

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

**Board Members Present Via Conference Call:**

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. Assistant Registration Coordinator – Susan Helling
12. 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. Workforce Education/Diversity Director – Tricia Kleber, PHR, CCP
4. Vice President, Programs & Certification Representative - Amy Civilikas, PHR
5. Legislative Liaison - Matt Nieman
6. Vice President, Sponsors - Vince Pascarella
7. Registration Coordinator - Charlan Cornwell, PHR
8. SHRM Foundation Representative – Maggie Jones
9. Director-At-Large - Chelsea Rutherford
10. Director-At-Large - Teresa Buchholz

**Meeting called to order:** Courtney Nicholson hosted the virtual meeting, which was called to order at 6:00 pm.

**Secretary's Report/Minutes:** Linda Caporaletti-Hoyt distributed the minutes via email the prior week. Susan Helling made a motion to accept the minutes as presented. Sharon Boisvert seconded the vote. The vote was:

- Approve – 11 (present at the time of the vote)
- Abstain – 1
- Opposed – 0

The minutes were approved.

**Treasurer's Reports:** Jennifer Regis reported the following balances as November 2, 2015:

BB&T Checking = \$4,264.60  
BB&T Savings = \$40,035.60  
Paypal = \$4,701.70

All of the invoices related to the Fall Seminar last month have been paid. Financials will be forwarded when completed.

**Membership:** Rae Duffy reported that our current membership total is 218, up 4 from last month. She will work with Cindy Snyder to push out a mailing for a 4<sup>th</sup> quarter membership push. She also mentioned that an audit report had been sent out to SHRM national to verify our numbers.

**Special Project – SHAPE Requirements:** Beth van Burk reported that the SHAPE is due January 31. She will try to have it complete by mid-December so Courtney can review. Mary offered to review and help as well.

**Registration:** Charlan Cornwell was absent, Susan Helling reported that the October chapter meeting had 52 registrants (includes 2 community speakers) and that we currently have 5 outstanding payments. She would also like to make the cancellation procedure clearer since it is becoming more difficult to collect the money afterwards. Courtney will review what we have and highlight this on the website.

Susan will not be on the board next year, and Courtney thanked her for all her efforts this year.

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

**Programs/Certifications:** Amy Civilikas sent out survey results from October meeting, there was positive feedback on having multiple speakers but negative on the room set up as it was difficult to hear the speakers. All agreed we should go back to our standard room setup.

**Fall Seminar:** Linda White recapped, we had good overall feedback on site, especially on the speakers. She is still tabulating results from the survey and will share when they are complete. Courtney thanked Linda for her hard work on the seminar and congratulated her on its success.

**Holiday Planning Party –** The committee includes Mary Roome, Beth van Burk and Tricia Kleber. They met recently via conference call and are working on a flyer to promote the event for December 16. Budget is confirmed, they will purchase gift cards and gift baskets from Costco, and contact Hidden Creek to discuss the buffet. Tricia is working on ice breaker/game. Courtney will put together agenda for swearing in board positions and share with Linda White.

**2016 Board Positions:** Linda White has sent out the ballot for the 2016 board, and has gotten several back. There will also be copies at the November chapter meeting for members to vote.

**Legislative Liaison:** Matt Niemann was absent, no report was presented.

**Discussion Group:** Beth Gilley reported registration for the upcoming discussion group is at 19. The December discussion group will take place at the Westfields Marriott. She is working with Gus Lawson, who is taking over the discussion group for 2016.

**SHRM Foundation:** Maggie Jones was absent but emailed the following report for the month of October—these cover the monies collected at both the Fall Seminar on October 16 and our monthly meeting on October 21. We had doubles for Education Certificates as well, as we awarded a certificate at each of the two events. Here's the October breakdown:

**Embry Rucker**  
Fall Seminar: \$82

October Chapter Meeting: \$62 (Total collected was \$48. Sandy Bradshaw won the 50/50 SHRM Foundation raffle, and received \$14, which she donated to Embry Rucker).

**Total Embry Rucker collections for October: \$144**

**SHRM Foundation**

Fall Seminar: \$42. Total collected was \$84. Our 50/50 raffle winner received \$42, for a net contribution to the Foundation of \$42.

October Chapter Meeting: \$14. Total collected was \$28. As indicated above, Sandy Bradshaw won the raffle and donated her \$14 winnings to Embry Rucker, for a net contribution to the Foundation of \$14).

**Total SHRM Foundation collections for October: \$56**

**Media/Communications:** Cindy Snyder reported the following via email for November:

Facebook Members – 79 (+1)

Linkedin Members – 897 (+1)

Twitter Followers – 797 (+34)

Monthly Tweets – 10

Total Tweets – 644 (+10)

Instagram Posts – 0

Instagram Followers – 10

**Student Chapter Liaison:** Courtney and Linda W. reported that we will have two people working on the student chapter matters in 2016, Cindy Clark and Sara Cox. We are increasing our engagement and will continue to give the students a chance to participate by running a chapter meeting at least once a year.

**Website:** Courtney will get with Rae on how to get membership renewal process easier. Otherwise they can reach out to SHRM for assistance on renewals. Katt has volunteered to help with website in the future.

**Workforce Education/Diversity:** Tricia Kleber was absent, no report was presented.

**Community Relations:** Madi Robison was absent but reported via email that the “Women’s Giving Back” event on October 24 was very successful. Beth van Burk and Jennifer Regis also participated, and the organization was very appreciate of the clothing, accessories and shoes that were donated. Madi also wrote up a submission to VA SHRM detailing our community outreach efforts this year. We may be up for an award on the state level.

**Wrap Up** - Our next Board Meeting will be our transition dinner in December on December 14.

Beth van Burk wants to poll the members about topics for next year, she will reach out to Amy and Rae to come up with a survey and then determine what topics would work be better for discussion group or chapter meeting.

The meeting adjourned at 6:33 pm.

**Additional notes/significant events after November board meeting**

**Dulles SHRM Scholarship Award** – Rae Duffy presented the candidates for the award via email on November 23, with a motion to select Adam Cali to receive \$1500. She made a motion via email, which was seconded by Charlan Cornwell. The vote was:

- Approve – 17 (present at the time of the vote)
- Abstain/No response via email – 4
- Opposed – 0

The motion was approved. Rae contacted Adam and the award was presented to him at the holiday party in December.

**SHRM Foundation** - Maggie Jones reported the following for the November meeting.

**Embry Rucker: \$71.00**

**SHRM Foundation: \$56.00**

Steve Pace was our 50/50 raffle winner, and he donated his \$28.00 in winnings right back to the SHRM Foundation, so the entire \$56.00 went to the Foundation.

**November Education Certificate Winner: Carl Prator** (Carl's certificate was emailed to him the day after the meeting.)

Respectfully submitted,  
Linda Caporaletti-Hoyt, Secretary  
December 29, 2015

2/18/2016 8:03 AM