

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR APRIL 7, 2014**

**Board Members Present: (12)**

1. President – Mary Roome-Godbolt, PHR
2. President Elect - Courtney Nicholson
3. Secretary - Linda Caporaletti-Hoyt
4. Treasurer - Jennifer Regis, SPHR
5. Assistant Vice President Membership - Maggie Jones, SPHR
6. Vice President, Programs - Linda White, PHR
7. Director, Social Media & Newsletters - Cindy Snyder, SPHR
8. Director, Discussion Group - Beth Gilley
9. Student Chapter Liaison and Scholarship Coordinator - Rae Duffy
10. Legislative Liaison - Matt Nieman
11. Certification Representative - Amy Civilikas, PHR

**Board Members Participating Remotely: (1)**

1. Director-At-Large - Beth van Burk, SPHR

**Board Members Absent: (9)**

1. Past-President – Joseph Sherrier, SPHR
2. Vice President, Membership - Katie Scullion, PHR
3. Vice President, Sponsors - Vince Pascarella
4. Assistant Registration Coordinator - Charlan Cornwell
5. SHRM Foundation Representative - Chelsea Rutherford
6. Director-At-Large - Sarah Bowman, PHR
7. Director-At-Large - Teresa Buchholz
8. Registration Coordinator - Kelley Ridge
9. Workforce Education/Diversity Director - VACANT

**Meeting called to order:** 6:06 pm at Cox Communications.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the minutes from the March 2014 meeting via email on March 27, 2014. Maggie Jones made a motion to accept the minutes as distributed. Linda White seconded the vote. The vote was:

- Approve – 9 (all board members were not present at the beginning of the meeting)
- Abstain – 1
- Opposed - 0
- Minutes approved

**Treasurer's Reports:** Jennifer Regis reported our bank balances as of April 7, 2014 are:

Paypal - \$2,370.64

BB&T Savings - \$33,983.44

BB&T Checking - \$19,435.64

We discussed the proposed 2013 budget, which was based on our expenses for 2013. We have had a negative bottom line the last two years, in part due to the lack of sponsors for the monthly chapter meetings. Linda Caporaletti-Hoyt proposed the board approve the budget as

presented and review again at the September board meeting. Maggie Jones seconded the motion.

The vote was:

- Approve – 12
- Abstain – 0
- Opposed - 0
- Budget approved

**Registration:** Kelley Ridge and Charlan Cornwell were absent, there was no report.

**Programs:** Linda White stated we only had 3 responses to the last survey. We discussed having a drawing for free chapter meeting as an incentive to increase the survey responses at the next meeting. Linda also confirmed she purchased a new laptop for the chapter.

**Student Liaison:** Rae Duffy reported she has a student interested in attending the April meeting. She asked that we promote the HR event at Marymount on April 23. We discussed the scholarship criteria and added additional information on how the award would be paid out, and the timing of the applications. It was determined that applications would be accepted July 1 – October 1, reviewed by past president, president elect and certification liaison, and a recommendation made by November 1. The board would then vote on the recommendation at the November board meeting. Cindy Synder made a motion to approve the scholarship criteria with the changes discussed. Courtney Nicholson seconded the motion.

The vote was:

- Approve – 12
- Abstain – 0
- Opposed – 0
- Scholarship criteria approved.

**Sponsors:** Vince Pascarella was absent, there was no report.

**Membership:** Maggie Jones updated the board on the membership statistics:

January: Renewals: 22	January: New Members: 5
February - Renewals: 43	February – New Members: 8
March – Renewals: 14	March – New Members: 11
April – Renewals: 4	April – New Members: 2 (as of 1:00 p.m.)

Maggie believes we will still continue to receive renewals throughout April/May and noted we grew by 11 new members in March. We hope to get our numbers up in April. !

Maggie also confirmed we will hold our spring membership event May 15 at Hidden Creek Country Club from 5:30-8:00 pm. They will discuss budget with Mary but believe they will charge \$10 registration fee, have a photo booth and work on a budget of \$4,000. The theme discussed was “Spring Into Membership.”

**Certification:** Amy Civilikas was present, we are on track with future certification requests.

**Social Media/Newsletter:** Cindy Snyder reported April newsletter is out, chapter meeting information pushed out as well.

Facebook = 62 members

Linked-In = 819 members

Twitter = 349 followers w/299 tweets

She will promote the "Spring Into Membership" event on May 15.

**Discussion Group:** Beth Gilley stated that for March discussion group 36 signed up, 24 showed up. Mary suggested an idea for a future discussion group, update your HR resume, which generate much enthusiasm. Beth will check dates this for the fall. Beth needs more locations for hosts, she will also ask via the newsletter.

**SHRM Foundation:** Chelsea Rutherford stated we have received the following donations at the March meeting:

- SHRM Foundation: \$32.50
- Embry Rucker Shelter: \$75.00 (half of the 50/50 was donated)

**Legislative Liaison:** Matt Nieman reported, we are looking at Day Inside Beltway in the fall.

**Website project:** Courtney Nicholson has proposed we switch from our current website platform to the SHRM sponsored platform. She sent out link on March 17 so that board members had an opportunity to review the proposed site, and held a conference call with the project team on April 4. We reviewed the proposed site once again and agreed that switching to the SHRM website platform would be easier to manage and reduce our costs. Jennifer Regis made a motion to move forward with the transitioning our current website to the SHRM platform. Amy Civilikas seconded the motion. The vote was:

- Approve – 12
- Abstain – 0
- Opposed – 0
- The Dulles SHRM website will be moved to the SHRM platform.

Courtney and Cindy will lead the effort, Mary, Linda C. and Maggie will assist. Courtney will submit the form to SHRM national to get the project started and let us know the timeline at the next meeting. .

**Special Projects:** Courtney is in charge of the Fall Seminar, and is a considering the theme "The Art and Science of HR." Her tentative agenda is:

Opening – Cornelia Gamlen and Barbara Mitchell, presenting the idea that directing a play or orchestra is like directing HR

Science – John Dooney from SHRM will present on HR Metrics

Coaches from ICF will act out coaching conversations

Courtney proposes a half day seminar with 2 sessions concentrating on art, and 1 session on science and metrics. Our target date is November at the Hyatt. We discussed pricing the event at \$75-100 and anticipate it will be approved for 3-4, hoping that the credits for Dooney's presentation will be strategic. Courtney will follow up.

**Next Board Meeting:** The next board meeting is on Monday, May 5, 2014 at Cox Communications. Food assignment = Courtney

Meeting adjourned: 7:15 pm

Respectfully submitted,  
Linda Caporaletti-Hoyt

As of 5/1/2014

#### ADDENDUM

On April 24, 2014 Mary sent an email to the board announcing that Tricia Kleber, PHR, Director of Payroll and Benefits with Penn Schoen Berland was interested in serving as Director, Diversity and Workforce Education. She circulated Tricia's Willingness to Serve form and resume for review and asked for a response via email. Teresa Buchholz made the motion to accept Tricia Kleber to the Dulles SHRM Board. Beth vanBurk seconded the motion. The electronic vote was recorded by Linda C as:

- Approve – 18
- Abstain – 1 (no response)
- Opposed – 0
- Tricia Kleber is approved as the new Director, Diversity and Workforce Education