

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR AUGUST 5, 2019**

Board Members Present:

1. President – Rae Duffy
2. President Elect – Nicole Davis
3. Secretary/Certification Representative – Tricia Kleber
4. Treasurer – Jennifer Regis
5. Treasurer Shadow – Brian Clickener
6. Vice President, Membership – Amy Civilikas
7. Vice President, Programs – Katie Parker
8. Vice President, Sponsors – Matt Armendaris - phone
9. Registration Coordinator – Charlan Cornwell
10. Legislative Liaison – Matt Nieman
11. Co-Director, Discussion Group – Megan Hollywood
12. Co-Director, Discussion Group – Laurie Smith
13. SHRM Foundation Representative – Susan Hathaway
14. Community Outreach Co-Chair – Mary Khattak (phone)
15. Past President – Beth van Burk

Board Members Absent:

1. Director, Marketing – Erin Moody
2. Director of Diversity/Workforce Development – Shareem Annan
3. Community Outreach Co-Chair – Mary Roome
4. Student/Emerging Professional Liaison – Lori Reed
5. Director at Large – Ryan Haywood
6. Director at Large – Linda White

MEETING STARTED – 6:06 pm

Ice Breaker – something fun you've done this summer:

- Rae – Honeymoon in Alaska; first trip to Las Vegas (girls' weekend)
- Nicole – spent 4 days in Rehoboth; spent a week in Las Vegas
- Jennifer – celebrated grandson's first birthday
- Matt – Bethany beach; going to see Hamilton in NY; going to grand opening at Galaxy's Edge
- Sue – Denver and saw daughter's wedding dress
- Megan – saw FG Line, Dan & Shay/Morgan Wallace
- Laurie – rented an RV and went to mother-in-law's place in NC
- Tricia – scuba diving in Turks & Caicos
- Katie – kayaking at Chesapeake Bay
- Brian – golfing with son; son got his first birdie; daughter went skeet shooting; daughter going to CNU
- Amy – did the Reston Firecracker 5k on July 4

- Beth – went to Maine with another family
- Charlan – drove son to Huntsville, AL for space camp; spent a week at the beach; going to Disney in a few weeks
- Matt – went to Summersville, WV to go cliff jumping
- Mary K – went to Australia for 2 ½ weeks and swam in the Great Barrier Reef

Consent Agenda – The consent agenda was sent out via e-mail. Jennifer Regis motioned to approve the agenda, and Matt Nieman seconded the motion. Everyone in attendance was in favor of the consent agenda.

Secretary's Report – Tricia Kleber sent out the June minutes for review. Katie Parker motioned to approve the minutes and Matt Nieman seconded the motion. The vote to approve the minutes was approved by all in attendance with five people abstaining.

Treasurer's Report – Jennifer Regis/Brian Clickener – Balances as of 8/2/2019

- BBT checking - \$2,385.35
- BBT savings - \$22,978.78
- PayPal - \$884.82

Programs' Report – Katie Parker

Programs for 2019

- August – Leadership and Laughter – Donnell E. Johns Sr. – 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

Linda Hoyt won the certificate for the free meeting for 2.

Membership Report – Amy Civilikas

- Active Members – 103
- Pending Members – 5 – these people have paid dues but Amy can't match the dues up to a person

Sponsorship Report – Matt Armendaris

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
 - August E-mail Blast – Ultimate Software (paid)
 - August 21 – Ultimate Software (paid)
 - September – Business Pointers (not paid)
 - October Meeting – no sponsor scheduled yet
 - November Meeting – SQRL (not paid)

- o December Holiday Party – potentially United Concordia

Registration Report – Charlan Cornwell

June Seminar/Meeting

- Registrants - 31
- Walk-Ins – 3
- No-Shows - 6
- Speakers - 2
- Annual Sponsor - 1
- Monthly Sponsors – 1 (2 registered, 1 attended)
- Total Attendants – 33
- Certificate Winner – Linda Hoyt

5 people are registered for the August lunch meeting.

Community Outreach Report – Mary Khattak, Mary Roome

2019 Community Outreach Plan

Month	Location	Type
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...

Discussion Group Report – Megan Hollywood, Laurie Smith

June Discussion Group

- Topic – The Key to Success in Managing our National Treasurers - Veterans
- Registered – 19 people registered; 16 people attended.
- Location – BridgeStreet, 11180 Sunrise Valley Drive Suite 400, Reston VA 20191
- Facilitator – Burt Thompson

August Discussion Group

- Topic – How You Learn is How You Lead
- Attended - 12
- Location – Fairfax Government Center
- Facilitator – Barbara Leary

September Discussion Group

- Topic – Appreciative Intelligence: Develop Leadership, Transform Difficult Conversations, and Discover Common Ground
- Registered –

- Location – 11180 Sunrise Valley Drive Suite 400, Reston, VA 20191
- Facilitator – Tojo Thatchenkery Ph.D.

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 980
- Twitter Followers – 1028

Certification Report – Tricia Kleber

- SHRM Approval – August Discussion Group; September Discussion Group; December Discussion Group; August Monthly Meeting, November Monthly Meeting
- HRCI Approval – November Monthly Meeting (General)
- Waiting for HRCI Approval – August Monthly Meeting

Legislative Update – Matt Nieman

No report

SHRM Foundation Report – Susan Hathaway

These are the amounts from the June Meeting

- \$70 for Embry Rucker
- \$18 for SHRM Foundation; donated to Embry Rucker
- \$25 SHRM Foundation donations on behalf of our speakers

Student Chapter Report – Lori Reed

No report

Old Business:

- **Update on GW Event Debrief** – Beth heard that they were not as many Dulles SHRM member as they would have liked, but overall it was a decent event.
- **JKC Foundation Volunteer Event** – 4 Dulles SHRM members attended the event.
- **SOPs** – Rae
 - We really need to have these done so that when someone joins the Board, we have a framework for them to start with. Rae would like them by the September board meeting.
 - If you are not sure if you did yours, check with Rae to see if she has it.
 - Matt N. thought that there might be some on Google Docs. Beth was trying to get in touch with Kelli Winter to see if she has the password to those files, but her old e-mail wasn't working. Matt N. thinks he has her current e-mail and will forward on to Beth.

New Business:

President's Report:

- Are we interested in another tri-chapter mixer with Loudoun and Prince William?
 - Preference on timing? Fall vs. early next year? Loudoun would like to do it in October, but both PW and our group stated that the fall is too busy. We would like to do it once a year, possibly in the spring. We need to figure out what our goal for this event would be – is it for membership, or socialization?
 - Budget?
- Deron (District Director) offered to assist us with discussing membership strategies and retention, since our membership has declined somewhat. Rae, Nicole and Amy will talk with Deron and report back to the Board.
- Best Practices Award – due 11/22. The state council would like every chapter to submit something for it. Community enhancement or Thrive would be good for us to look at.
- Guardian Webinars –
 - Averaging about 40 attendees per webinar – good mix of members and non-members joining us
 - Awaiting updated marketing materials for August (technology)
- State Council Meeting –
 - New SHRM Logo; our website should be updated with this new logo
 - VA is 1 of 5 states in the country where all SHRM chapters signed the Getting Talent Back to Work Pledge!
 - Volunteer Leadership Seminar – Marriott Marquee in DC (November 14 – 16 the State Council meeting follows VLS on Saturday)
 - Phishing emails from state council members have started; continue to be vigilant
- Board Updates:
 - Beth – NOVA SHRM Mentorship Event – they reached out in July for sponsorship information. The event is October 24 at Maggiano's in Tysons. A sign-up sheet for tasks was sent out to the volunteer committee. The invite was sent to current and past mentor participants and NOVA SHRM membership.
 - Amy – Fall Membership Event – trying to get in touch with Coopers Hawk but they haven't responded yet. Brian might have a contact with them and will reach out to them. She was originally planning the week of October 21 but with the mentoring event that same weekend, she will look at other weeks. She does have a sponsor queued up for this event (United Concordia), and Matt will reach out to his contact there. Amy will forward Ryan's notes from last year's event to Matt. If she can't get a response from CH, she will reach out to other locations.
 - Membership - Amy will do a membership survey – maybe provide these at the meetings or discussion groups for the next quarter; Rae will forward to Laurie/Megan the membership flyer to be included with the discussion group follow-up. Not sure why our membership is down, but could be for a variety of reasons. Rae will send out her elevator speech about joining our chapter to the Board. Look at revamping the door prize. Beth motioned to open up the door prize to all attendees; Jennifer seconded the motion. Talk about how to drive membership with the door prize and how to get people to come to the meetings. At the membership mixer – have a new member sign up and get a \$5 gift card to Starbucks. We will re-evaluate this again at the end of the year to see what changes we need to make.
 - Matt A – He would like to have a sponsorship contract for our sponsors so that they don't back out at the last minute. Within the contract, have a pay-by date; if they don't pay, then we will look for a new sponsor. The big thing is to make it

fairly simple, but we need to make sure that there is clarity with it. Right now it's just an exchange of e-mails and a PayPal request. Matt A and Rae are looking at Prince William's sponsorship form. Once we get payment, Matt A will add their sponsorship information on the website. Matt A will put some verbiage together and Matt N will review it and send it to the board for review.

- Katie is starting to plan for 2020. She is looking at the diversity training group by Maricio Vasquez for January.
- Nicole – Board planning for 2020 – she will be sending out an information e-mail to see what everyone's interest is in the Board. We have to submit our Board roster to SHRM by December 1.
- Charlan – what are our thoughts on the Holiday Inn for 2020? We still want to stay there. We might need to get a new projector. Nicole brought up getting rid of the bartender at the dinner meetings and having people just go to the restaurant bar. The problem with people is going to restaurant bar is that we might lose people at the bar. Charlan will look at negotiating with them to get a set room and a reduced bartender rate.
- Holiday Party – Charlan asked for help for the holiday party.
- Year End Transition Meeting – Matt suggested that we wait to find out what the Board would look like before making a decision. Rae will research a dinner plan and a fun plan and we will talk about it at the next meeting.

Please try to confirm your attendance at the board meetings by the Friday beforehand.

Next Board Meeting: Monday, September August 9 at 6:00 p.m. This meeting will be a virtual meeting.

Meeting adjourned: **6:21** pm

Respectfully submitted,
Tricia Kleber

Last edited September 2, 2019