

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR SEPTEMBER 9, 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
9. Registration Coordinator – Charlan Cornwell
10. Legislative Liaison – Matt Nieman
11. Director, Marketing – Erin Moody
12. Director of Diversity/Workforce Development – Shareem Annan
13. Co-Director, Discussion Group – Megan Hollywood
14. SHRM Foundation Representative – Susan Hathaway
15. Community Outreach Co-Chair – Mary Khattak
16. Community Outreach Co-Chair – Mary Roome
17. Director at Large – Linda White
18. Past President – Beth van Burk

**Board Members Absent:**

1. Co-Director, Discussion Group – Laurie Smith
2. Student/Emerging Professional Liaison – Lori Reed
3. Director at Large – Ryan Haywood

MEETING STARTED – 6:04 pm

**Consent Agenda** – The consent agenda was sent out via e-mail. Beth Van Burk motioned to approve the agenda, and Matt Nieman seconded the motion. Everyone in attendance was in favor of the consent agenda, with one person abstained.

**Secretary's Report** – Tricia Kleber sent out the August minutes for review. Jennifer Regis motioned to approve the minutes and Matt Nieman seconded the motion. The vote to approve the minutes was approved by all in attendance.

**Treasurer's Report** – Jennifer Regis/Brian Clickener – Balances as of 8/6/2019

- BBT checking - \$1,944.51
- BBT savings - \$20,479.17
- PayPal - \$453.77

## Programs' Report – Katie Parker

### Programs for 2019

- September – Just Sign Here: The Bottom Line on Employer Arbitration, Confidentiality, and Non-Compete Agreements – 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 – 108
- Pending Members – 8
- Fall Mixer – October 28<sup>th</sup> at Cooper's Hawk, Reston VA

## Sponsorship Report – Matt Armendaris

- Yearly Sponsor – SignalFinancial FCU
- Monthly Sponsors –
  - September – Business Pointers (Not paid. Offering discount to any potential sponsors this month)
  - October Meeting – United Concordia (Not paid)
  - Membership Mixer – No Sponsor Yet
  - November Meeting – SQRL (not paid)
  - December Holiday Party – No Sponsor Yet

Please send any and all sponsorship inquiries to Matt!

## Registration Report – Charlan Cornwell

### June Seminar/Meeting

- Registrants - 21
- Walk-Ins – 6
- No-Shows - 3
- Speakers - 2
- Annual Sponsor - 1
- Monthly Sponsors – 1
- Total Attendants - 25

8 people are registered for the September dinner meeting.

## Community Outreach Report – Mary Khattak, Mary Roome

### 2019 Community Outreach Plan

Month	Location	Type
October	Meeting	PJ and book <a href="#">collection</a>

November	Meeting TBD Embry-Rucker Shelter	PJ and book <a href="#">collection</a> <a href="#">Volunteer @ Pajama Party/Story reading/Snack</a>
December	Holiday meeting mixer	<a href="#">Collection TBD...</a>

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

#### September Discussion Group

- Topic – Appreciative Intelligence: Develop Leadership, Transform Difficult Conversations, and Discover Common Ground
- Registered – 27; Attended – 18
- Location – 11180 Sunrise Valley Drive Suite 400, Reston, VA 20191
- Facilitator – Tojo Thatchenkery Ph.D.

#### October Discussion Group

- Topic – Envisioning and Developing Your Leadership Brand
- Location – 11180 Sunrise Valley Drive Suite 400, Reston, VA 20191

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

- LinkedIn Members – 987
- Twitter Followers – 1,028

### **Certification Report – Tricia Kleber**

- SHRM Approval – September Discussion Group; December Discussion Group; November Monthly Meeting
- HRCI Approval – November Monthly Meeting (General)
- Waiting to get approved – September Monthly Meeting
- Need to obtain and submit – October Discussion Group; November Discussion Group; October SHRM Monthly Meeting; October HRCI Monthly Meeting

### **Legislative Update – Matt Nieman**

No report

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

These are the amounts from the August Meeting

- \$10 for Embry Rucker
- \$0 for SHRM Foundation
- \$50 SHRM Foundation donations on behalf of our speakers

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

No report

## Old Business:

- **SOPs** – Rae
  - Remember to keep working on these and send them to Rae when they are done.
- **Board 2019** – Nicole is waiting to hear back from a few people. She thinks there will be 3 open positions, but she is talking with other people about them.
- **Sponsorship** – confirmed SQRL for November, and made their payment today. Matt hopes that the September contact will make the payment; Matt N offered to make a call to him as well.

## New Business:

### President's Report:

- Membership at meetings – how can we increase participation at the events? Should we reach out to fellow chapters and see how they are doing with attendance? The SHRM District Director has offered to help; Rae and Nicole will reach out to get some time on his calendar and see what he has to offer. Nicole will also bring it to the State Council meeting when she attends. Katie has pushed a few people towards membership, but they don't understand that they can select to enroll in Dulles SHRM on their own. Is there a way to make the website more user friendly? Amy stated that anyone who has reached out to her has been sent the link. There are some pending memberships and Amy has reached out to all of them, but it takes some time for them to respond. There have been 2-3 people who have joined since Amy sent in the numbers for the consent agenda. Rae asked Erin to advertise the fall Mixer special for membership.
- 10/24 – NOVA SHRM's 40<sup>th</sup> & NOVA/Dulles SHRM Mentor HR's 21<sup>st</sup> Anniversary Event on October 24 at Maggiano's in Tysons.
- HR Virginia Annual Conference – Honor the Past, Celebrate the Present, Imagine the Future
  - 4/19 – 4/22 at the Omni Homestead – REGISTER EARLY to guarantee hotel
  - Early bird registration (\$499) good through 11/30
  - Beth or Charlan will help with updating this on the website
- Monday 10/28 – Membership Mixer at Coopers Hawk Reston from 6:00 – 8:00; Ryan Haywood will be running point on this.
- Board of Directors Transition Dinner – Monday 12/2 at Coopers Hawk Reston from 6:00 – 8:00.

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: 6:26 pm

Respectfully submitted,

Tricia Kleber

Last edited September 23, 2019