

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR JUNE 5, 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. Treasurer – Jennifer Regis
6. Vice President, Membership – Rae Duffy
7. Vice President, Programs - Janine Onorio
8. Vice President – Nicole Davis
9. Director, Discussion Group – Laurie Smith
10. Director, Discussion Group – Jennifer Elkinitz
11. Registration Coordinator - Charlan Cornwell
12. Legislative Liaison – Meredith Bergeson
13. Director, Social Media & Newsletters – Hannah Nyberg
14. Director, Diversity/Workforce Education – Mary Roome-Godbolt
15. SHRM Foundation Representative – Katt Hancher
16. Student Chapter Liaison and Scholarship Coordinator – Vacant

**Board Members Not in Attendance**

1. Vice President, Sponsors – Ryan Haywood
2. Legislative Liaison – Matt Nieman

**Meeting called to order:** by Amy Civilikas at 6:01 pm.

**Secretary's Report/Minutes:** Tricia Kleber stated that she circulated the May minutes via e-mail and asked for any changes/corrections. Tricia asked for a motion to approve the minutes. Beth made a motion to accept the minutes as distributed. Linda seconded the vote. The vote was:

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

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

**Membership:** Rae Duffy reported that we are up to 117 members, which is an increase of 12 from last month.

Membership Mixer – we had 44 registered, 5 walk-ins, 10 no shows. Rae cut down the food, and came in under budget. One person was going to take advantage of the membership special, but she was already a member. We raised \$122 for backpack buddies, plus 8 bags of groceries.

**Registration:** Charlan Cornwell reported that we had 32 registrants for the April meeting. 28 people showed up. There were 2 annual sponsors, 1 community speaker, 1 monthly sponsor, the speaker and a guest of the speaker, for a total of 34 attendees.

For May, we had 13 people register for the event. 2 people didn't show up, but we had 4 walk-ins. We also had 2 annual sponsors, 1 monthly sponsor and 1 speaker, for a total of 19 attendees.

We have 5 registrants for the June Chapter Meeting.

Charlan received a contract from Hidden Creek for 2018-2020. The cost is increasing a little bit, so Charlan is working with someone at the Crowne Plaza in Herndon to see if they can beat or match the price. She did not add in the AV portion – that can be done later. Once she receives information back from the Crowne Plaza, she will share it with everyone. We might be able to have our August board meeting there to check out how the facility is and how the food is.

**Sponsors:** Ryan Haywood was unable to attend today, but he provided Tricia with the updated sponsor list (see attached).

As of Monday, June 5, we have exceeded our 2017 sponsorship goal by \$650. Our goal is \$5,250 and we have raised \$5,950. We still have one chapter meeting in November to fill, 3 spots for the Fall Seminar (Breakfast, Happy Hour, and 1 Exhibition spot), and the discussion groups.

There was a sponsorship e-mail blast sent out to historic sponsors regarding the remaining opportunities on Tuesday, May 30, 2017. There have been no responses received as of June 5.

Jenn Barbee from AKRON, Inc. would like to be included in our e-mail blasts for the Washington Area Compensation and Benefits Survey. Members receive a copy of the survey results and can attend a sponsored breakfast. The Board agreed to put this in our e-mail blasts.

Employment Enterprises, Inc. requested to provide us with HR-specific blog posts for our e-newsletter or informational blasts. We don't do a newsletter, so this may not work for us. We talked about posting it on LinkedIn. We also talked about adding something in our sponsor agreement letting them know that they can give us educational-only posts to share in LinkedIn. We will also go back to prior sponsors for 2017 and let them know that they can share something.

We talked about letting each sponsor have one educational post a year and the annual sponsor getting one educational post a quarter.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of June 5, 2017:

BB&T Checking – \$1,851.59  
BB&T Savings – \$36,857.96  
PayPal – \$3,681.92

Jennifer sent out the financials to everyone; she has more detail if anyone wants to look at it.

We discussed the budget and decided not to put in anything in there for the discussion group sponsors. We also decided not to do a holiday bazaar.

Income taxes are finalized for 2016.

#### Treasurer Goals

- Maintain Financial Records
  - Review budget monthly and identify any possible cost reductions
  - Make sure files and reports are clear and correct for anyone who wishes to view them at any time
  - Provide monthly Profit and Loss statement and Balance Sheet as soon as the reports are available from the accountant
  - Report Sponsor payments to the VP, Sponsors as soon as I see them
- Bank Accounts
  - Track all accounts to be sure the money is in the best place for accruing interest and be sure there is always enough money in the checking account to cover all payments
  - Be sure all reimbursement checks are written and sent as quickly as possible

The Stair Climb is happening again on September 16 at the Gaylord. Jennifer will send out the information to the Board, and if there is enough interest, she will set up a Dulles SHRM group.

**Programs:** Janine Onorio sent out the April survey; only received 3 responses back. From that survey, people wanted business credits from HRCI.

The May survey went out and she received 5 responses. One response felt that the speaker was a bit egotistical, and didn't like that he didn't raffle off both books (there was some miscommunication on how many books he was raffling off).

The June meeting has been posted. Janine sent information to the panelists, and Mary forwarded the information to one of the panelists.

She is still looking for a speaker for November and has some calls set up over the next few days. Amy sent a message to Mary Kitson to have her send an e-mail to the

mentoring group. Janine will send information to Hannah and Hannah will blast it out to the general interest group. Amy will also contact Leesburg and Prince William to see if they have any suggestions for speakers. Mary mentioned that she has been doing a lot of classes on recruiting with no budget; she will work up a training and might be able to do the November meeting.

**Certification:** Tricia Kleber let us know that we are approved through SHRM and HRCI for the June meeting. Tricia and Linda are working on the August meeting (compensation panel) and will try to get the panel approved for strategic credits. We got the June discussion group approved for SHRM.

**Legislative Liaison:** Meredith Bergeson stated that it is still somewhat quiet on the legislative front. She is brainstorming some ideas to put on LinkedIn to add value besides the chapter meetings. She did check to see if there was a date for the Fall on the Hill; nothing is posted yet.

**Discussion Group:** Laurie Smith introduced Jennifer to the Board. Jennifer is assisting Laurie and is closing the discussion groups while Laurie does the beginning of the groups.

For June, we had 15 people sign up and 13 showed up. The topic seemed very interesting (The Spirit of 1776) and it was at Keller Williams. Tom Galuchi had put up a bunch of posters around the room about the revolution. At no point during the discussion did he mention the revolution. He changed the topic and it was more of a book chat about different issues – anger management techniques, happiness, nutrition.

It was suggested that Laurie/Jennifer follow up with Tom to see why he didn't talk about the topic.

There will be no discussion group July.

For August, Eileen Taylor was supposed to lead the discussion. She seemed confused about the discussion group and the August panel meeting. Laurie will follow up with her to explain that originally we had her signed up for both and see if she can do both. If she can't do the discussion group, Laurie will look to see if Neal Henderson can help out.

The August discussion group will be at the Fairfax Government Center. Laurie did a dry run from Panera to see if their coffee/bagels would work, and she was satisfied with them.

September will be at the Washington Financial Group. October is at Tim Kelly's office. November will be back at the Government Center, and December's will be at Jackson Lewis.

**SHRM Foundation/Community Outreach:** Katt Hancher stated that we are a little bit behind at what we would donate to the SHRM Foundation, due to a lack of people at the

monthly meetings. We're doing okay for Embry Rucker. At the May meeting, we collected \$20 for Embry Rucker and \$8/\$8 for the Foundation 50/50 at the April Meeting. Julie Uno won the Educational certificate. Tricia Kleber won the 50/50 raffle and donated it back to the SHRM Foundation.

Katt met with Melissa from Northern Virginia Family Services. NVFS is looking to do an event on "How to Get and Keep a Job". They are looking at the summer for this event. We might be able to provide some snacks for those attendees. Katt is looking for a date and some volunteers. We can do coffee, bagels and cream cheese. One group can be the resume discussion; one group can be a generalized discussion on interview skills. Mary can put together the presentations and handouts for resume writing, interviewing, and creating LinkedIn profiles.

Katt proposed July 29<sup>th</sup> for the event and will mention it at the June meeting.

Katt also spoke with Karen Duffy, who is part of the Pajama Party. They collect unopened pajamas and books for children at shelters. Katt would like to do a pajama/book drive at the Fall Seminar. Then we would present them at a special function that the Pajama Party sponsors.

**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 is still trying to figure out how to remove it. Amy will e-mail Cindy Snyder to see if she has a password for it.

Hannah sent out 6 e-mails in the past month. The rates varied from between 28 – 38%. The click rates were between 2-9%, with an average around 6%. She sends e-mails out on either Tuesdays or Wednesdays.

Hannah asked about who we should allow into the LinkedIn group. Amy stated that we want local people and those interested in HR.

**Seminar Discussion:** Beth van Burk mentioned that we solidified the Waterford for November 3 for the Fall Seminar. They wanted us to put down a 50% AV deposit, but we will not pay that. The topic is on Risk. The EVP from Lowers will do Threat Assessment. Matt/Meredith will do something on EEOC. We might be able to do a case study on how to address some risk topic and make it interactive. Mary will reach out to Debra Williams to see if she could help. Katt could also lead a session on risk, and will do a discussion group in April 2018.

There is one confirmed sponsor – Akron, Inc. is taking the lunch spot. We are still looking for 3 more sponsors. Beth reached out to Beth Gilley, who will let her know next week if she could be a speaker. We still need some other speakers.

We are looking at providing pens and notebooks. Charlan ordered some binders from another company and will forward that information to Amy. Amy will also look at K&R.

The Strategic meeting will be on Saturday, July 22, at Beth's office. The meeting will be from 9:00 – noon, and then go to a winery (Stone Tower, Dukenny, Bull Run, La Grange) afterwards. Laurie and Tricia will not be able to go. Beth will send out an e-mail to the Board with more information.

**Workforce Diversity:** Mary Roome-Godbolt stated that Eileen Curtis is retiring from the Chamber. They will be organizing an event in the fall on how to behave at a new job, but she doesn't know when that will be. They will be doing be a Mock Interview Day in the spring at Chantilly High School.

**Student Chapter:** Amy Civilikas stated that GMU will be leading the September meeting. Matt is presenting that month.

**Additional Items:** Karen Edmonds (VA State SHRM President) will be attending a meeting at all the chapters. We will see if she can come to the strategy session. If she can't do that, then we would like her to come to the August meeting or the Fall Seminar.

Cox cannot host our board meetings anymore. August might be at Crown Plaza. September is a virtual meeting. October and December are at Hidden Creek. We still need a place for the November meeting.

### **Things to Do Before the Next Meeting:**

**Next Board Meeting:** Live meeting on Monday, August 7 at 6:00 p.m. at the Crown Plaza in Herndon.

Meeting adjourned: **8:04** pm

Respectfully submitted,  
Tricia L. Kleber

Last edited August 2, 2017