

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR MAY 7, 2018**

Board Members Present:

1. President – Beth van Burk
2. President Elect – Rae Duffy
3. Secretary/Certification Representative – Tricia Kleber
4. Vice President, Programs – Nicole Davis
5. Vice President, Programs - Janine Onorio
6. Vice President, Sponsors – Diana Wilson-Shirley
7. Community Outreach – Mary Khattak
8. Director, Discussion Group – Laurie Smith
9. Marketing – Erin Moody
10. Student/Emerging Professional Liaison – Shareem Annan
11. Past President – Mary Roome-Godbout
12. Past President – Linda White
13. Director at Large – Hannah Nyberg

Vacant Positions

1. Director, Diversity/Workforce Education – Vacant
2. Student Chapter Liaison and Scholarship Coordinator – Vacant
3. SHRM Foundation Representative - Vacant

Board Members Absent:

1. Treasurer – Jennifer Regis
2. Vice President, Membership – Ryan Haywood
3. Registration Coordinator – Charlan Cornwell
4. Legislative Liaison – Meredith Bergeson
5. Legislative Liaison – Matt Nieman
6. Past President – Amy Civilikas

MEETING STARTED – 6:02 pm

Secretary's Report/Minutes: Tricia Kleber circulated the April minutes last week and asked for any changes/corrections. There were no changes to be made. Tricia asked for a motion to approve the minutes. Linda White made a motion to accept the minutes as distributed. Mary Roome-Godbout seconded the vote. The vote was:

- Approve – 11
- Abstain – 0
- Opposed – 0

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

Community Outreach – Mary Khattak spoke about a volunteer opportunity with JK Moving. JK Moving has a new charitable project – farming to feed community members

in need. The president of JK Moving purchased a farm in Purcellville and is using the property to grow food to be donated to struggling families in Loudoun and beyond. Their employees are volunteering there, and right now they are planting the vegetables. This might be a possibility for a community outreach project for us, but it is not the best time for us. Mary will look to see if this is a possibility for us in the summer or fall if they have evening or weekend times.

Treasurer's Reports: Jennifer Regis could not attend, but she reported the following balances as of May 7, 2018:

- BB&T Checking – \$11,196.74
- BB&T Savings – \$28,970.15
- PayPal – \$2,339.16

Jennifer will send out the financials later this week. She is currently working with the accountants on the tax filings for 2017.

Sponsors: Diana Wilson-Shirley reported that our meeting sponsor for May is Centra Pathways Recovery Lodge. They are a rehabilitation center focusing on drug and alcohol addiction and mental health, which pairs nicely with our topic.

For the Spring Seminar, we have four sponsors - BBG, Hire Strategy, AFLAC, and Other Shore Academy. We still need two sponsors for lunch and the happy hour, so Diana will send out a networking blast for those two opportunities.

Membership: Ryan Haywood was unable to attend, but sent an e-mail stating that for April, we have 105 members, with 6 new members added during the month. 1 of the new members was from the at-large event at the Virginia State Conference.

The Southwest region said that we had 153 members. The Southwest region doesn't expire members at the end of the calendar year, but during our annual audit, this gets cleaned up.

Programs: Janine Oronio

The programs for the year are:

- January – Engagement Survey Data
- February – Building a Competency Framework
- March – Cancelled and moved to July
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle
- June – TBD
- July – Building a Robust Strategy for Career Development
- August – Essential Compensation
- September – Legal Update

- October – Diversity Partnering with our Discussion group
- November – Social Media in the Workplace
- December – Holiday Party

For our June meeting, we had a conflict with the presenter, and Janine and Nicole are trying to find a replacement for the meeting. They are also looking at different topics. One recommendation is getting strategic buy-in when you don't have a seat at the table.

Nicole went over the April Chapter Meeting survey (see attached). Shareem stated that the left side of the room was much colder than the other side. Beth agreed with her. Beth also stated that she talked to our contact for that night and stated that we needed a bigger room with that many people in attendance. Beth will also let Charlan know about the room temperature.

Spring Seminar Rae Duffy reported that the speakers are confirmed, and the schedule is set. She would like to get some of the board members to do speaker introductions. She is hoping that we can raise the number to 80-100 registrants. Beth van Burk and Mary Roome-Godbout offered to help out. We do have people from other chapters attending, along with non-members.

Registration: Charlan Cornwell reported that for the April meeting, there were 39 registrants (37 attendees, with 2 walk-ins and 4 payees that did not attend), 2 annual sponsors, 2 monthly sponsors, and 1 speaker, for a total of 42 attendees. She collected \$145 at the door (2 members paying \$35 for the meeting, 1 member in transition paying \$35 (includes walk-in fee), plus \$40 for the 2018 membership). She will give this to Jennifer the next time they see each other.

There are 12 people registered for the May Chapter meeting, and 44 people registered for the Spring Seminar.

Shareem asked if we traditionally do a meeting and a seminar in the same month. Beth mentioned that at the SHRM State Conference, the Charlottesville chapter stated that they do 10 meetings, one holiday party, and the seminar.

Tricia asked about adding a question on the survey about seeing what people think for the meeting times – breakfast, lunch and dinner. We had done this in the past, and it might be good to revisit it, since we do not have many people registered for the May meeting, which is a lunch meeting.

Discussion Group: Laurie Smith stated that we had 10 people registered for the May discussion group, but only 7 people attended, including the facilitator. It was the lowest amount of people that we have had in many years. Laurie thanked Hannah for leading the group this month. Hannah thinks that we have one person from the discussion group who will be joining Dulles SHRM and might be attending the Spring Seminar.

Jeff Wu is facilitating the June discussion group on Corporate Social Responsibility. It will be held at Jackson Lewis.

Media/Communication: Erin Moody shared that we have 931 members in our LinkedIn Group Page, which is 10 more than last month.

Erin sent the upcoming e-mail blast on the May Chapter meeting and the Spring Seminar. She will send out a separate e-mail blast about the Spring Seminar later this week. She is also working on an e-mail blast for the membership discount for SHRM.

Beth asked about doing a teaser e-mail so that people must click on a link to get the entire message. She would also like to do a “save-the-date” e-mail showing what our remaining meeting topics are.

Certification: Tricia Kleber reported that the August meeting was approved for general credits. The July meeting was also re-approved for general credits. She is waiting on one last presentation to be approved for credits for the Spring Seminar (Misti’s presentation). We were able to get 5 ½ business credits for the Spring Seminar, and we’re just waiting to hear back on Misti’s presentation (general credits).

Legislative: Neither Matt Nieman nor Meredith B were able to attend so there is no update here.

Student Chapter: Shareem Annan asked if either Beth or Rae met with Laurel Eaton. Rae stated that she took Laurel under her wing and showed her around. This turned into a babysitting job for Rae, as Rae had to be with her all the time for 3 days. Laurel suggested that we make the submittal date earlier than it was, since it was right before midterms (2 weeks beforehand). We will keep that under consideration if we do this again.

SHRM Foundation: Amy Civilikas sent information on the SHRM Foundation and Embry Rucker (attached).

In the February board meeting, we decided to remove the education certificate and make it a Dulles SHRM event. We didn’t quantify the dollar amount to this. Beth re-opened the discussion as to how much we want to give. Rae brought up that we discussed making it a free meeting pass for the winner and one for a friend of the winner (non-member). This way we can keep it at a specific dollar amount, and we can try to get new people in the door. We need to put an expiration date on it – a rolling 12 months.

Other Topics

State Council – Beth stated that SHRM put a document retention policy in place. We need to figure out what we want to do. At one time, we used Google docs for our documents, but we haven’t used that in quite a long time. Tricia asked if we could use the Dulles SHRM website to house our documents. Beth will reach out to Amy about this.

SOP – We have generic SOPs for what we do, but we need to make sure that they lay out what each role does. Everyone should send their SOPs to Beth before the September Board Meeting.

Karen Edmonds asked for addresses for the Board members. She would like to send out a note to the Board member's bosses about the Board members. Beth will clarify if Karen wants the e-mail address or physical mailing address.

We need to do a better job connecting job seekers with job openings. We have a place on the website that lists job openings and resumes, but neither is not used much. We can use LinkedIn for some things, but we should utilize our website more. Tricia and Mary will work with Beth on how to rebrand this service that we provide to our members.

Laurie Smith would like information on leadership development and StrengthFinders.

Amy will be leading the May meeting.

To Do

- Tricia to upload minutes to website
- Janine and Nicole to find a replacement for the June Chapter meeting.
- Beth/Charlan to talk to the Holiday Inn about having bigger rooms when we have more people in attendance and the temperature in the meeting rooms.
- Board members to let Rae know if they can help with speak introductions.
- Change education certificate to be for Dulles SHRM event.
- All Board members to work on SOPs.
- Beth to verify with Karen Edmonds regarding Board member addresses.
- Beth, Tricia and Mary to work on job openings and resume section on website.

Next Board Meeting: Monday, June 4, 2018 at 6:00 p.m. This meeting will be a live meeting.

Meeting adjourned: 7:06 pm

Respectfully submitted,
Tricia Kleber

Last edited May 29, 2018