

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR APRIL 4, 2016**

Board Members Present Via Conference Call:

1. President – Linda White
2. President Elect – Amy Civilikas
3. Secretary - Linda Caporaletti-Hoyt
4. Treasurer - Jennifer Regis
5. Vice President Membership – Rae Duffy
6. Assistant Vice President Membership – Katt Hancher
7. Assistant Vice President Membership – Sharon Boisvert
8. Vice President, Programs – Beth van Burk
9. Registration Coordinator - Charlan Cornwell
10. Assistant Registration Coordinator – Susan Helling
11. Legislative Liaison – Meredith Bergeson
12. Director, Community Outreach – Madi Robison
13. Director, Diversity/Workforce Education – Mary Roome Godbolt
14. SHRM Foundation Representative – Katt Hancher
15. Certification Representative – Tricia Kleber
16. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark
17. Director at Large – Kelly Ridge

Board Members Absent:

1. Past-President – Courtney Nicholson
2. Vice President, Sponsors - Vince Pascarella
3. Director, Discussion Group – Gus Lawson
4. Student Chapter Liaison and Scholarship Coordinator – Sarah Cox
5. Legislative Liaison - Matt Nieman
6. Director, Social Media & Newsletters - Cindy Snyder, SPHR

Meeting called to order: By Linda White at Hidden Creek Country Club at 6:00 pm.

Secretary's Report/Minutes: Linda Caporaletti-Hoyt circulated the 3/7/2016 minutes from the last meeting via email. Jennifer Regis made a motion to accept the minutes as distributed.

Tricia Kleber seconded the vote. The vote was:

- Approve –14 (present at time of the vote)
- Abstain –
- Opposed - 0

The March minutes were approved.

Treasurer's Reports: Jennifer Regis reported that as of 4/4/2016, our bank balances are:

BB&T Checking = \$3,668.05
BB&T Savings = \$37,039.50
Paypal = \$4,978.28

Jennifer sent the approved budget to our accountant, and will have a profit and loss statement ready for our next board meeting. She is still working with Pam Thorton to prepare a letter to the IRS to assist in getting our determination letter.

Membership: Rae Duffy updated the board on the membership statistics. As of 5/4/16 we have 132 active members, which is an increase of 15 from last month. Rae is still cleaning up the database and will send out an updated list of those who have not renewed to the board so we can contact delinquent members via phone or email.

We are looking good for our Membership Fiesta on 5/10, Rae has a \$500 sponsor budget which will include an iPad mini, movie tickets and some other items.

Later in the meeting it was proposed that attendees at the 5/10 event can take advantage of a one night only reduced rate membership dues renewal of \$20 for 2016. The board unanimously approved this idea, and we will begin to promote with the next email blast.

Registration: Charlan Cornwell reported the following for the March chapter meeting:

Total attendees = 45 (includes speaker and sponsor) / Total meals ordered = 47

- 39 Registrants / 38 Actual Attendees
- 2 Speakers
- 3 Sponsors (2 attended)
- 2 Community Speakers

As of 04/04/2016 at 9:15 am, we currently have 19 attendees registered for the 4/13/2016 chapter meeting, 15 are GMU students. There seemed to be some issues registering with Paypal, Linda W. will look into this.

To date 9 people have registered for the May Membership Fiesta on 5/10.

Sponsors: Vince Pascarella was absent, there was no report. We had some discussion on what sponsors receive for their membership and agreed we should look at the structure for before we commit sponsors for 2017.

Programs: Beth van Burk reported we had positive responses to the March 16 breakfast meeting, 10 responses on survey, and 2 new members attended. We talked about potential topics for future meetings such as how the Presidential elections will effect HR, new overtime rules, ACA compliance, and transgender issues in the workplace. Beth would like to have a panel for our August meeting, focusing on compliance issues. Mary Roome was drafted at the moderator.

Certification: Tricia Kleber has submitted the programs for April and May for credit. Amy reported we are in contact with Eileen Taylor for the fall study group and discussed a registration fee of \$850. Amy and Tricia will follow up as we will also need a location. Mary offered to do a testimonial as part of the marketing for the program, she found the class very helpful in obtaining her certification.

Fall Seminar: Amy Civilikas said we are all set for our 9/23 Fall Seminar at the Waterford, and there is a save the date on the website. We will need to start marketing to get some sponsors for the event.

Legislative Liaison: Meredith Bergeson asked for ideas and feedback to see what legislative issues the members want to hear about at the meetings, and if any of them are interested in advocacy. Beth suggested we reach out the membership to poll them at meetings and via surveys.

Discussion Group: Gus Lawson emailed his report, there are 27 people signed up and 4 people on the waitlist for the upcoming discussion group on 4/7.

SHRM Foundation: Katt Hancher reported at the 3/17 breakfast, we collected \$32 for the SHRM foundation from the 50/50 raffle. Linda Caporaletti Hoyt won the 50/50 and donated her winnings to the Embry Rucker Shelter, who received a total of \$106. . Michelle Milam of BBG won the \$100 SHRM Educational Certificate Winner, and the SHRM Conference winner, Phillip Seaman, Legal Shield.

Katt also suggested we have links to most recent SHRM research pieces on our website.

Media Communications/Newsletter: Cindy Snyder reported that:

1. April Discussion Group email blasts and social media posts have all been sent out/posted
2. There are three April chapter meeting emails going out this week, (Monday, Wednesday & Friday) and all are posted on social media
3. There have been 2 Fiesta membership drive emails sent out and 2 more scheduled on 4/26 and 5/5, and they have also been posted on social media.

Facebook = 80 members

Linked-In = 896 members

Twitter = 854 followers w/708 total tweets

Student Chapter: Cindy Clark has been working very hard with George Mason University, and is in touch with Dr. Cindy Parker building engagement. Mason students want to be involved running our September chapter meeting. Madi has been helpful with leads to the Marymount chapter. She also reminded Cindy that spring graduation is just around the corner and it would

be helpful to be in touch with the current student chapter presidents so we know who will be the incoming president in September.

Workforce Diversity: Mary Roome all set for job fair on 4/23, from 11-3. Mary will do three 20 minute presentations. Cindy Clark, Amy Katt and Madi will also be present to assist. Mary is working more closely with the Dulles Chamber. Amy and Cindy C will reach out to the Reston Chamber to see if we can make contact there as well.

Community Outreach: Madi Robison reported that former board member Tim Kelly asked if he could promote "Girls on the Run" at our next chapter meeting. "Our Daily Bread" will also speak at a future meeting. Katt mentioned that shelters are low on food over the summer so we may want to promote a food drive then, as well as reach out to Embry Rucker and schedule another volunteer day.

SHRM National Conference Raffle: We discussed the need to clarify criteria for the raffle winner and agreed they must be a current Dulles SHRM members to be eligible, and that board members would be excluded.

Other items: We discussed the idea of a Dulles SHRM Holiday Bazaar with proceeds going to charity. Mary and Charlan will co-chair the event, Katt and Madi volunteered to participate on the committee.

Linda W. asked that board members hold Saturday July 23 open for a half day strategic planning meeting.

Next Board Meeting: Will be held at Cox Communications on Monday, May 2 at 6:00 pm.

Meeting adjourned at 7:35 pm.

Respectfully submitted,
Linda Caporaletti Hoyt

Last edited April 21, 2016
5/20/2016 11:23 AM