

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR JANUARY 8, 2018**

**Board Members Present:**

1. President – Beth van Burk
2. President Elect – Rae Duffy
3. Vice President, Membership – Ryan Haywood
4. Vice President, Programs – Nicole Davis
5. Vice President, Programs - Janine Onorio
6. Vice President, Sponsors – Diana Wilson-Shirley
7. Legislative Liaison – Meredith Bergeson
8. Legislative Liaison – Matt Nieman
9. Director, Discussion Group – Laurie Smith
10. Marketing – David Parish
11. Community Outreach – Mary Khattak
12. Student/Emerging Professional Liaison – Shareem Annan
13. Past President – Amy Civilikas
14. Past President – Linda White
15. Director at Large – Hannah Nyberg
16. Director, Diversity/Workforce Education – Vacant
17. Student Chapter Liaison and Scholarship Coordinator – Vacant
18. SHRM Foundation Representative - Vacant

**Board Members Not in Attendance**

1. Treasurer – Jennifer Regis
2. Secretary/Certification Representative – Tricia Kleber
3. Registration Coordinator – Charlan Cornwell
4. Director at Large – Mary Roome-Godbout

**Secretary's Report/Minutes:** Tricia Kleber is not here, but she had circulated the December minutes via e-mail and asked for any changes/corrections, and made the ones that were sent to her.

**Membership:** Rae Duffy/Ryan Haywood reported that we are up to 168 members as of December 2017, which is an increase of 20 from last year. 71 active members have renewed this month for 2018.

**Registration:** Charlan Cornwell was absent so there was no report. We do have 14 people registered for the January meeting. We need to bring those numbers up.

**Sponsors:** Ryan Haywood/Diana Wilson-Shirley reported that our meeting sponsor for this month is sponsored by DATA, a grant-funded entity that promotes Dulles RideShare, etc. Our February slot is filled by Akron. August and September slots are taken. Diana is working on others. Diana thanked Ryan for getting her trained in the

role. She has ideas on flexibility in types of sponsorship, website updates, partnering with social media leads, and referrals from Board members.

**Treasurer's Reports:** Jennifer Regis was absent but sent the following balances to Beth as of January 8, 2018:

- BB&T Checking – \$3811.49
- BB&T Savings – \$28,966.34
- PayPal – \$4891.81

**Programs:** Janine Oronio/Nicole Davis let us know that we are scheduled through May of 2018, including February. We also have October scheduled.

- January – Engagement Survey data
- February – Building a Competency Framework
- March – Career Development
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle
- June – trying to do performance management panel, but need speakers
- Oct -- Diversity partnering with our Discussion group
- Nov – date will be 14<sup>th</sup>
- Dec- Holiday Party

**Certification:** Tricia Kleber was not in attendance, but she provided information that we are approved for both SHRM and HRCI credits for the January, March, April and May meetings. The January discussion group was approved for SHRM credits, and she had forwarded the certificate to Laurie. Information for October's meeting has been submitted to Tricia.

**Legislative Liaison:** Meredith Bergeson/Matt Nieman stated that hot topics are #MeToo, Time's Up, harassment training and communications training. NLRB has rolled back many policies from the past three years. AG Jeff Sessions is rolling back his policy on marijuana.

**Discussion Group:** Laurie Smith stated that for the January group, we had 27 people registered, but the group was cancelled due to weather. It will be rescheduled for February 8. The February discussion group will be rescheduled.

Laurie has had difficulty holding on to a Co-coordinator, but Hannah is helping a lot. Stephanie will help with breakfasts and someone else will help with website. Luke Conger of BB&G will be the facilitator in March, and he will be talking about HRIS. John Lund from HRCI will be the facilitator in April, and he, along with Laurie and Tricia will talk about certifications.

**SHRM Foundation/Community Outreach:** No update. Amy and others will fill-in until a Rep is identified.

**Media/Communication:** David Parrish reported that our current statistics are as follows:

Linked-In Group Page = 916 members. David will pursue getting the Dulles SHRM company page deleted and will keep the focus on the group page.

Facebook - David will revamp the Facebook page and will maintain it. We currently have 96 members on that page.

Hannah will brief David on constant contact. E-mail blasts on upcoming meeting and rescheduled performance management discussion group will be sent this week. On LinkedIn there is some difficulty sharing announcements, but there is a work-around. Board members need to like and promote the events, discussions, topics, etc.

Everyone confirmed that posting the holiday pictures was okay.

**Student Chapter:** Amy Civilikas stated that we are on target to initiate the contest with JMU. We have identified 3 topics that students can select from and the timeline is as follows:

- January 24 – Announce the contest to the students
- February 24 - Submissions due
- March 21 - Review and select winner, and announce it at the monthly Meeting

### **Other Topics**

New members should review the National SHRM job description for the roles to get familiar with them.

The new location does not have a projection screen. Beth will reach out to Charlan to get pricing on an 8-ft projection screen and put it to an online vote.

Matt suggested a spending limit up to \$150 without formal Board approval. This could be voted on to avoid delays for minor purchases. Beth motioned to accept Matt's proposal; Matt seconded the proposal. All were in favor, with no one opposing or abstaining the proposal.

**2018 Goals:** Beth van Burk will work on a timeline for our 2018 goals.

### **Outstanding Items**

Tricia to submit October's meeting for SHRM/HRCI credits

Charlan to look at obtaining an 8-foot projection screen. NOTE: The projection screen has been purchased.

Beth to work on 2018 goals

**Next Board Meeting:** Monday, February 5, 2018 at 6:00 p.m. This meeting will be a live meeting.

Meeting adjourned: 7:10 pm

Respectfully submitted,  
Mary Khattak

Last edited February 3, 2018