

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR OCTOBER 1, 2018**

Board Members Present:

1. President Elect – Rae Duffy
2. Secretary/Certification Representative – Tricia Kleber
3. Vice President, Membership – Ryan Haywood
4. Vice President, Programs - Janine Onorio
5. Vice President, Sponsors – Diana Wilson-Shirley
6. Legislative Liaison – Matt Nieman
7. Director, Discussion Group – Laurie Smith
8. Marketing – Erin Moody
9. Community Outreach – Mary Khattak
10. Student/Emerging Professional Liaison – Shareem Annan
11. Past President – Linda White
12. Past President – Amy Civilikas

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. President – Beth van Burk
2. Treasurer – Jennifer Regis
3. Vice President, Programs – Nicole Davis
4. Past President – Mary Roome-Godbolt
5. Registration Coordinator – Charlan Cornwell
6. Legislative Liaison – Meredith Bergeson

MEETING STARTED – 6:05 pm

Secretary's Report/Minutes: Tricia Kleber circulated the September minutes last week and asked for any changes/corrections and made the appropriate ones. Tricia asked for a motion to approve the minutes. Ryan Haywood made a motion to accept the minutes as distributed. Linda White seconded the vote. The vote was:

- Approve – 10
- Abstain – 1
- Opposed – 0

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

Treasurer's Reports: Jennifer Regis was out of town for the meeting. She forwarded the balances via e-mail. As of October 3, 2018, the balances are:

- BB&T Checking – \$2,736.31
- BB&T Savings – \$31,974.49
- PayPal – \$2,207.50

Sponsors: Diana Wilson-Shirley reported that we are closer to securing some additional sponsors. We are starting to book 2019 sponsors.

- October – Cookology – they still need to pay for the sponsorship.
- October Mixer – Signal Financial Credit Union – they have not paid for the event, as it is pending VP level acceptance.
- November – Art Propel
- December Holiday Party – C2 Essentials was targeted as a possible sponsor, along with Fisher Investments.
- January – ROCS Staffing is pending. They will be having an additional person attend the meeting, so they will be paying for the Gold sponsorship plus 1 attendee.

Signal Financial would like to be our annual sponsor but they would like to offer their membership benefits to our members. Diana questioned if that would be an endorsement and if we could do this. Matt stated that it was not an endorsement, especially since we would not be sharing our membership list with them. Ryan thought that it would serve as a great purpose that we can have another benefit for our members.

If we do this, we would need to have two (2) signatures on a “Select Employee Group.” This document is asking for more information about our group, and that we don’t have a relationship with another credit union. Matt would like to look at the documents first, then we could do an e-mail motion to vote on this. Diana will send us the information to review.

Diana will send the proposed 2019 Draft Agreement for Sponsors to Matt for review. Once it is reviewed, voted on and placed into service, we can use DocuSign for signatures.

Membership: Ryan Haywood stated that as of October 1, we have 131 active members and 3 pending members.

Ryan received feedback from SHRM Nationals. We had several Dulles SHRM members who had let their SHRM National Membership expire. Ryan reached out to those individuals to get them to renew their SHRM National Membership so that they can join the Dulles SHRM chapter.

Ryan is working on a LinkedIn e-mail blast that will go out this week; he would like everyone to share it. He wants a minimum of 50 people to be at the mixer and as many Board members as possible.

Programs: Janine Onorio thanked everyone for covering for her at the September meeting as she had a family emergency.

Programs for 2019 are already in progress. So far we have the following:

- January – Melynda Benlemlih and Barbara Leary – How HR Professionals can Enable Transformation – Dinner Meeting
- February – Kelly Carberry – The Balanced Scorecard for Human Resources – Dinner Meeting

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 – Influence without Authority
- July – Building a Robust Strategy for Career Development
- August – Essential Compensation
- September – Legal Update
- October – Don't Guess My Race: How Understanding Unconscious Bias Can Improve Workplace
- November – Social Media in the Workplace
- December – Holiday Party

Registration: Charlan Cornwell reported that for the September meeting, we had 31 attendees (10 registrants did not attend, and we had 1 walk-in), 2 annual sponsors, 1 monthly sponsor and 1 facilitator for a total of 35 attendees.

Tricia asked if anyone ever reaches out to those who register but don't attend the meeting. There are some times that people register without paying; those people we don't want to come and we don't want to reach out to them. But for those who do pay, is there a reason that they are not attending? We should keep an eye on this and see if we need to do anything about it.

Community Outreach – Mary Khattak stated that she is working on the donations for the holiday party. She has not done much for the Pajama program but will work on that for the Fall Mixer. Mary and Rae weren't able to attend the Reading Party event but Rae helped with the shopping; Amy stated that she went to the event. The books and pajamas were given to the participants, and the kids really love getting the pajamas – they change into them right away.

Discussion Group: Laurie Smith stated that the October discussion group is on "What To Do/What Not To Do in a Job Interview." This group will be at Jeff Wu's office in Fairfax and will be led by Shaw Skurnick. We have 15 people registered for the group.

January, February and March have been booked for 2019. Laurie had a long call with Elizabeth Groeller on global HR and thinks that will be a good topic. Laurie would like to start posting the 2019 topics on the website.

Media/Communication: Erin Moody shared that we have 949 members in our LinkedIn Group Page, an increase of 4 from last month. She is continuing to send out e-mail blasts every week. She will send out the first of the October blasts tomorrow, and that will include information on the 2019 Mentorship program that Mary Kitson does. She is also including a blurb about joining the board and the certification renewal.

Denise Henderson is the LinkedIn owner of our group. Erin reached out to her but only has her contact information through LinkedIn. Erin would like to remove the ownership from her. Ryan looked in the membership records but did not see anything for her. Matt will reach out to her through FB to see if he can contact her.

Certification: Tricia Kleber reported that the September certificates were sent out this morning. All of the 2018 meetings and discussion groups (except December) have been approved for SHRM credits, and the meetings have been approved for HRCI credits. She has received the write-up for the January and February 2019 meetings, but cannot submit them yet.

Legislative: Matt Nieman stated that a lot of laws kicked in as of October 1, especially in CA. Government contractors are now going into FY2019, so things will start picking up from them.

SHRM Foundation: Charlan Cornwell provided that at the September meeting, we collected \$72 for Embry Rucker. For the SHRM Foundation, we collected \$43. The winner of the 50/50 raffle donated her money back to the SHRM Foundation. Lynn Barth won the business card raffle for the free Dulles SHRM meeting for herself and a guest.

Student Chapter: Amy Civilikas stated that the Student Conference is on October 27. Currently 6 Liberty students have registered. Amy can't stick with the committee, but she isn't sure if they will still have that conference since there isn't the attendance there. VA SHRM is trying to get more attendees to register. There is a good chance that it will be cancelled.

Other Topics/Wrap Up:

- Still working to fill discussion group; sponsorship; treasurer to shadow Jennifer and take over in 2020
- Prince William SHRM would like to do a first quarter 2019 membership mixer. Ryan will help with it for now, and Amy can help with it when she takes over Membership.
- Board Incentive Program – Rae proposed that for all Board members in good standing receive free admission to 5 chapter meetings, 1 social event, and the annual seminar. Members would have to attend 8 out of the 11 board meetings

and 8 out of the 10 chapter meetings. We would need to discuss how we could do this if people don't attend all of the required meetings. Ryan stated that we may not need to police the commitment to the meetings. Ryan asked why we weren't going to do the free dues instead of the free admission to the chapter meetings. Matt asked if we looked at the attendees from the meetings and subtracted out the board members, would we make any money? Diana stated that we will have secured around \$8,000 for 2018; if we can do this for 2019, that will cancel out the board member meeting dues. Ryan stated that we still need to discuss this at the strategy session and then vote on it during the November meeting. Rae stated that we are inventing the wheel here. Janine asked if we could do 50% for the chapter meetings instead of free meetings. Ryan stated that our website isn't set up to do that successfully at this time. Rae will also send out information to the Board so everyone can see it.

- Board strategy session – October 13 – JK Moving Office in Sterling - 9:00 – 4:00
- Pot-luck sign-up for session
- Volunteer Leadership Summit – November 15-17

Next Board Meeting: Monday, November 5 at 6:00 p.m. This meeting will be a live meeting.

Meeting adjourned: 7:08 pm

Respectfully submitted,
Tricia Kleber

Last edited October 29, 2018