for the entire program.

Membership Mixer – April 2, Alto Plaza.

We are partnering with Loudoun and Prince William, so our costs will be reduced since this is split three-ways. We are looking at \$450/person. We have SignalFinancial confirmed so far, but we would like another sponsor. The cost will be \$15/person, and will run from 5:00 pm – 8:00 pm. Amy will send out information once everything is confirmed and will add it to our Events tab. At that time, she will get the information out on LinkedIn. Amy will work with Erin on a Save-the-Date communications piece to go out to the chapter.

We might look at doing something in the late summer as well as the fall.

2019 Budget – Jennifer Regis sent this out to the Board. There are some assumptions that are estimated in there. If there are any changes that need to be made, please let Jennifer know ASAP so this can be finalized. Jennifer asked about certain items that could be removed, such as the holiday bazaar. She brought up the certification study group, and we had a discussion if we should try to hold another group. Tricia will reach out to Loudoun and PW to see if they do the certification study group. Jennifer will remove the items and will recirculate it; then we will take another vote.

Programs – Katie Parker mentioned that the March speaker would like to raffle off a mentoring opportunity at the March meeting. There were no objections to this.

President's Report

- Nicole will run the February meeting as Rae will be out of town
- Be aware of phishing e-mails, as we are starting to get more of them asking for money. Beth mentioned that we got about 15 of them in 2018. Take a look at the e-mail address – this is one way to determine if it is a valid message or not.

- Brian and Matt joining us

Virginia SHRM Leadership Conference – Rae, Nicole, Jennifer, Charlan, Megan

- Takeaway items:
 - Great networking with 19 SHRM groups inside VA
 - 2018 was a Pinnacle Year for SHRM in VA.
 - SOP's – all of our roles need to be documented by year end, so that our successors won't have to play the guessing game of what we do. We should document how we do things, why we do things, and any best practices.
 - Succession Planning – Rae would like to talk with Karen Edmonds and get more information about this, and work with Beth on starting this.
 - SHRM has competency-based workshops online in case we have speaker cancellations. SHRM would provide all of the materials needed.
 - HRCI – programs can be manually added if there is a program that does not have it. You would just need to keep all documentation relating to the program.
 - Making website current will help with attraction to our Dulles SHRM group (others are experiencing this issue too). This is a detractor for people if they are seeing outdated information.
 - Megan networked with some of the Vets and was able to get one to lead our discussion group in June.
 - Take away is that social media may require a dedicated person to monitor and work it (FYI - this may be tough because they say daily and we all are volunteers)
 - Sharing ideas amongst SHRM groups may be a best practice that we should engage with especially when thinking about the 4/2 mixer with local SHRM groups.

Beth mentioned that we could look at having online chapter meetings for when we have slow months. We could explore this a bit further to see if it is something that would work for us.

Board Position Goals – Rae will send out an e-mail collecting these goals.

- SHRM Foundation Representative
 - Provide suggestions for unique ways to engage our member community - Distribute and communicate news about opportunities & resources available through the SHRM Foundation; flyers are available here:
<https://fs16.formsite.com/SHRMFdn/form33/index.html?1497973076076>
 - Facilitate Contributions to the SHRM Foundation - Maintain level of Chapter participation in support of Virginia SHRM State Council Top 10 State Councils.
 - Introduce Team Empower- a special club for individuals who donate \$30 or more and pledge to support the SHRM Foundation's annual inclusion initiative. There is a digital badge that can be added to an individual's website.
<https://www.shrm.org/foundation/getinvolved/donate/join-team-empower/PublishingImages/Pages/default/FINAL%2018-0627%20Team%20Empower%20Flyer.pdf>
 - Standard Operating Procedures – Document processes in Standard Operating Procedures (SOPs) including how we do things, why we do things, and any best practices.
- Director of Diversity/Workforce Planning – Shareem would like to get a diversity topic on either the Spring seminar or as a discussion topic. One thing that she is interested in is on Transgender topics. Another idea is to do some ice breakers before monthly meetings. Look at Chantilly Academy for resume writing skills.

Next Board Meeting: Monday, March 4 at 6:00 p.m. This meeting will be a live meeting.

Meeting adjourned: 6:54 pm

Respectfully submitted,
Tricia Kleber

Last edited February 19, 2019