

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR NOVEMBER 3, 2014**

**Board Members Present On the Call:**

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. Director, Social Media & Newsletters - Cindy Snyder, SPHR
7. Director, Discussion Group - Beth Gilley
8. Student Chapter Liaison and Scholarship Coordinator - Rae Duffy
9. Certification Representative - Amy Civilikas, PHR
10. Director-At-Large - Beth van Burk, SPHR
11. Workforce Education/Diversity Director – Tricia Kleber

**Board Members Absent:**

1. Vice President, Membership - Katie Scullion, PHR
2. Vice President, Sponsors - Vince Pascarella
3. Assistant Registration Coordinator - Charlan Cornwell
4. SHRM Foundation Representative - Chelsea Rutherford
5. Director-At-Large - Teresa Buchholz
6. Registration Coordinator - Kelley Ridge
7. Vice President, Programs - Linda White, PHR

**Board Members Participating Remotely:**

1. Past-President – Joseph Sherrier, SPHR
2. Legislative Liaison - Matt Nieman

Meeting was called to order by Mary Roome-Godbolt at 6:06 pm at Cox Communications.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the minutes from the October board meeting via email on November 4, 2014. She thanked Tricia Kleber for taking the minutes in her absence last month. Maggie Jones made a motion to accept the minutes as distributed. Tricia seconded the vote. The vote was:

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

The October minutes were approved.

**Treasurer's Reports:** Jennifer Regis reported our bank balances as of 11/3/2014 are:

Paypal=\$5,035.56  
BB&T=Checking - \$16,477.26  
BB&T= Savings - \$34,003.37

On 11/3/2014, Jennifer moved \$12,000 from Paypal to the BB&T checking account.

**Registration:** Kelley Ridge and Charlan Cornwell emailed the following information on statistics from the last two chapter meetings, and our upcoming meeting in November:

- September meeting = 24 attendees with 13 no-shows
- October meeting = 30 attendees with 3 no-shows
- November meeting = currently 7 registered

**Programs:** Linda White was not on the call, Mary and Amy stated that the first three or four speakers are lined up for 2015.

**Student Liaison:** Rae Duffy reached out the Embry Rucker to collect at holiday party. Has great instructor Ed Hassan, would like to come in and speak to the chapter next year, would be a good speaker.

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

**Membership:** Mary thanked Maggie Jones for all of her work on getting the membership records in shape. When we moved to the new database we lost some member records so Maggie had to go back to the Paypal records from October 2013. She matched those records to those in the August 2014 database and we had 40 more members that we thought. Back in September 2014 we were at 163, our current November membership number is 223. We have had 38 people join or renew for October. Already 4 more people in November, pending member list now at 8.

Mary will bring a separate laptop at the next meeting so we can tie into the wi-fi at Hidden Creek Country Club and get people to sign up for their 2015 dues. Mary will call and make the arrangements. We plan to give a SHRM national membership via raffle at the next meeting. Cindy will email an announcement about this prior to the meeting.

Rae spoke about renewing membership, stated that the dues increase email went out and has recruited two people from her HR class as members.

**Certification:** Amy Civilikas sent the certificates for the fall seminar to Mary and Amy will work with Linda White to get approvals for the first few meetings of 2015. Mary got an email from Shelly Trent about the new SHRM learning system. Amy will see if Eileen Taylor is interested in attending the training offered in Dallas, Texas in December on behalf of the Chapter.

**Social Media/Newsletter:** Cindy Snyder had the following update:

Facebook = 68 members

Linked-In = 855 members

Twitter = 555 followers w/425 tweets

Notifications for November discussion group have gone out, as well as fall seminar. Cindy also prepared notices for the newsletter and one for increase in dues.

**Discussion Group:** Beth Gilley and Mary talked about the discussion group in December, the topic is the new HRCI program and the SHRM certification program. We would like to continue to provide both to our members as we move forward. Courtney said she would contact John Dooney from SHRM national about speaking. Maggie saw Deb Cohen from NOVA SHRM at a recent meeting, she may be a possibility to speak as well.

**SHRM Foundation:** Chelsea Rutherford did not have a report.

**Legislative Liaison:** Matt Nieman was absent, the Inside the Beltway event is still scheduled to take place on December 11.

**Website project:** Courtney stated there was nothing new to report on the website.

**Special Projects/Fall Seminar:** Courtney reported we have 55 signed up for the Fall Seminar on 11/7. We also have 3 sponsors, and all of the speakers have been reconfirmed. Charlan will print nametags and we have volunteers to handle the registration desk.

**Workforce/Diversity:** Tricia Kleber reported that she is working on the Second Annual Hire Expo, which will be held on Tuesday, April 28, 2015. We have four months to promote the event, and our goal is make this premier HR job fair for the area. We are trying to find a location. We would like 15 vendors, and each chapter needs to bring in some employees to offset the cost. She believes we will need at least two volunteers. Mary and Tricia were in charge of the interviewing skills room at the last Expo. If we do that again we will need 4-6 people to volunteer. We will ask the members for help when we have more details. The cost is \$175 for employers and they will get the whole resume database of HR professionals. There were 266 that registered at the last event. We are going to change structure to focus more on mid to senior level HR positions, not the HR entry level/administrative side.

**State Leadership Meeting:** The chapter can bring up to 5 board members to the leadership meeting located on Williamsburg, VA on January 9-10, 2015. Courtney, Linda and Mary plan to attend, and Amy and Rae may attend as well. Mary will send the link out and get the arrangements made for those interested.

**Board Transition Dinner:** Mary will confirm attendance at the transition dinner on 12/15.

**Holiday Party:** Beth van Burke was volunteered to head the committee for the holiday party, with Mary, Linda C, Rae and Amy assisting for the 12/10/14 event. We will need to coordinate raffle gifts, an icebreaker, and sponsors.

**Next Board Meeting:** Next meeting will be at the Transition Dinner at Hidden Creek on 12/15/2015. If you are transitioning from your board position, please bring any pertinent files with you.

Meeting adjourned: 6:53 pm

Respectfully submitted,

Linda Caporaletti-Hoyt, Secretary

### **ADDENDUM**

On December 12, 2014, Matt Neiman send an email to the board making a motion to authorize payment of \$1,032 to renew our Directors and Officers insurance coverage (which was due to expire). Jennifer Regis seconded the vote. The tally of the electronic vote was:

- Approve – 16
- Abstain/No response – 4
- Opposed - 0

The motion passed.