

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR FEBRUARY 2, 2015**

Board Members Present:

1. President – Courtney Nicholson
2. President Elect - Linda White, PHR
3. Past-President – Mary Roome-Godbolt, PHR
4. Secretary - Linda Caporaletti-Hoyt
5. Treasurer - Jennifer Regis, SPHR
6. Vice President, Membership – Rae Duffy
7. Assistant Vice President Membership – Sharon Boisvert
8. Assistant Vice President Membership - Katt Hancher, MA, SPHR
9. Vice President, Programs - Amy Civilikas, PHR
10. Director, Social Media & Newsletters - Cindy Snyder, SPHR
11. Director, Discussion Group - Beth Gilley
12. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
13. SHRM Foundation Representative – Maggie Jones
14. Assistant Registration Coordinator – Susan Helling
15. Workforce Education/Diversity Director – Tricia Kleber
16. Director, Community Relations – Madeline Johnson
17. Legislative Liaison - Matt Nieman
18. Director-At-Large - Chelsea Rutherford

Board Members Absent:

1. Registration Coordinator - Charlan Cornwell
2. Certification Representative – Kelley Ridge
3. Vice President, Sponsors - Vince Pascarella
4. Director-At-Large - Beth van Burk, SPHR
5. Director-At-Large - Teresa Buchholz

Meeting called to order: By Courtney Nicholson at 6:00 pm (virtual), Linda Caporaletti-Hoyt took attendance.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the minutes from the last meeting via email on January 29, 2015. Tricia Kleber made a motion to accept the minutes as distributed. Katt Hatcher seconded the vote. The vote was:

- Approve – 11 (on call at time of the vote)
- Abstain – 2
- Opposed – 0

The January minutes were approved.

Membership: Rae Duffy emailed her report, the chapter has 260 members as of 2/2/15 (up from 253 last month). The membership team had a call to review the last membership survey and will edit it down so it takes less time to complete. The goal is to send it out to the membership before the end of the first quarter.

We also discussed securing the date for the May membership mixer, so we can get that date on the calendar. Rae also thanked Maggie Jones for her help in reconciling the membership numbers.

Registration: Charlan Cornwell emailed her report:

Chapter Meeting on January 21, 2015

- 34 attendees (including speakers & sponsors)
- 9 no-shows
- 5 attendees paid at door

Upcoming Chapter Meeting on February 18, 2015

- As of 02/01/2015 = 9 registrants
- 6 registrants have paid online through PayPal and 3 will pay at door

Sponsors: Vince Pascarella emailed his report. Proforma Screenings is our annual sponsor this year, and the following are confirmed to date:

| | | |
|--------------------------|---|-------------------------------------|
| January 2015 = | | Integrated Financial Partners, Inc. |
| February 2015 = | = | Paycom |
| March 2015 = | | DetoxForHealth, LLC |
| April 2015 = | | Integrated Financial Partners, Inc. |
| May, June, July & August | | Currently vacant |
| September 2015 = | | Integrated Financial Partners, Inc. |
| October 2015 = | | FlexProfessionals, LLC |
| November = | | Currently vacant |

Vince has sold over 50% of the sponsorships available for the year. Courtney will work with him to update the information on the website.

Programs/Certifications: Amy Civilikas reported. She did not have the survey results from the January chapter meeting but Kelly Ridge stated that our meetings are approved for HRCI credit through March.

Legislative Liaison: Matt Niemann was present but no there were no current updates.

Discussion Group: Beth Gilley reported that the discussion group topics are scheduled through June, and attendance at the February 5 session on Work Life Balance/Integration looks very good.

SHRM Foundation: Maggie Jones reported that in January, we collected \$31.00 from the SHRM Foundation 50/50 raffle. The winner was a first time attendee. We also collected \$53.00 for the Embry Rucker shelter.

Media/Communications: Cindy Snyder reported the following social media statistics:

Facebook = 75 members
Linked-In = 873 members
Twitter = 617 followers w/488 totals tweets/37 this month

Cindy had great feedback on the infographics/chart showing our statistics, and wanted to remind everyone that the deadline for March newsletter is February 20.

Student Liaison: Doug Rogers did not have anything to report at this time.

Website project: Courtney Nicholson reported there were no website updates.

Workforce Education/Diversity: Tricia Kleber reported that the upcoming Hire Expo Career Fair Career Fair would be held on April 28 at the Sheraton Premier Hotel in Tyson Corner. The location has metro access on the Silver Line. Tricia has a meeting next Friday to discuss the employers that we are going to solicit for sponsorship, the goal is to get 25 people and fill vendor spots. Chelsea Rutherford volunteered to help with the event.

We discussed making sure that HR openings are posted on the website, Tricia will take the lead to make sure this is kept up to date, along with the postings for the HR resumes.

Job Description/SOP Activity: Courtney has almost everyone's updated job description and SOP from the meeting last month. She will review and provide feedback, and thanked everyone who providing updated info.

Treasurer's Reports: Jennifer Regis conducted the review of the proposed 2015 budget. She stated that the budget was based on last year and very conservative. She is also trying to get a better idea of when expenses are incurred during the year so we can plan ahead. Jennifer took the board through the budget line by line but there were some technology challenges. Some adjustments were made based on suggestions and Jennifer said she would email a revised budget out to the board within the week for an email vote.

Next Board Meeting: In person, at Jackson Lewis on March 2 at 6:00 pm.

Meeting adjourned: 7:03 pm

Respectfully submitted,

Linda Caporaletti-Hoyt
Secretary
February 27, 2015

ADDENDUM

Jennifer Regis emailed a revised budget on February 9. Tricia Kleber made a motion to approve the budget as presented, and Linda Caporaletti-Hoyt seconded the motion.

The vote via email was:

- Approve – 17
- Abstain – 6 (did not vote)
- Opposed – 0

The 2015 proposed budget was approved.

Courtney Nicholson proposed the Chapter spend \$500 to purchase IT equipment to use at the monthly meetings (current equipment is unreliable) via email on February 24. Susan Helling made a motion to approve the purchase of the IT equipment, and Doug Rogers seconded the motion. The vote via email was:

- Approve – 18
- Abstain – 5 (did not vote)
- Opposed – 0

The \$500 purchase of IT equipment is approved.