

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MARCH 5, 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, Programs - Janine Onorio
6. Vice President, Sponsors – Diana Wilson-Shirley
7. Registration Coordinator – Charlan Cornwell
8. Legislative Liaison – Meredith Bergeson
9. Community Outreach – Mary Khattak
10. Student/Emerging Professional Liaison – Shareem Annan
11. Director, Discussion Group – Laurie Smith
12. Marketing – Erin Moody
13. Past President – Mary Roome-Godbout
14. Past President – Amy Civilikas
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, Membership – Ryan Haywood
2. Vice President, Programs – Nicole Davis
3. Legislative Liaison – Matt Nieman
4. Past President – Linda White

MEETING STARTED – 6:01pm

**Secretary's Report/Minutes:** Tricia Kleber circulated the February 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. Charlan Cornwell seconded the vote. The vote was:

- Approve – 15
- Abstain – 0
- Opposed – 0

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

Tricia also circulated the December 2017 minutes last week and asked for a motion to approve the minutes. Linda White made a motion to accept the minutes as distributed. Beth Van Burk seconded the vote. The vote was:

- Approve – 12
- Abstain – 2
- Opposed –
- No vote – 1

**Treasurer's Reports:** Jennifer Regis reported the following balances as of March 5, 2018:

- BB&T Checking – \$5,902.09
- BB&T Savings – \$28,968.22
- PayPal – \$3,661.38

She sent out the budget last week and asked for feedback on it. Jennifer made some adjustments based on the feedback and resent out the budget today.

Beth had a question about the amount of money that SHRM gives to us. Beth thought it was too low. Jennifer had grouped both National and VA SHRM into one bucket since Jennifer doesn't always know where it is coming from, so it makes more sense to keep them in the same bucket.

Tricia made a motion to approve the budget; Charlan seconded the motion.

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

The budget is approved. Jennifer will send the budget to the accountant, who will start working on the February financials.

**Sponsors:** Diana Wilson-Shirley reported that our meeting sponsor for March is PillieroMazza PLLC.

The October and November spots are still available; the rest of the monthly spots are taken. She would like to get sponsors for the March Membership Mixer and the Spring Seminar. Shareem might have a sponsor for the Spring Seminar. Beth mentioned that Hire Strategy might also want to be a sponsor, so she will connect with someone there. We are looking at some creative ways to use sponsors.

Beth spoke with someone at The Work Institute for speaking potentials at the Spring Seminar, and he might be interested in being a sponsor as well.

The website has been changed where the sponsors are at the top of the page.

**Membership:** Ryan Haywood was not available to attend the meeting.

**Spring Seminar** Rae Duffy stated that the Spring Seminar will be “The Many Hats of HR” on Tuesday, May 22. It will be at the Holiday Inn, where our monthly meetings are. Rae has had some calls with some potential speakers, and she wants to firm that up in the next few weeks. Her goal is to try to get at least 3 business credits, and she will work with Tricia on the write-ups for this.

Charlan asked if there had been any thoughts on giveaways, and Rae stated that she will review the budget more carefully to see what can be done. Charlan has two samples of potential giveaways and will bring them to the March meeting.

She is working with the hotel on some packages for the Happy Hour.

Mary asked if there was anyone for recruiting or compliance; as of now, Rae didn't have anyone in mind. The two of them will have a chat once Rae gets more of the sponsors lined up and can determine what the need is. Beth asked if it made sense to combine recruiting and compliance into one topic, and Mary stated that it did.

Rae would like to get a “save the date” e-mail out as soon as possible. She will get the communication piece over to Hannah/Erin as soon as possible. Amy is working on a logo and will get that to Rae as soon as she can. Diana suggested a photo booth with different hats.

**Registration:** Charlan Cornwell reported that we had 26 registrants for the February meeting. 23 people showed up, plus 4 walk-ins. 3 people paid but did not attend. There were 2 annual sponsors, 1 monthly sponsor and 1 speaker for a total of 31 attendees.

Mary Khattak won the \$100 Certificate.

We have 10 registrants for the March Chapter Meeting.

Janine will put it on LinkedIn and asked that we share it through our networks.

**Programs:** Janine Oronio went over the survey results from the February meeting (see attached).

The programs for the year are:

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

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

Janine was having problems finding speakers for the Performance Management panel, so Kelly Carberry will do the presentation.

**Community Outreach** Mary Khattak will get together with Rae on the Pajama Program for the Spring seminar. She reached out to Emery Rucker to see what they need that we can provide. We might try to do this event in April, but we need to know what sizes they need

Mary Roome-Godbout stated that the Chantilly Job Fair is Saturday, April 7 from 11:00 am – 1:00 pm. There will be 2 workshops, plus 2 tables for resume review. She is waiting to hear back from Bonnie at CHS as to any additional details.

There are other job fairs at other high schools throughout the spring. If someone wants to do other job fairs, Mary can work with connecting people with the high schools. Beth asked Mary to send her a list of other schools who have reached out to Mary.

Beth asked if we wanted to invite chapter members to help with the job fair. Mary loves the idea and would love to get the membership involved. We could even go to the community colleges or the technical schools. Amy stated that we opened it up to members last year, and we did have a few members who volunteered. Mary asked if someone could talk about the event at the March meeting and ask for volunteers.

**Discussion Group:** Laurie Smith stated that we had 28 registrants, and 22 attendees. Luke Conger from BB&G facilitated the discussion. The topic was “HR Technology and the Millennial Workforce”.

The April discussion is on certification, on April 5. Laurie asked if it would be a problem having the Membership Mixer the same week. Beth will talk with Ryan to see if he thought it would be a problem.

The April discussion group will be hosted at Hire Strategy in Reston. Mae from Hire Strategy stated that they will validate the parking. Any attendees would need to download the Reston Town Center Parking app and register their car and put in a credit card. Meredith goes there frequently, and she stated that people would need to enter in the validation code during the parking session so that people’s credit cards would not be charged. Hannah stated that she is not comfortable putting in her credit card and won’t do it. Tricia agreed with Hannah.

Laurie asked if we could have it at Jackson Lewis. Meredith said she would check the calendar and will get back to Laurie on Tuesday. Laurie will let Mae know that we will not be using Hire Strategy.

**Media/Communication:** Hannah introduced Erin Moody to the Board. Hannah is helping Erin get up to speed on what needs to be done. Erin sent out the March blast last week. She will send out another blast with the March meeting, the Membership Mixer, and the Spring Seminar.

Hannah asked about how often she and Erin should get the new member information from Ryan. Rae let them know that she was sending it out once a month, usually after the board meeting. Hannah/Erin will reach out to Ryan and will set up a schedule on when to send it.

Our current statistics are as follows:

Linked-In Group Page = 920 members, which is 1 more than last month  
Facebook – 101 members, which is the same from last month.

**Certification:** Tricia Kleber reported that the October meeting has been approved for general credits from HRCI. HRCI did review our applications and changed the April meeting from general credits to business credits! The June, August and September meetings still need to be approved for both SHRM and HRCI credits.

The discussion groups continue to be approved for SHRM credits.

**Legislative Liaison:** Meredith Bergeson stated that she and Matt are always looking for topics to bring up during the meetings. Mary RG asked about the regulations with OFCCP and persons with disabilities and if that is still on hold. Meredith will check on the status of that. Tricia asked about ACA and if we still have to fill out the forms even though there is no penalty for those not signing up for insurance. Meredith will check on that.

**Student Chapter:** Shareem Annan stated that GMU was starting up an Executive Educational. Shareem would like to re-engage with GMU and get them more involved with us.

Hannah stated that she was at JMU a few weeks ago and stopped in to speak with Laura. Hannah stated that she was excited that JMU was going to partner with us, and Laura said that she was excited as well.

The deadline for the contest was extended to March 17 with JMU since we have not received any submissions. Shareem/Amy are going to reach out to Bridgewater University to see if they want to do it. Hannah asked for a write-up so that she could share it on LinkedIn.

**SHRM Foundation:** Charlan Cornwell stated that we collected \$50 for the 50/50 SHRM Foundation. Susan Stenson won that raffle and was given \$25. We collected \$36 for Embry Rucker.

## **Other Topics**

Beth had some concerns of doing a Strategic Planning Session in the summer and brought it up for discussion. Mary stated that it would be good to have one for a longer-term (maybe a 3-year plan). Would it make sense to do it in August, or would it be better to do it in the fall? The pros are that we get someone to facilitate this for us; it is free; and we will get business credits for it. Beth will send another note out to look at new dates.

Beth brought up the next board meeting. It is scheduled for April 2. Laurie asked if we wanted to change it to April 9, since April 2 is the last day of Spring Break. We will look at using Jackson Lewis. We decided to keep it on April 2.

Beth may not be able to make the March Monthly Meeting; Linda White will step in for Beth.

## **To Do**

Tricia to post December 2017 and February 2018 minutes to the website

Rae to continue working on the Spring Seminar

Mary K to work on Pajama Project for Spring Seminar

Shareem/Amy to reach out to Bridgewater for Student Chapter contest

**Next Board Meeting:** Monday, April 2, 2018 at 6:00 p.m. This meeting will be a live meeting at Jackson Lewis.

Meeting adjourned: 7:18 pm

Respectfully submitted,  
Tricia Kleber

Last edited March 30, 2018