

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR APRIL 1, 2019**

**Board Members Present:**

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

**Board Members Absent:**

1. President Elect – Nicole Davis
2. Registration Coordinator – Charlan Cornwell
3. Legislative Liaison – Meredith Bergeson
4. Co-Director, Discussion Group – Laurie Smith
5. Director at Large – Ryan Haywood

MEETING STARTED – 6:01 pm

**Consent Agenda** – The consent agenda was sent out via e-mail. Matt Nieman motioned to approve the agenda, and Mary Roome seconded the motion. Everyone in attendance approved the agenda with 1 person abstaining.

**Secretary's Report** – Tricia Kleber sent out the March minutes for review. Linda White motioned to approve the agenda and Rae Duffy seconded the motion. The vote to approve the minutes was approved by all.

**Treasurer's Report** – Jennifer Regis/Brian Clickener – Balances as of 3/29/2019 are

- BB&T Checking – \$5,111.15
- BB&T Savings – \$23,976.82
- PayPal – \$508.36

## **Programs' Report – Katie Parker**

### Programs for 2019

- January – Amy Civilikas & Mary Roome – Business Continuity Plans – Dinner Meeting
- February – Kelly Carberry – The Balanced Scorecard for Human Resources – Dinner Meeting – *Cancelled due to weather issues*
- 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**

- Active Members – 75
- Pending Members –9
  
- Joint Membership Mixer – April 2, 2019 – Alto Plaza, Centreville. We will be collecting items for Cornerstones (flip flops/shower shoes, umbrellas/ponchos, cleaning supplies). We currently have 3 sponsors: Paylocity, Kaiser Permanente, and Legal Shield. A video company was going to be the fourth sponsor but dropped out
  
- Pulled a report of expired members to reach out to regarding renewal. This will be discussed at the meeting on 4/1 as to how to reach out to these members. We could use Constant Contact and/or an e-mail from the Dulles SHRM g-mail. Amy will draft a message to send in an e-mail blast next week.

## **Sponsorship Report – Matt Armendaris**

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
  - April 17 – Ultimate Software (paid) – we did give them a \$50 discount since we wanted to make sure that we were able to find someone at the last minute.
  - Spring Seminar – Booked Extensio Law (paid), Guardian (paid), John Hancock (paid), Paylocity (unpaid), and Signal Financial (paid). All spots have been filled for this event!

- June 19 – ROCS Staffing (paid)
- August 21 – Ultimate Software (paid)
- Still need sponsors for September – Have not been able to confirm ‘Shred-It’, October, November, and December
- Interest from GMU Executive & Professional Education (Susan Stinson) – Asking for discount because of letter of agreement between Mason EPE and Dulles SHRM – we discussed this and decided that there would not be a discount since we are giving them a lot of exposure with our agreement.

We are actively looking for sponsors for 2019. Please let us know if you have any referrals.

### Registration Report – Charlan Cornwell

- Registrants – 28 registered/6 no-shows/2 walk-ins – 24
- Monthly Sponsors – 2
- Annual Sponsors – 2
- Speaker – 1
- Total of 29 attendees

### Community Outreach Report – Mary Khattak, Mary Roome

#### 2019 Community Outreach Plan

Month	Location	Type
January	offsite	Gave 2018 donation to Embry-Rucker
February	--	--
March	3/20 meeting	Mention upcoming opportunities to membership in attendance
April	4/2 SHRM Mixer	Collection of rain gear and cleaning products for Embry-Rucker
	4/6 JK Community Farm	Volunteer planting seeds
May	5/15 Spring Seminar	Collection of gently used eyeglasses for Eyes of Hope
June		
July	--	--
August	JKC Foundation Scholars Weekend	Resume & Mock Interview feedback with the scholars
September	9/11 Stairclimb?	Participation
October	Meeting	PJ and book collection
November	Meeting	PJ and book collection
	TBD Embry-Rucker Shelter	Volunteer @ Pajama Party/Story reading/Snack
December	Holiday meeting mixer	Collection TBD...

- Mary R will find a Military related work-force readiness event for which we can participate

## **Discussion Group Report – Megan Hollywood, Laurie Smith**

### **March Discussion Group**

- Topic – Interns and Entry-Level Hiring: How to Effectively Build Your Up-and-Coming Workforce
- Attended – 17
- Location – 2411 Dulles Corner Blvd, First Floor Conference Center, Herndon VA 20171
- Facilitator – Jessica Marrara

### **April Discussion Group**

- Topic – The Balanced Scorecard
- Registered – 10
- Location – Fairfax County Government Center Conference Room 8, 12000 Government Center Parkway, Fairfax VA 22035
- Facilitator – Kelly Carberry

## **Social Media/Communication Report – Erin Moody**

- LinkedIn Members – 965
- Twitter Members – 1022

## **Certification Report – Tricia Kleber**

- SHRM Approval – April Monthly Meeting, November Monthly Meeting, April, May, June Discussion Groups, 4 sessions from May Spring Seminar
- HRCI Approval – April Monthly Meeting (Business), November Monthly Meeting (General)
- Waiting for approval – 4 sessions from May Spring Seminar
- Need to submit – waiting on 2 sessions from May Spring Seminar

## **Legislative Update – Meredith Bergeson, Matt Nieman**

No report was sent in

## **SHRM Foundation Report – Susan Hathaway**

### **March Meeting**

- SHRM Foundation - \$5
- Embry Rucker - \$30
- Certificate Winner – Kelly Artise

## **Student Chapter Report – Lori Reed**

- George Mason Site is live with the discount for Dulles SHRM members. The page is hidden for members only and has a special discount code for a number of courses.

## Old Business:

- Membership Mixer is tomorrow (April 2) and is sold out (65 registered)! Splitting the cost between the 3 groups has helped everyone. There is a waitlist, but we do expect there to be some walk-ins.
- Expired Membership – Amy would like to do a targeted e-mail to those people to see if they would like to rejoin. Amy has drafted an e-mail and will get that out to everyone this week. She will send it from the Dulles SHRM e-mail address.
- Website – Beth Van Burk gave a recap of the call that several of us were on the other week. Naomi, Megan Hollywood’s coworker is going to look at the website to see what we can redo easily versus what we would need to completely redo. We will provide another update in May on this.
- Guardian Summer Webinar Series is a go!
  - DATES:
    - Wed 6/26 – 12:00: Solving the Leave Management Puzzle
      - Details & registration are live on our website
    - Wed 7/24 – 12:00
    - Wed 8/26 – 12:00
  - Co-branded, no sales pitches, each approved for 1 SHRM & 1 HRCI Credit
  - Guardian will be one of our sponsor’s for the Spring Seminar
- George Mason University Landing Page – Katie met with Karen Stinson, who let us know that there are 2-3 classes that might be of interest to our members; Katie will work with Beth and Erin to get the communication out.

## New Business:

### President’s Report:

- George Washington University – Lori Reed is working with GWU.Liesl Riddle (Associate Dean of Graduate Programs) would like to co-host a networking event at their Loudoun campus to promote their two HR-centric programs and their online Master’s in HR either in May or June. Lori isn’t sure if this is something that we can do. There is a location picked out already, but we would need to come up with the content and the invitation list. The cost would be split between Dulles SHRM and GWU. Katie and Beth can help out, and Lori would attend. Rae brought up that we need to know more about what the cost would be, since we have added things to our budget and we need to make sure that this is something that would be beneficial for us. Lori will get more information about what this would entail.
- Reminder that attendance to the Spring Seminar is included as part of this year’s BOD Incentive Program. We encourage everyone to attend as Nicole has a great program planned! Please only register if you actually plan on attending, as we’ll have to pay

based on the headcount. The sponsors for the seminar are sold out; Matt has done a great job in getting this done so quickly.

- Reminder to do social media plugs for the upcoming discussion groups and the spring seminar.

**Next Board Meeting:** Monday, May 6 at 6:00 p.m. This meeting will be a live meeting at the Jackson Lewis building.

Meeting adjourned: **6:46** pm

Respectfully submitted,  
Tricia Kleber

Last edited April 1, 2019