

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MARCH 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, PHR, SHRM-CP
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. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
14. Director, Community Outreach – Madeline Robinson
15. Legislative Liaison - Matt Nieman
16. Registration Coordinator - Charlan Cornwell, PHR
17. Director-At-Large - Beth van Burk, SPHR

**Absent:**

1. Director-At-Large - Chelsea Rutherford
2. Certification Representative – Kelley Ridge
3. Vice President, Sponsors - Vince Pascarella
4. Director-At-Large - Teresa Buchholz
5. Assistant Registration Coordinator – Susan Helling
6. SHRM Foundation Representative – Maggie Jones

**Meeting called to order:** By Courtney Nicholson at 6:00 pm at Jackson Lewis. Linda Caporaletti-Hoyt took attendance.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt circulated the minutes from the last meeting via email on February 27. There were a few edits from Tricia and Cindy. Tricia Kleber made a motion to accept the minutes as edited. Cindy Snyder seconded the vote. The vote was:

- Approve – 13 (present at the time of the vote)
- Abstain – 0
- Opposed – 0

**The February minutes were approved.**

**Treasurer's Reports:** Jennifer Regis reported the following balances as of 3/2/15:

Paypal = \$5,534.18

BBT Savings = \$34,014.55

BBT Checking = \$12,143.05

Jennifer also let the board know that she went through primary duties on her job description, updated the document and gave it to Courtney. She receives monthly financial statements from our accountant and keeps a copy in her binder, where she also records checks written each month. The board discussed how much Jennifer can write a check for without board approval. Matt Neiman thought all amounts outside the approved budget should be approved by the board, and those present agreed.

Jennifer also wanted to confirm that when our checking account balance exceeds \$8,000 she should transfer the excess to our savings account. We discussed and those present agreed.

**Membership:** Rae Duffy and Katt Hancher have been auditing all members in our current database. They sent out emails to expired members and adjusted our numbers based on an audit of the database compared to our PayPal account. As of March 2, the chapter has 143 active members. There were 40 members that expired on 12/31/2014, and about 100 that do not have an expiration date. They will contact SHRM national to get a list from their database to compare.

Rae presented the results of the membership survey from January. Overall the results were positive, and we discussed some areas for improvement such as timing of the meetings, and perhaps changing up the time of the discussion groups from morning to lunch or evening. We discussed increasing efforts to make first timers and new members feel more welcome, and assigning a board member to greet first timers. Board members should try to lead conversations around the dinner tables to make sure all feel included.

Rae is also finalizing arrangements for our May 14 membership mixer, details will be available shortly.

**Special Project – SHAPE Requirements:** Beth Van Burke discussed the SHAPE (the document from SHRM National that needs to be completed each year that measures our goals and accomplishments as a chapter). Membership, college relations, workforce readiness and the SHRM Foundation have some specific milestones we can reach. We are aiming for platinum status this year.

**Registration:** Charlan Cornwell reported the following:

Chapter Meeting on February 18, 2015

- 28 attendees (including speakers & sponsors)
- 13 no-shows
- 5 attendees paid at door

### Upcoming Chapter Meeting on March 18, 2015

- As of 03/02/2015 = 3 registrants
- 1 registrants have paid online through PayPal and 2 will pay at door, it is a breakfast meeting

Charlan suggested that we purchase a credit card swiper to be used at registration to process payments. After some discussion we decided to use the chapter laptop at meetings to process payments on site to minimize our data entry on the back end.

Charlan has also simplified the badge process by switching to stick-on name tags at chapter meetings. There has been no negative feedback from members so we will continue with the practice.

**Sponsors:** Vince Pascarella emailed his report, we have a sponsor for May, Sunrise Orthodontics. There are still a few sponsors needed for the summer months.

**Programs/Certifications:** Amy Civilikas is looking for speakers for future meetings, and working with Mary to get a speaker on risk management. Madi has a lead from Fairfax County, she will share the info with Amy. Courtney, Mary and Linda will scope out the speakers at the Virginia State Conference next week. The April meeting has been submitted for HRCI credit. Amy and Linda W are helping out while Kelley Ridge is on leave.

On our January survey, 70% felt speaker was knowledgeable (low attendance that night due to bad weather). On the February survey, 90% felt speaker knowledgeable. The "Minute with Matt" continues to get high ratings, and members who respond to the survey indicate they attend for recertification credits and networking.

**Legislative Liaison:** Matt Niemann reported that most of the questions he has been hearing lately center around the new DC marijuana law and its impact on HR.

**Discussion Group:** Beth Gilley reported she had 36 registered and 30 attend the February group on work life balance. There are 34 registered for the next discussion group in March. We thought that we may ask for donations to the SHRM foundation at future discussion groups, it could help us meet one of our SHAPE goals.

**SHRM Foundation:** Maggie Jones was not in attendance but emailed that at the February meeting we collected the following:

- Embry Rucker - \$37.00
- SHRM Foundation - \$22.00 (Total collected for the Foundation was \$44.00; Doug Rogers won the 50/50 raffle and received \$22.00 as his prize).

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

Facebook = 75 members  
Linked-In = 874 members  
Twitter = 634 followers w/488 totals tweets/22 this month

We now have an Instagram account (DullesSHRM) and Cindy encouraged board members to follow this and share pictures to enhance our social media presence.

**Student Liaison:** Doug Rogers reported last month we had one Marymount person attend our chapter meeting. He is in touch with George Mason and NOVA to encourage their participation. We discussed the upcoming SHRM regional student conference in Baltimore. Doug asked that the chapter sponsor three students at a cost of \$69 each to attend (not to exceed \$207). Linda C made a motion to approve the expenditures, Sharon seconded. The vote was:

- Approve – 17 (present at the time of the vote)
- Abstain – 0
- Opposed – 0

**The expenditure for was approved.** Doug will contact Jennifer with details on where to mail the check.

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

**Workforce Education/Diversity:** Tricia Kleber is working hard on the Hire Expo Career Fair Career Fair, scheduled for April 28 at the Sheraton Premier Hotel in Tyson Corner. The website is up and she is working to communications materials to get to employers so we can solicit sponsors. The more sponsors we get, the less the chapter will have to pay in other costs.

**Job Description/SOP Activity:** Courtney is still reviewing updated document from board members and will reach out if she needs more information.

**Community Relations:** Madi Robinson reminded the board that HRLA event was this coming Friday, cost is \$50 for the event. Madi is also finalizing the logistics for the board volunteer event at the Embry Rucker shelter on April 18. The board will plan the meal, shop and prepare to serve dinner to 40-60 guests.

**Next Board Meeting:** Virtual meeting on April 6, 2015 at 6:00 pm

Meeting adjourned: 7:52 pm

Respectfully submitted,

Linda Caporaletti-Hoyt, Secretary  
April 2, 2015

5/19/2015 1:20 PM