

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR MAY 2, 2016**

Board Members Present Via Conference Call:

1. President – Linda White
2. President Elect – Amy Civilikas
3. Secretary - Linda Caporaletti-Hoyt
4. Vice President Membership – Rae Duffy
5. Assistant Vice President Membership – Katt Hancher
6. Assistant Vice President Membership – Sharon Boisvert
7. Vice President, Programs – Beth van Burk
8. Registration Coordinator - Charlan Cornwell
9. Assistant Registration Coordinator – Susan Helling
10. Director, Diversity/Workforce Education – Mary Roome Godbolt
11. SHRM Foundation Representative – Katt Hancher
12. Certification Representative – Tricia Kleber
13. Student Chapter Liaison and Scholarship Coordinator – Cindy Clark
14. Director, Discussion Group – Gus Lawson
15. Student Chapter Liaison and Scholarship Coordinator – Sarah Cox
16. Legislative Liaison - Matt Nieman

Board Members Absent:

1. Director, Social Media & Newsletters - Cindy Snyder, SPHR
2. Treasurer - Jennifer Regis
3. Director at Large – Kelly Ridge
4. Past-President – Courtney Nicholson
5. Vice President, Sponsors - Vince Pascarella
6. Legislative Liaison – Meredith Bergeson
7. Director, Community Outreach – Madi Robison

Meeting called to order: By Linda White at Cox Communications at 6:00 pm.

Secretary’s Report/Minutes: Linda Caporaletti-Hoyt circulated the April minutes from the last meeting via email. There were two corrections to the attendance list.

Mary Roome made a motion to accept the minutes as edited for attendance.

Tricia Kleber seconded the vote. The vote was:

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

The April minutes were approved.

Treasurer’s Reports: Jennifer Regis was absent but emailed the bank balances are:

BBT Checking = \$7,367.79
BBT Savings = \$37,041.02
PayPal = \$2,984.89

Jennifer also circulated the financial statements for April to the board.

Linda W. updated the board on the status of the IRS determination letter. Since we are filing tax returns with the IRS that would indicate we are a tax exempt organization, the VA SHRM state council advised us that they are no longer requiring proof that we are tax exempt. We have been issued checks for our member reimbursements. Jennifer indicated she will still follow up on this and make an effort to get the official letter.

Membership: Rae Duffy updated the board on the membership statistics. As of 5/2/16 we have 141 active members, which is an increase of 9 from last month. Several are new.

We have 30 registered for the Membership Fiesta on 5/10, and we discussed ideas to promote the event.

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

- Total attendees = 36 (includes speaker and sponsor) / Total meals ordered = 40
 - 36 Registrants / 34 Actual Attendees (4 no-shows & 2 walk-ins)
 - 1 Speaker
 - 1 Sponsor (Did not attend)
 - 1 Community Speakers
- Spring Membership Mixer on May 10, 2016 ☑ Total registrants = 30
- Dulles SHRM May 2016 Chapter Meeting on May 18, 2016 Total registrants = 5

Sponsors: Vince Pascarella was absent but sent an updated report via email. All of the monthly membership are sold for this year with the exception November. We need two more sponsor for the fall seminar, and sponsors for the holiday party.

Programs: Beth van Burk reported, we did not get much feedback last month on the survey, and mixed reviews on speaker. Topics members would like to see are FMLA, FLSA, and fiduciary responsibility for 401(k) plans, ACA and equal pay. Adam Cali is speaking in June, there is no meeting in July, and we are having a panel on compliance in August.

Certification: Tricia Kleber stated we have received approval for our May programs through HRCI and SHRM. She has reached out to Eileen Taylor to confirm her interest in teaching the fall certification class.

Fall Seminar: Amy Civilikas is developing a logo for the fall seminar on 9/23, we discussed marketing the event through NOVA SHRM and HR Girlfriends. The sponsorship opportunities are:

Happy Hour Sponsorship (Limited to 1 Sponsor) - **\$500.00**

Includes:

- Sole exhibit table at happy hour
- Signage at happy hour
- Signage at registration/check-in, on attendee tables, and on monitor/screen during breakfast and lunch
- 10 minute presentation during lunch
- Exhibit table at seminar

Lunch Sponsorship (Limited to 1 Sponsor) - **\$300.00**

Includes:

- Signage at registration/check-in, on attendee tables, and on monitor/screen during breakfast and lunch
- 10 minute presentation during lunch
- Exhibit table at seminar

Breakfast Sponsorship (Limited to 1 Sponsor) - **\$300.00**

Includes:

- Signage at registration/check-in, on attendee tables, and on monitor/screen during breakfast and lunch
- 10 minute presentation during breakfast
- Exhibit table at seminar

Exhibitor/Sponsor (Limited to 3 Sponsors) - **\$150**

Includes:

- Signage on monitor/screen during breakfast and lunch
- Recognition by seminar host during breakfast and lunch
- Exhibit table at seminar

Vince let Amy know that Proforma will sponsor the happy hour.

Legislative Liaison: Meredith Bergeson and Matt Nieman stated there are no plans for a Day Inside the Beltway anytime soon. The stated that the new DOL exempt/non-exempt rules may go into effect soon and now is a good time to do the classification analysis.

Discussion Group: Gus Lawson presented his report, 20 people attend on 4/7 and 17 are registered for 5/5. We are booked up through July, but need a location for room for June or July. Jackson Lewis can host if needed.

SHRM Foundation: Katt Hancher reported that Keli Ridge handled this at the last meeting, we had a total of \$46 to Embry Rucker and \$13 to SHRM Foundation for April. The winner of the 50/50 donated their share to the Shelter.

Media Communications/Newsletter: Cindy Snyder reported that in addition to the social media stats we sent out 9 email announcements and 3 Linked-In email announcements in the membership event and upcoming chapter meeting. There are currently 3 scheduled emails waiting to go out. We also have:

Facebook = 81 members

Linked-In = 896 members

Twitter = 862 followers w/722 total tweets

Student Chapter: Cindy Clark was absent, there was no report. She did a great job last getting the students involved at the last meeting.

Workforce Diversity: Mary Roome reported the high school job fair for Western Fairfax County on 4/23 was a success and thanked Amy and Katt who assisted. They would like us to come back and do another session on mock interviews in the fall, perhaps we can get the college students involved as well.

Community Outreach: Madi Robison is still looking to arrange volunteer event with Embry Rucker. Last year we spent about \$465 to prepare the meal. We hope to schedule this later in the year.

SHRM National Conference Raffle: Julie Uno won the SHRM National conference raffle at the April meeting.

Other items: Strategic Meeting: The date is Saturday, July 23 from 9-12 noon at Cox Communications. Amy and Linda are working on the agenda and confirming the location.

Dulles SHRM Holiday Bazaar: We discussed this at the last board meeting, Mary will schedule a conference call with Charlan, Katt and Madi.

Next Board Meeting: Will be held virtual on June 7 at 6:00 pm.

Meeting adjourned at 7:02 pm.

Respectfully submitted,

Linda Caporaletti Hoyt

Last edited 5/20/2016