

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MAY 1, 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, Sponsors – Ryan Haywood
9. Director, Discussion Group – Laurie Smith
10. Legislative Liaison – Meredith Bergeson
11. Legislative Liaison – Matt Nieman
12. Director, Social Media & Newsletters – Hannah Nyberg
13. Director, Diversity/Workforce Education – Mary Roome-Godbolt
14. SHRM Foundation Representative – Katt Hancher
15. Student Chapter Liaison and Scholarship Coordinator – Vacant

**Board Members Not in Attendance**

1. Registration Coordinator - Charlan Cornwell

**Meeting called to order:** by Amy Civilikas at 6:03 pm.

**Secretary's Report/Minutes:** Tricia Kleber stated that she circulated the April 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. Mary seconded the vote. The vote was:

- Approve – 13
- Abstain – 1
- Opposed – 0

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

**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 30 – 42%. The click rates were between 5-9%. Normal averages around 6%. 2 e-mails are going out this week – one on the membership mixer (May 2) and one on May events on Thursday, May 4. She is also posting on the LinkedIn group for the upcoming events.

We talked about not posting anymore to Twitter, and with a consensus from the Board, that was okayed.

**Membership:** Rae Duffy reported that we are up to 105 members, which is an increase of 6 from last month.

Membership Mixer – as of the morning of May 1, there are 20 people registered. We need to really push it out to get the attendance up. She estimated that we would have 75 guests, so we need to get it out there. She posted it on LinkedIn, and would like us to also share that. Amy and Linda both send the membership mixer invite to Cindy Parker at GMU to see if there was any interest there.

Amy will send it to **Deron** who is over the District, and he can get it sent out to NOVA SHRM, PW, Leesburg, DC SHRM. Amy sent the invite to Mary Kitson and asked that she share it with the Mentoring Alumni group.

Ryan was able to get Paycom to sponsor the mixer.

The following prizes will be raffled off - \$200 amazon gift card, amazon fire tablet, Amazon Echo Dot. In addition, there are 8 \$25 gift cards that will be raffled off.

15 chapter members are attending the BBG seminar. They will receive 2 HRCI and 2 SHRM credits.

**Registration:** Charlan Cornwell was absent so there was no report.

**Sponsors:** Ryan Haywood provided Tricia with the updated sponsor list (see attached). Paycom is sponsoring the Membership Mixer.

He is working on filling 1 chapter spot for November plus some of the Fall Seminar spots. He is waiting to get a date for the fall seminar before he gets the sponsors for the seminar.

He will also start working on finding a sponsor for the Discussion Group. The only one who has expressed interest was TPS, but we were prefer not to use them.

**Treasurer's Reports:** Jennifer Regis reported the following balances as of May 1, 2017:

BB&T Checking – \$5,788.15  
BB&T Savings – \$36,856.71

PayPal – \$2,387.59

We will revisit the budget in June to see what kind of changes we need to make.

She received a thank you card from Cindy Snyder from what we sent to her for her daughter and passed that around.

She will do the Treasurer goals at the June meeting.

**Programs:** Janine Onorio reported that programs are set for the year, except for November.

She will send out a survey for the April meeting.

The June meeting is a Recruiting panel; she should be receiving the information this week from Mary on the bios for the panel. Once she gets that, she will forward it on to Tricia.

We still need topic for November; Janine will do a pitch for that and the first quarter 2018. She will put something together and send it to Hannah to send out. Janine asked that we all add it to our LinkedIn pages as well.

Nicole Davis has relocated to this area from Washington State, and would like to help out with programs. She will try to join us at the mixer and will join us at the Board meetings/chapter meetings going forward.

**Certification:** Tricia Kleber let us know that we are approved through SHRM and HRCI for the May meeting. She is working with both HRCI to get the October meeting (Shannon Polly) re-approved; we are approved through SHRM.

**Legislative Liaison:** Meredith Bergeson and Matt Nieman. Matt talked about the DC Sick Leave Law – nothing going on yet about that because the first taxes that will go into play for this will be in 2019. Healthcare reform is still unknown, since that didn't get repealed. Over the next 18 months, we will see some changes with both leave and healthcare reform.

We don't see much happening within the first 100 days.

**Discussion Group:** Laurie Smith reported that there were 18 people signed up; 16 people showed up for April. Courtney Nicholson had to back out of the discussion group. Rae offered Michelle Milam to facilitate and she did a wonderful job, and received great feedback.

Since Courtney was unable to facilitate the April group, she would like to facilitate a group in the beginning of 2018.

Rebecca Lloyd is no longer able to help with the Discussion Group. Jennifer Elkinits has offered to help. Laurie will do the work leading up to the meeting; then Jennifer will take over and do the after-work with the meeting.

The topic for the May discussion group is on corporate culture, facilitated by Randy Riley and Mimi Mazarei. There are 19 people signed up for that. It will be held at Jackson Lewis. The topic for the June discussion group is on the Spirit of 1776, and tying it into how people are living longer lifespans and working beyond the life expectancy/ retirement age. Tom Galuchi is the facilitator, and it will be held at the Keller Williams Office in Fairfax.

There will be no discussion group July.

Laurie left a message with Fairfax County Government to see about using their space, but they haven't responded yet. She has tried to get in touch with Fairfax Chamber of Commerce, but they haven't responded. Matt offered Jackson Lewis for when they need it.

Mary offered to lead a discussion group on Talent Acquisition in February of 2018.

Beth suggested having discussion group facilitators included in the programs e-mail.

**SHRM Foundation:** Katt Hancher was not at the April meeting but provided information. We collected \$40 for Embry Rucker and \$13/\$13 for the Foundation 50/50 at the April Meeting. Sandra Smith won the Educational certificate. Darragh Harvey won the 50/50 raffle.

**Student Chapter.** Amy Civilikas sent the membership mixer information to Cindy Parker. Cindy stated that GMU would like to host another meeting for us in the fall. Amy will coordinate with Cindy on when we can do this.

**Seminar Discussion:** Beth van Burk reached out to the Waterford to secure a date for the Fall Seminar. It will be November 3. She will follow up with Jennifer to get the contract signed this week. The cost is \$4,432, but that doesn't include the AV portion (up \$500 from last year). If we use our projector, that might reduce the costs, so Beth will check on that.

Fee includes a Continental breakfast, lunch buffet, afternoon soda break, and the cocktail reception.

Planning committee (Janine, Beth, Mary, Ryan, Linda) has met a few times – theme will be around Risk; looking at Risk management at a global sense. Their next meeting is on May 4.

The Strategic session will be on Saturday, July 22. Laurie and Tricia will not be able to go. Beth offered her office. Mary's complex has a conference room that can be rented

out for \$100. The topics for the session still need to be determined. Amy and Beth will review the notes from the last strategic meeting and see what we still need/want to do.

**Workforce Diversity:** Mary Roome-Godbolt spoke about the recruiting panel – she is just waiting for information from one person before she sends the information to Janine.

Mary is waiting to hear back from Eileen from the Chamber to see if they want to do another session on resume writing/interview skills. Mary talked about having another panel discussion for students on compensation and networking. She would like to reach out to local businesses to see if they can help out with this. We could put something on our LinkedIn page as well.

**Community Sponsor:** Katt met with Northern Virginia Family Services (NVFS) to see if we could help them in any way. She will also talk with Embry Rucker to see if we can do a meal with them. Rae's aunt is the president of the Pajama Party and Rae will put her aunt in touch with Katt if we need another organization to partner with.

## **Goals**

Secretary (Tricia)

- Take minutes at all meetings
- Distribute minutes one week before the board meetings

Certification (Tricia)

- Have all monthly meetings approved by SHRM and HRCI
- Work on getting approval for 1 meeting for business/strategic credits
- Send out certificates within 5 days after the monthly meeting

Meredith is expecting a little girl at the end of July!

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

- Tricia to send to Janine the HRCI Body of Knowledge for strategic credits
- Linda White and Tricia will work on the compensation panel to try to get this approved for strategic credits
- Tricia to send Amy the Strategic Meeting notes

**Next Board Meeting:** In-person meeting on Monday, June 5 at 6:00 p.m. at Jackson Lewis

Meeting adjourned: 7:18 pm

Respectfully submitted,  
Tricia L. Kleber

Last edited May 30, 2017