

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR APRIL 2, 2018**

Board Members Present:

1. President – Beth van Burk
2. President Elect – Rae Duffy
3. Treasurer – Jennifer Regis
4. Secretary/Certification Representative – Tricia Kleber
5. Vice President, Membership – Ryan Haywood
6. Vice President, Programs - Janine Onorio
7. Vice President, Sponsors – Diana Wilson-Shirley
8. Legislative Liaison – Meredith Bergeson
9. Legislative Liaison – Matt Nieman
10. Community Outreach – Mary Khattak
11. Director, Discussion Group – Laurie Smith
12. Marketing – Erin Moody
13. Past President – Amy Civilikas
14. Past President – Linda White
15. Director at Large – Hannah Nyberg

Vacant Positions

1. Director, Diversity/Workforce Education – Vacant
2. Student Chapter Liaison and Scholarship Coordinator – Vacant
3. SHRM Foundation Representative - Vacant

Board Members Absent:

1. Vice President, Programs – Nicole Davis
2. Registration Coordinator – Charlan Cornwell
3. Student/Emerging Professional Liaison – Shareem Annan
4. Past President – Mary Roome-Godbout

MEETING STARTED – 6:03 pm

Secretary's Report/Minutes: Tricia Kleber circulated the March minutes last week and asked for any changes/corrections and made the ones that were sent to her. Tricia asked for a motion to approve the minutes. Jennifer Regis made a motion to accept the minutes as distributed. Matt Nieman seconded the vote. The vote was:

- Approve – 14
- Abstain – 1
- Opposed – 0

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

Treasurer's Reports: Jennifer Regis reported the following balances as of April 2, 2018:

- BB&T Checking – \$4,776.96
- BB&T Savings – \$28,969.20
- PayPal – \$4,290.60, after refunding the March Meeting.

Jennifer sent the budget to the bookkeeper. She will soon receive the comparisons going forward.

Sponsors: Diana Wilson-Shirley reported that our meeting sponsor for April is Arthur J. Gallegher. MBO Partners is sponsoring the membership mixer. For the Spring Seminar, we have 2 confirmed sponsors – BBG and Other Shore Academy. We still have spots for the seminar, and for October and November.

We agreed to give the sponsors the registration list. Amy removed the reference to providing sponsors with the member directory from the website.

Membership: Ryan Haywood stated that for March, we had 6 new members and 5 pending new members.

The membership mixer is at Bar Loui on April 4. Ryan will get there early to set up. We will be donating toiletries to Cornerstone; if you bring in a donation, you will receive a raffle ticket. Erin will send out another blast about the mixer on Tuesday.

Ryan would like to do an at-large member campaign and do another mixer in October.

Beth will send out the member marketing flyer for us to review.

Registration: Charlan Cornwell reported that due to the inclement weather, the March 2018 meeting was cancelled. We didn't have anyone registered for the April meeting yet, and only 1 registrant for the Spring Seminar.

There are 23 people registered for the Spring Membership Mixer, and Charlan has purchased 5 raffle gifts.

Programs: Janine Oronio confirmed that the March meeting was moved to July, and that it will be a breakfast meeting.

The programs for the year are:

- January – Engagement Survey Data
- February – Building a Competency Framework
- March – Cancelled and moved to July
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle
- June – Performance Management
- July – Building a Robust Strategy for Career Development

- August – Essential Compensation
- September – Legal Update
- October – Diversity Partnering with our Discussion group
- November – Social Media in the Workplace
- December – Holiday Party

Spring Seminar Rae Duffy reported that everything has been finalized for the seminar. She is hoping that half of the sessions will be approved for strategic/business credits from HRCI. Rae will speak with Karen from the Pajama Project and have her do a presentation at the seminar. Hannah volunteered the easel that she has for Rae to borrow.

Rae also let us know that BBG will be packing backpacks on May 5 and would love people to help with that.

Community Outreach Mary Khattak stated that she would be working the donation table at the Spring Membership Mixer.

Discussion Group: Laurie Smith stated that we have 17 people signed up for the April discussion group, which is on Certification. The group will meet at Jackson Lewis. Tricia stated that she will bring up how it is very hard to get business credits and see how the facilitator responds.

The May discussion group will be on Retirement Planning. The June discussion group is on Corporate Social Responsibility.

We continued our discussion about charging for the discussion group. Tricia and Ryan volunteered to look at the prior registration lists from the year to see how many members and non-members are attending them.

Media/Communication: Erin Moody shared that we have 921 members in our LinkedIn Group Page, which is 1 more than last month. She is trying to do more with Twitter.

Erin asked about the guidelines for approving people on LinkedIn. It was decided that most people can be admitted in our group except for those who are salespeople, account executives, or those not in Virginia and not in Human Resources.

Erin will continue to send out messages on a weekly basis.

Certification: Tricia Kleber reported that we're waiting on the August meeting to be approved for HRCI credits. She has started to submit the Spring seminar topics for approval from HRCI.

The discussion groups continue to be approved for SHRM credits.

Tricia will recertify the March meeting to now be the July meeting.

Legislative: Matt Nieman stated that there was a big change in the FLSA world and that auto service technicians are now classified as exempt. This could have many repercussions to the exempt/non-exempt debate.

Student Chapter: Amy Civilikas stated that we receive one application for the SHRM State Conference – it was from Laurel Eaton from JMU. Amy will set up her hotel accommodations and will let her know that she was our winner. Amy will put up Laurel's information on our website and will mention it at the April meeting. She would also like to see something put out on LinkedIn.

SHRM Foundation: Charlan sent information on the SHRM Foundation and Embry Rucker (attached).

Other Topics

Beth will send out an e-mail to determine if any fall dates work best for the strategy meeting.

To Do

- Beth to send out the member marketing flyer.
- Tricia to recertify the March meeting (now July)
- Amy to notify Laurel Eaton about winning our contest for the Virginia State SHRM conference.
- Beth to send out an e-mail on the strategy meeting.

Next Board Meeting: Monday, May 7, 2018 at 6:00 p.m. This meeting will be a virtual meeting.

Meeting adjourned: 7:31 pm

Respectfully submitted,
Tricia Kleber

Last edited May 4, 2018