

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR MAY 5, 2014**

Board Members Present: (9)

1. President Elect - Courtney Nicholson
2. Secretary - Linda Caporaletti-Hoyt
3. Vice President, Membership - Katie Scullion, PHR
4. Vice President, Programs - Linda White, PHR
5. Student Chapter Liaison and Scholarship Coordinator - Rae Duffy
6. Legislative Liaison - Matt Nieman
7. Registration Coordinator - Kelley Ridge
8. Assistant Registration Coordinator - Charlan Cornwell
9. Director, Social Media & Newsletters - Cindy Snyder, SPHR

Board Members Absent: (10)

1. Past-President – Joseph Sherrier, SPHR
2. President – Mary Roome-Godbolt, PHR
3. Workforce Education/Diversity Director – Tricia Kleber
4. Certification Representative - Amy Civilikas, PHR
5. Assistant Vice President Membership - Maggie Jones, SPHR
6. Vice President, Sponsors - Vince Pascarella
7. Director, Discussion Group - Beth Gilley
8. Director-At-Large - Teresa Buchholz
9. Director-At-Large - Beth van Burk, SPHR

The meeting was held virtually. Mary Roome-Godbolt was absent, Courtney Nicholson led the meeting, which was called to order at 6:05 pm.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the minutes from the April 2014 meeting via email on May 2 and reminded the board that Mary sent an email informing all that Sarah Bowman resigned her director at large seat due to other work commitments. Mary also put forth Tricia Kleber as a candidate for Workforce Education/Diversity. Tricia was elected to the board via email vote will attend the next board meeting in June. Maggie Jones requested a correction to the minutes. The amount requested for the upcoming spring membership mixer on May 15 should be \$4,000 instead of \$2,000 (last year the chapter spent \$5,500). Linda White motioned that we accept the board minutes with these changes. Kelly Ridge seconded the motion. Vote was recorded as:

- Approve – 6 (Cindy joined later)
- Abstain – 2
- Opposed – 0
- Minutes approved

Treasurer's Reports: Jennifer Regis was not on the call but emailed the following:

BB&T – Savings - \$33,986.23
BB&T – Checking - \$19,335.84
Paypal - \$3,753.11

Jennifer usually provides a P&L statement as well and Linda C. suggested that perhaps we need another kind of summary to show how the chapter is doing each month. Courtney will follow-up with Jennifer.

Registration: Kelley Ridge reported will email information on the numbers for the upcoming chapter meeting. We currently have 28 registered for the spring membership mixer on May 15.

Programs: Linda White stated our surveys indicated that Shira Harrington was a hit, we have a better than average response on the last survey. Courtney and Mary heard of a great speaker at the State Conference that had strategic credits approved. Courtney will follow up and if we can get the speaker, if so we may shuffle the schedule to accommodate him.

Student Liaison: Rae Duffy emailed a copy of the updated Scholarship Application form to the board for review prior to the call. The form appears easy to complete and will be ready to send out this summer along with the criteria. Rae asked that we sponsor two individuals from Marymount at the May 15 event, the cost is only \$20 so we agreed this did not need a board vote.

Sponsors: Vince Pascarella not on the call. Mary and Courtney did some networking at the state conference and believe they have identified some potential sponsors for the rest of the year. They will work with Theresa and Vince to follow-up.

Membership: Katie Scullion presented the following

Total current (active) members: 153 (up from 142 last month)

January: Renewals: 22, New Members: 5

February: Renewals: 43, New Members: 8

March: Renewals: 14, New Members: 11

April: Renewals: 11, New Members: 5

May: Renewals: 0, New Members: 1 (as of 10:30 a.m. on 5/5)

Katie has an e-blast ready to send to the past membership list for renewals tomorrow. We have 28 registered for the upcoming membership mixer. The photographer is confirmed and we plan to raffle an Amazon kindle. She asked that board members continue to promote the event. We have guaranteed 75, although we may have several walk-ins we agreed we should take the number down to 60. Katie would like a volunteer to work on registration and will follow up with an email to the board.

Certification: Amy Civilikas was absent but provided the following report. May's meeting is approved for General credit. June has been submitted and we will hear back in a couple of weeks. We are submitting a program on behalf of the Mentoring Network this week for their March meeting. We will be getting July submitted this week.

Diversity/Workforce Education: Tricia Kleber will report at the June meeting.

Social Media/Newsletter: Cindy Snyder reported that the May newsletter is complete, waiting on President's message, and once that is received she will send it out. Current statistics:

- 63 Facebook
- 821 Linked-In
- 475 Twitter
- 305 tweets on Twitter

Cindy is trying to look for graphics for logo for fall seminar and will circulate some ideas this week. The deadline for the next newsletter is May 22 due to the holiday.

Discussion Group: Beth Gilley was not on the call, Courtney reported that the last discussion group was very well received and the speaker was very engaged with the group. Beth is still needs space to hold the meetings. Tim Kelly offers his location but due to security issues it is not ideal. Matt continues to offered space at Jackson Lewis if needed.

SHRM Foundation: Chelsea Rutherford reported we collected \$75 for SHRM, \$39 for the Embry Rucker shelter at our last chapter meeting.

Legislative Liaison: Matt Nieman discussed options of sending out a Save the Date for Inside the Beltway in the fall, or partnering with NOVA SHRM. He will put an article in the newsletter to see how many members want to participate.

Special Projects: Website update: Courtney has been working with Shelley Quinn at SHRM on transitioning our site. Shelley has been very responsive. We should have out test website in a couple of weeks. Once we have the new URL we need to promote the new address, and we will work with Keli Winter to make sure that anyone that goes to the "old" site will be redirected to the new site. We may be ready to view the site with the member as early as next month. We will keep the logo but have to forgo our banner. We are limited to choices on our background color so will probably keep it blue.

Courtney also reported that the Fall Seminar is coming along and we are looking at a few different hotels to host the event. We are getting comparisons and should have a firm date very soon.

Next Board Meeting: The next board meeting is on Monday, June 2 at Cox Communications. Food assignment = Courtney. Linda C will be on business travel and will need a volunteer to do the minutes.

Meeting adjourned at 6:45 pm

Respectfully submitted,
Linda Caporaletti-Hoyt
As of June 9, 2014