

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR SEPTEMBER 14, 2015**

Board Members Participated via Conference Call:

1. President – Courtney Nicholson
2. President Elect & Certification Representative - Linda White, PHR
3. Past-President – Mary Roome-Godbolt, PHR
4. Treasurer - Jennifer Regis, SPHR
5. Vice President, Programs & Certification Representative - Amy Civilikas, PHR
6. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
7. Director, Discussion Group - Beth Gilley
8. Vice President, Membership – Rae Duffy, PHR, SHRM-CP
9. Director, Social Media & Newsletters - Cindy Snyder, SPHR
10. Legislative Liaison - Matt Nieman
11. Director-At-Large - Beth van Burk, SPHR
12. Assistant Vice President Membership - Katt Hancher, MA, SPHR
13. Director, Community Outreach – Madeline Robison
14. Registration Coordinator - Charlan Cornwell, PHR

Board Members Absent:

1. Secretary - Linda Caporaletti-Hoyt
2. SHRM Foundation Representative – Maggie Jones
3. Vice President, Sponsors - Vince Pascarella
4. Assistant Registration Coordinator – Susan Helling
5. Assistant Vice President Membership – Sharon Boisvert
6. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
7. Director-At-Large - Chelsea Rutherford
8. Director-At-Large - Teresa Buchholz

Meeting called to order: Courtney Nicholson called the meeting to order at 6:04 pm. Tricia Kleber took attendance.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the minutes from the August 3rd meeting last week. Katt Hancher made a motion to accept the minutes. Linda White seconded the vote. The vote was:

- Approve – 12
- Abstain – 1
- Opposed – 0

The minutes were approved. Charlan was not on the call in time to vote on the minutes.

Treasurer's Reports: Jennifer Regis reported the following balances as of September 14, 2015:

BB&T Checking = \$5,329.88

BB&T Savings = \$40,030.25

Paypal = \$7,516.50

Jennifer also distributed a Profit and Loss Statement via email for the board to review this morning. The debit card is available, so if someone needs to order something online or use it to pay for a subscription, please go through Jennifer. We need to still go through the same approval process, but it can be paid directly, which will save some time and hassle.

This past Sunday, Amy Civilikas and Jennifer did a 9/11 stair climb (110 stories), with their team name as Dulles SHRM. It was done in Manassas. It was the second year that Jennifer has done this. Next year, they talked about doing it in Prince Georges County, and trying to get more members to participate.

Membership/Student Chapter Liaison: Rae Duffy reported. We have 213 members, up from 200 members last month. She attributes this to people taking advantage of the fall seminar special. Rae sent out an e-mail to a gentleman about his membership since he doesn't have a national membership. He asked if he could have his national membership waived, but we won't allow that. Rae will let him know tomorrow that he must be a national member to join Dulles SHRM.

Courtney asked if Rae had talked to Doug about the scholarship program, and feel like it should be revamped. Rae mentioned that it was just revamped, but she'll talk to Doug about it again. Courtney will bring up the scholarship information at the Wednesday meeting, and will have Cindy add it to the next newsletter and push it out. Courtney asked that the people who are taking the scholarship program over help out with this. Linda suggested that they have a call this week to talk about this.

Special Project – SHAPE Requirements: Beth van Burk reported that SHAPE took a break over the summer. Beth, Mary Roome-Godbolt and Mary Kitson submitted The Discussion Group for the pinnacle award. This was submitted last Wednesday, and should receive a response by October 1. Beth will keep Courtney informed on the outcome.

Registration: Charlan Cornwell reported the following:

In August, 55 Registered and attended, 3 walk-ins, and 3 no-shows. There were 4 Sponsors.
Wednesday Monthly meeting – 26 registered.
Fall seminar – 36 registered.

Sponsors: Vince Pascarella emailed an updated sponsor list. We have sponsors for the rest of the year with the exception of the holiday party in December. We have three sponsors (Proforma, Lytle EAP and K&R) for the fall seminar on Friday, October 16. Vince suggested, via e-mail, that we discuss the 2016 meeting schedules. Courtney stated that we will discuss them at the October meeting, including the possibility of eliminating one of the summer meetings.

Courtney had to leave the call and Linda took over from here. Courtney asked that anyone e-mail her if they need something for her to do.

Programs/Certifications: Amy Civilikas reported. Here are the results from the August meeting.

Please select:							
Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable	Response Count
The main speaker was knowledgeable about the topic.	2	0	0	1	13	0	16
The main speaker was dynamic and effective.	2	0	0	1	13	0	16
The information presented is relevant to my organization's goals.	2	0	1	0	12	1	16
The schedule and organization of the meeting were satisfactory.	2	0	0	1	12	1	16
Overall, the meeting met my expectations.	2	0	0	2	11	1	16

What were the speaker's strong points?

- 1 1095 C info
- 2 Knowledgeable
- 3 Dynamic, very current, made the topic more fun
- 4 Matt was able connect with all members of the audience.
- 5 Not enough time given for all the presentations regarding the topics. Great information.
- 6 knowledge and speaking ability
- 7 They were all good. I got the most out of Ali's presentation because of all he knew about ACA, we need more meetings about that. Matt is great- even with a summer cold. It was good for my HR Coord to hear fiduciary info from another source (Kathleen).
- 8 Easy to understand / laymen's terms
- 9 All were good but appreciated that Matt provided a handout.

What areas of improvement could you suggest for the speaker?

- 1 There was a lot of content crammed into a short amount of time - perhaps dividing the topics so that we could spend more time on each.
- 2 None
- 3 Just wish we had more time for him to touch on all the important topics.
- 4 none
- 5 I almost never feel this way, but more time with the speakers (longer presentation)...mainly for ACA & the law updates from Jackson-Lewis.

What legislative topics would you like to hear about in "Minute with Matt"?

- 1 Ban the box
- 2 EEOC changes
- 3 ACA, FSLA, anything that is current.

What topics would you like to have presented at one of our upcoming meetings?

- 1 Conducting workplace investigations

- ONA - Organizational Network Analysis
- FLSA changes
- Metrics and analytics
- 2 FLSA: exempt vs. non-exempt
- 3 Continued employment law and compliance updates
- 4 Labor Relations
- Scrutiny on Documentation
- 5 Employee Engagement, HR Strategy, Recruiting strategies.
- 6 ACA
- 7 Wellness Plans / topics / EEOC

Overall comments/suggestions regarding this chapter meeting:

Number	Response
1	Loved the food!
2	Very informative
3	Very good
4	I enjoyed networking; it was my first meeting and everyone was friendly and welcoming. Having attended this meeting I will definitely return for another. The buffet was great. Food was the best. Give everyone time to get to their food and get more if they wanted to without interrupting the presentations. I would do more of the lunch meetings and do more buffets at the evening meetings. Buffets give us more flexibility with walks ins than plated dinners, not wasting/paying for food if you have not shows.
5	Great meeting - I plan on attending many more.
6	Love, love, love the lunchtime schedule. If the monthly mtgs were mid day, I'd attend much more often. The location was great too! Excellent parking. Only complaint- not sure where the food comes from but the chicken was so salty, I couldn't eat it.
7	Great information - timely
8	Liked the lunch format!
9	

Why did you attend this meeting?

Answer Options	Response Percent	Response Count
New Member	6.3%	1
Networking	43.8%	7
Obtain HRCI Credit	50.0%	8
Topic	75.0%	12

If you are a new member, how did you hear about Dulles SHRM and what suggestions do you have?

- 1 I thought this was a really great meeting.
- 2 Not a new member, but brought my p/t HR Coord, who is not a member. The lunchtime sched worked really well for her, she has 3 kids & normally can't attend morn/eve mtgs, so this was ideal for her.

For 2016, January, February and April meeting are booked.

Discussion Group: Beth Gilley reported that 25 people attended the September discussion group. She has topics for the discussion group for the rest of the year and the beginning of next year. Beth will update the website with the discussion group topics by the end of the week. Beth also stated that the Westfields Marriott will host a meeting for us as long as it doesn't interfere with their events.

Fall Seminar: Linda White reported, the agenda for our fall seminar is set for Friday, October 16. At this time, we only have 36 people registered. We need to have all of the board members

heavily promote the seminar. This has been pushed out on the social media links. 2 of the 3 speaker presentations have been approved for credit through SHRM.

All of the work is done for the seminar, including the AV equipment. The only thing we need is someone to help with the raffle tickets.

2016 Board Positions: Linda White reported she has all of the board positions filled for 2016. 4 new people will join the board.

Legislative Liaison: Matt Nieman reported that he received an e-mail from Larry Postal (NOVA SHRM) on the Day on the Hill, which is Wednesday, November 4. It is the day after Election Day, so Matt doesn't know how many representatives will be there. Matt will not be able to attend. He does not know if we will have enough participation to coordinate a bus to get downtown.

Matt also commented about having meetings on legislative updates. People only want to hear what they want to hear, and aren't patient with information that they are not interested in. Do we want to do something every quarter with updates?

SHRM Foundation: Maggie Jones was absent, but she sent, via e-mail, that we elected not to collect anything for Embry Rucker and the SHRM Foundation at the August Meeting.

Media/Communications: Cindy Snyder reported the following via email, our statistics as of September 14 are:

- Facebook Members – 80, no change from last month
- LinkedIn Members – 895, up by 4 from last month
- Twitter Followers – 746, up by 20 followers from last month
- Instagram Followers – 10, no change from last month
- Facebook Posts – 10, up by 2 from last month
- Monthly Tweets – 17, down by 16 from last month
- Total Tweets – 628, up by 17 from last month
- Instagram Posts – 2, up by 1 from last month

She is continuing to promote the Fall Seminar, discussion group, and chapter meetings.

Materials for the next newsletter are due by September 25. She will send out a reminder next week.

When Cindy asked if she should promote the NOVA SHRM Day on the Hill, Matt suggested that she should to see what kind of participation we can get.

Cindy will also promote the Women Giving Back volunteer event.

Student Chapter Liaison: Rae Duffy reported. Doug has not reached out to whomever is taking over and Rae has been filling in. The George Mason student chapter will run the October meeting. We need to get information distributed about scholarships.

Website: No updates

Workforce Education/Diversity: Tricia Kleber reported, the group decided to stop the career fair due to many of the people not able to commit the amount of time required, and the lack of employer sponsors who have jobs available.

The postings on the website are up-to-date. We tried to brainstorm to see how we can drive more people to the website so they can see the job openings. Tricia will start to post on LinkedIn and Twitter when new jobs are put on the website.

Community Relations: Madi Robison reported. She will let HRA know about the Fall Seminar and try to get some attendees that way.

Upcoming events include:

- Michael LoPresso – Loudoun County Public Schools – he is our community speaker for Wednesday's meeting
- Women Giving Back – Oct 24 – Madi circulated a flyer through e-mail and asked for suggestions to improve it to send it out to our members. This program accepts donations for women's clothing, handbags, shoes and jewelry. The purpose on October 24 is to unpack, sort and display the donations.
- November – no community speaker
- December – Embry Rucker

Our next Board Meeting will be at hCentive on October 5, 2015, starting at 6:00 pm. The meeting adjourned at 6:37 pm.

Respectfully submitted,
Tricia Kleber, Workforce Education/Diversity Director
September 14, 2015