

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR APRIL 3, 2017**

**Board Members Present:**

1. President – Amy Civilikas
2. President Elect – Beth van Burk
3. Past-President – Linda White
4. Secretary/Certification Representative – Tricia Kleber
5. Vice President, Membership – Rae Duffy
6. Vice President, Programs - Janine Onorio
7. Vice President, Sponsors – Ryan Haywood
8. Director, Discussion Group – Laurie Smith
9. Legislative Liaison – Meredith Bergeson
10. Director, Social Media & Newsletters – Hannah Nyberg
11. Director, Diversity/Workforce Education – Mary Roome-Godbolt
12. Registration Coordinator - Charlan Cornwell
13. SHRM Foundation Representative – Katt Hancher
14. Student Chapter Liaison and Scholarship Coordinator – Vacant

**Board Members Not in Attendance**

1. Treasurer – Jennifer Regis
2. Legislative Liaison – Matt Nieman

**Meeting called to order:** by Amy Civilikas at 6:12 pm.

**Secretary's Report/Minutes:** Tricia Kleber stated that she circulated the March minutes via e-mail and asked for any changes/corrections. Laurie informed Tricia and Amy that Rebecca Lloyd had to step down from her role with the Discussion Group. Tricia asked for a motion to approve the minutes. Linda made a motion to accept the minutes as distributed. Ryan seconded the vote. The vote was:

- Approve – 12
- Abstain – 1
- Opposed – 0

The March minutes were approved and Tricia will upload them to the website.

**Membership:** Rae Duffy reported that we are up to 99 members, which is an increase of 5 from last month.

Rae has been working on the membership mixer that will be held on Thursday, May 11. It will be at Mellow Mushroom in Herndon. They have an upstairs patio where we will be housed. She is basing the event on having 75 guests in attendance. The cost to us will be \$25.28 per person, and that will include the meal, a drink ticket, taxes and the tip. We would charge \$20 per person. Included in the invitation will be a page for "Food for Thought" donations, as we would like to have people bring items to donate. We are

looking to share this event with some of the student university/college chapters (GMU, Strayer University, University of Phoenix) along with the Dulles Chamber of Commerce and the mentoring group. We also would like to find a sponsor to help with the costs. We talked about doing a discount for our yearly membership if people sign up at the event. Hannah will start blasting the event out to our contacts.

The menu for the event is as follows:

- Light appetizers
  - 2 platters Hummus
  - 2 platters Spinach Dip
  - 4 platters Wings
  - 2 platters Capri
- Salad and Pizza
  - 2 party size Caesar salad
  - 2 party size house salad
  - 4 large cheese pizzas
  - 4 large cheese/pepperoni pizzas
  - 4 large house specials
  - 3 large Kosmic Karma pizzas
  - 4 large Holy Shiitake pizzas
  - 4 large Buffalo chicken pizzas
- Dessert
  - 2 brownie trays
  - 2 assorted cookie trays

**Registration:** Charlan Cornwell reported that we had 31 registrants for the March meeting. 27 people attended. We had no walk-ins. 4 people paid but did not show up. We also had 2 guests from the annual sponsors, 1 speaker, and 1 guest of the speaker for a total of 31 people. Charlan requested 35 meals. Only 1 person cancelled following the change in the program. Charlan has one check in the amount of \$55.00 to give to Jennifer. The monthly sponsor did not show up so Ryan will check to see what happened.

As of today, we have 7 people registered for the April meeting.

**Sponsors:** Ryan Haywood provided Tricia with the updated sponsor list (see attached). He will add in a sponsor for the Membership Mixer and will work on finding one for that.

The monthly sponsor slots are filled. He has 2 spots filled for the Fall Seminar. He is working on finding discussion group sponsors; he will work with Hannah on doing a one-time e-mail blast for sponsors. Ryan also will work with Mary on the Community Sponsor.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of April 3, 2017:

BB&T Checking – \$4,509.24

BB&T Savings – \$36,855.50

PayPal – \$1,117.35

**Programs:** Janine Onorio reported that programs are set for the year. We moved the original March topic (Shannon Polly) to October; Shannon also has some recommendations for 2018 speakers. We will try to get all of the speaker information wrapped by up June.

It was suggested to put more information about the topics on the website. That might help to increase attendance at the monthly meetings.

Janine will schedule a call for the recruiting and compensation panels.

Rae mentioned that BBG is hosting a spring seminar on Workplace Violence. This is a free seminar for 2 HRCI/SHRM credits. Dulles SHRM will obtain the SHRM credits for them and we can send this out through our e-mail blasts.

**Certification:** Tricia Kleber let us know that we are approved through SHRM and HRCI for the April and May meetings.

**Legislative Liaison:** Meredith Bergeson suggested starting a LinkedIn group discussion about upcoming legislative issues; that might help to drive traffic to our LinkedIn page.

Legislative goals for Dulles SHRM are as follows:

- Provide relevant and helpful information to the chapter
- Support membership

**Discussion Group:** Laurie Smith reported that Rebecca Lloyd is no longer able to help with the Discussion Group.

Courtney Nicholson had to back out of the discussion group. Rae offered Michelle Milan to facilitate and she did a wonderful job. There were 16 people signed up for the group.

Laurie is looking for a space for May – it was suggested she check with the Dulles Chamber of Commerce or Tim Kelly. Jeff Wu is sponsoring the location for the June Discussion group.

For March, there were 29 people signed up and 21 people attended. The topic was on Giving feedback.

**SHRM Foundation:** Katt Hancher stated that we collected \$62 for Embry Rucker and \$31/\$31 for the Foundation 50/50 at the March Meeting. Chaz Moore with Zen Body

Therapy won the Educational certificate. Lynda Hoyt won the 50/50 raffle and donated her portion to Embry Rucker.

For the first quarter of 2017, we have collected \$107 for the SHRM Foundation, \$220 for Emery Rucker, and have donated \$75 in speaker donations for the SHRM Foundation.

**Media/Communication:** Hannah Nyberg reported that our current statistics are as follows:

Facebook = 94 members

Linked-In Group Page = 901 members, up 2 from last month

Linked-In Company page – 5 people – This page is still open but Hannah/Amy will remove it this week.

Hannah is not going to do much with the Facebook group anymore. The general consensus is that Facebook is for social things and we are a professional group; therefore, we'd like to focus more on LinkedIn.

She is sending out e-mail blasts on Tuesday or Wednesday. She is seeing a 30% open rate. The click rate varies depending on the topic.

**Student Chapter.** Amy Civilikas reported that GMU is hosting the April meeting. Linda White will e-mail Cindy Parker and have her remind the GMU students to stay for the entire meeting and to sit at different tables so they can network with more people.

Amy and Beth van Burk attended the SHRM State Conference. The keynote speaker was not as dynamic as previous keynote speakers, but the breakout sessions were very good. Will Wang won a SHRM Foundation prize (overnight accommodations for the 2018 State Conference at the Homestead) and he would like to donate the stay to 2 students (they would have to share the accommodations). We had some discussions around having the students write an essay about how they can contribute to the chapter, and then a committee, including Will, would select the best 2 essays. The students would have to belong to a Student Chapter to be eligible to participate.

Amy will reach out to the Prince William and Leesburg chapters to see if they want to partner with us on this.

**Seminar Discussion:** Beth van Burk let us know that the Fall Seminar that we talked about last month was not going to happen. SHRM was not able to commit to the dates in the fall. We now have three options:

- Do our own fall seminar
- Do the strategy seminar in July
- Do both

After some discussion, we decided to focus on our own fall seminar. Beth is looking at October 13<sup>th</sup> for the date. We also decided to try to structure the seminar around Risk Management. Beth, Mary Roome-Godbolt and Ryan will be on the planning committee to set the schedule. They will talk to Beth Gilley and see if she can do anything with EAPs from both an employer and employee perspective.

**Workforce Diversity:** Mary Roome-Godbolt spoke about the job fair event at Chantilly High School in March. It was double the size from last year. There were about 40 companies there. Janine O. and her boyfriend participated in the event and they were busy the entire time. Both parents and kids were engaged.

Mary mentioned that there was about doing an event in the fall, or having a mock interview day. She also said that it would be good to have a panel discussion for jobs for those who are not college bound.

Amy stated that at Oakton High School, they were set up in a classroom, so it was hard to find them. But they also had a decent turnout.

**Community Sponsor:** Amy stated that NoVA Family Services will be speaking at three meetings this year – April, May and June. She will find out if we can do a drive for them, or see if there is anything that they need that we can help get.

**Next Board Meeting:** In-person meeting on Monday, May 1 at 6:00 p.m. at Jackson Lewis

Meeting adjourned: 7:31 pm

Respectfully submitted,  
Tricia L. Kleber

Last edited April 27, 2017