

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR OCTOBER 5, 2015**

**Board Members Present:**

1. President – Courtney Nicholson
2. President Elect & Certification Representative - 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 - Katt Hancher, MA, SPHR
8. Assistant Vice President Membership – Sharon Boisvert
9. Director, Discussion Group - Beth Gilley
10. Director, Social Media & Newsletters - Cindy Snyder, SPHR
11. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
12. Vice President, Programs & Certification Representative - Amy Civilikas, PHR
13. SHRM Foundation Representative – Maggie Jones
14. Director-At-Large - Beth van Burk, SPHR

**Board Members Absent:**

1. Director, Community Outreach – Madeline Robison
2. Student Chapter Liaison & Scholarship Coordinator – Doug Rogers, SPHR, CPC, SCP
3. Legislative Liaison - Matt Nieman
4. Vice President, Sponsors - Vince Pascarella
5. Registration Coordinator - Charlan Cornwell, PHR
6. Assistant Registration Coordinator – Susan Helling
7. Director-At-Large - Chelsea Rutherford
8. Director-At-Large - Teresa Buchholz

**Meeting called to order:** Courtney Nicholson hosted the meeting at hCentive. The meeting was called to order at 6:00 pm. .

Tricia Kleber circulated the minutes from the last meeting earlier in the day via email. Since several members had not have a chance to review, it was decided that Linda Caporaletti-Hoyt would circulate again and seek approval via an email vote later in the week.

**Treasurer’s Reports:** Jennifer Regis reported the following balances as 10/5/15 are:

BB&T = Savings \$40,033.90  
BB&T = checking \$8,618.99  
Paypal = \$2,733.30

Jennifer also sent out the current Profit and Loss Statement. Two large checks were cut, one for SHRM Foundation contribution of \$1,026.00, and one for \$2,500.81 to the Waterford for expenses related to the 10/9 fall seminar. Linda W asked Jennifer to include a line item in the budget for gift cards for door prizes and seminar speakers in the future.

**Membership:** Rae Duffy reported that membership in September was 212, and as of October 5 is 214. We want to push out information about our bargain dues in the 4<sup>th</sup> quarter of this year. Courtney will check on how to send out a mass expiration for dues in the database.

**Special Project – SHAPE Requirements:** Beth van Burk did not have any updates.

**Registration:** Charlan Cornwell reported:

September Chapter Meeting:

- 3 Speakers & 1 Sponsor
- 28 Registered (25 paid in advance) / 26 attended
- 0 Walk-ins

October Chapter Meeting Registration as of 10/05/2015 = 7

Fall Seminar Registration: 42

- Charlan, Jennifer and Courtney have volunteered to work at the registration table for Fall Seminar

Cindy will push out another email to boost attendance and encouraged board members to repost on Linked In, and send out to contacts at George Mason University.

**Sponsors:** Vince Pascarella is working on 2016, needs to work on sponsors for the holiday party in December.

**Programs/Certifications:** Amy Civilikas & Linda White reported that certifications are complete for October and November, Linda W will get the SHRM approval. Survey results from September:

Below are the survey results for September’s meeting.

Please select:					
Answer Options	Strongly Disagree	Disagree	Neutral	Agree	
The main speaker was knowledgeable about the topic.	1	0	0	0	
The main speaker was dynamic and effective.	1	0	0	0	

The information presented is relevant to my organization's goals.	1	0	0	1
The schedule and organization of the meeting were satisfactory.	1	0	0	0
Overall, the meeting met my expectations.	1	0	0	0

**What were the speaker's strong points?**

- 1 She is a very dynamic and entertaining speaker
- 2 Very passionate about what she talks about, very passionate about the Dulles SHRM chapter
- 3 In depth knowledge and real life examples that one can relate to...
- 4 knowledge and style
- 5 She is a terrific speaker, shares pertinent information without getting mired in technicalities.
- 6 Love Misti's presentations
- 7 Her knowledge on the topic
- 8 She is always the best speaker

**What areas of improvement could you suggest for the speaker?**

- 1 n/a
- 2 None
- 3 cannot think of anything that needed improvement - well presented and understandable materials provided....
- 4 none

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

- 1 FLSA changes/updates
- 2 Continue to keep us informed on changes/updates to state of VA and federal laws

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

- 1 ADA  
Although there is much data out there on telecommuting and alternative work arrangements - insights on changing the culture to embrace these options to retain talent, i.e. ability for an organization to "trust employees" - let the results demonstrate they can work remote/independently
- 2
- 3 Performance management, employee engagement, emotional intelligence, coaching
- 4 Healthcare issues for non govt and smaller employers

**Overall comments/suggestions regarding this chapter meeting:**

- 1 Excellent speaker and event
- 2 Excellent - as always!
- 3 The room was comfortable.

Why did you attend this meeting?		
Answer Options	Response Percent	Response Count
New Member	0.0%	0
Networking	50.0%	4
Obtain HRCI Credit	62.5%	5
Topic	62.5%	5
<i>answered question</i>		<b>8</b>
<i>skipped question</i>		<b>0</b>

Based on the positive feedback from our luncheon meeting earlier this year, we discussed changing our monthly chapter schedule for next year. Due to low summer attendance it was proposed that we eliminate the chapter meeting and discussion group meeting for July. Our schedule would be seven dinners, two lunches, one breakfast and the holiday/board installation dinner in December for a total of eleven meetings in 2016. This does not affect our catering contract with Hidden Creek. Beth van Burke made the motion to accept this new proposed schedule, Jennifer Regis seconded. The vote was:

Approve = 14

Abstain/Absent = 8

Opposed = 0

The motion passed.

**Fall Seminar:** Linda White stated we need to boost registration for the upcoming event as already discussed. Amy agreed to set up the survey and send out after the meeting.

**Holiday Party on December 16:** Mary, Tricia and Beth van Burk volunteered to head the committee with the same budget as last year. We will present Embry Rucker with our annual check and invite their representative to attend. We discussed having a buffet, sponsored drink tickets and a “festive” sweater contest.

**2016 Board Positions:** Linda White has all of the board together for 2016 and will send out the ballot to membership via email same day at the November meeting. The transition meeting in Monday, December 14.

**Legislative Liaison:** Matt Nieman was absent, there were no updates.

**Discussion Group:** Beth Gilley is stepping down in this role, she has done an excellent job getting interesting speakers and having above average attendance at the monthly meetings. We had 15 people in attendance in October, Gus Lawson was the speaker and he is taking over the role in the future. Beth will work with him to in the first quarter of the year to help him transition into the role. The November meeting is about communication skills, and the December meeting is on culture and teams at a new location at the Westfield.

**SHRM Foundation:** Maggie Jones was absent so Susan and Katt handled the last meeting, we raised:

**Embry Rucker** - \$45

**SHRM Foundation** - \$38, 50/50 winner went home with \$19

**Education Certificate Winner**- Traci Jones

Note that the check that was sent to SHRM National represented \$501 in donations, and an additional \$525 submitted on behalf of the speakers for a total of \$1026 for the time period of October 2015 to September 2015. We doubled our contribution from 2014.

In the future this role will concentrate on the Foundation, and the community outreach person will handle Embry Rucker.

**Media/Communications:** Cindy Snyder reported the following via email, our statistics as of 10/5 are:

Facebook Members – 80

Linkedin Members – 896

Twitter Followers – 763

Monthly Tweets –6

Total Tweets – 634

Instagram Posts – 0

Instagram Followers – 10

Materials for the next newsletter are due by October 23. Cindy continues to push our social media agenda. We had an idea to boost social media, encourage members to tweet “I Love Dulles SHRM” and we will track and award a prize.

**Student Chapter Liaison:** Doug Rogers is leaving this role. Cindy Clark and Sarah Cox with George Mason students will run the October meeting. It was suggested we have some conversation starters to promote networking. The scholarship email went out, deadline to apply is November 1.

**Website:** No updates.

**Workforce Education/Diversity:** Tricia Kleber posted Joe Sherrier’s job on the site and updated on LinkedIn.

**Community Outreach/Relations:** Madi Robison has the event on 10/24 and is working on community speakers.

**Fall Seminar:** Linda W. continues to work on the fall seminar for October 16, 2015 on business acumen, 42 are registered.

**Job Descriptions and SOPs:** No updates.

**Wrap Up:** Courtney stated we should hear about Pinnacle award by 10/9.

Our next Board Meeting will be virtual on 11/2 starting at 6:00 pm.

The meeting adjourned at 7:15 pm.

Respectfully submitted,  
Linda Caporaletti-Hoyt, Secretary  
October 26, 2015

12/22/2015 11:09 AM