

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR OCTOBER 2, 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. Vice President, Programs - Janine Onorio
6. Vice President, Sponsors – Ryan Haywood
7. Registration Coordinator - Charlan Cornwell
8. Director, Social Media & Newsletters – Hannah Nyberg
9. SHRM Foundation Representative – Katt Hancher
10. Student Chapter Liaison and Scholarship Coordinator – Vacant

11. Karen Edmonds, President, VA SHRM

Board Members Not in Attendance

1. Treasurer – Jennifer Regis
2. Vice President, Membership – Rae Duffy
3. Vice President, Programs – Nicole Davis
4. Director, Discussion Group – Laurie Smith
5. Director, Discussion Group – Jennifer Elksnitis
6. Legislative Liaison – Matt Nieman
7. Legislative Liaison – Meredith Bergeson
8. Director, Diversity/Workforce Education – Mary Roome-Godbolt

Meeting called to order: by Amy Civilikas at 6:10 p.m.

Karen Edmonds was our special guest. She is the president of VA SHRM. There are 19 chapters in Virginia, with 5 of them in our area. Karen is trying to visit all of them. She stated that she loves the diversity of the chapters and loves learning about us.

Secretary's Report/Minutes: Tricia Kleber stated that she circulated the September minutes via e-mail and asked for any changes/corrections, and made the ones that were sent to her. Tricia asked for a motion to approve the minutes. Ryan made a motion to accept the minutes as distributed. Charlan seconded the vote. The vote was:

- Approve – 10
- Abstain – 0
- Opposed – 0

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

Membership: Rae Duffy was absent but she reported that we are up to 135 members, which is an increase of 3 from last month.

Amy mentioned that our members have not been attending the monthly meetings like they used to. Karen stated that is common with all the chapters. She even stated that the state conference wasn't as well attended as it used to be. One reason is that companies don't pay for membership/meetings/seminars like they used to. Amy asked Karen if during her travels she ran across any unique ideas for increasing membership. Karen talked about a few ideas that she heard:

- Offering a 15-month membership for the price of a yearly membership
- Doing something for the at-large members
- Hosting a membership mixer
- Panels
- Happy hours with sponsors who provide a 30-minute talk
- Charlottesville does some impromptu get-togethers

Registration: Charlan Cornwell reported that we had 46 registrants for the September meeting. 40 people showed up; 9 payees did not attend, and 3 were walk-ins. There were 2 annual sponsors, 2 monthly sponsors for a total of 43 attendees. The monthly sponsors did not show up for the meeting.

We have 6 registrants for the October Chapter Meeting.

The pricing for the Holiday Inn did not include AV. However, they do not want to lose our business. We can look at purchasing a projector and screen for cost that 1 meeting would be. The Holiday Inn said that they would keep the projector and screen there for us.

Janine had her boyfriend look at the computer and he noticed that no updates had been done. The computer is 3 years old, but there have been problems with it since the beginning. But that is likely the reason that the projector isn't working, since it worked on Amy's computer. Therefore, we can rule out purchasing a new projector. Katt mentioned that she has a screen that she doesn't use at all and she would donate it to the chapter. She will bring it to the October meeting and see if it will work. Charlan will talk to the Holiday Inn to see if they will throw in the use of a microphone for free.

Sponsors: Ryan Haywood provided Tricia with the updated sponsor list (see attached).

We still have 1 outstanding payment for 2017 – Potomac River Running. Ryan has been trying to get the payment for quite some time, and he will pull the plug if they don't pay it soon. Jennifer will let Ryan know if it shows up.

Ryan will talk with Hector Velez at Vector Talent Resources to see if they might be interested in being a sponsor for us.

Treasurer's Reports: Jennifer Regis reported the following balances as of October 2, 2017:

BB&T Checking – \$2,493.15
BB&T Savings – \$36,962.89
PayPal – \$3,528.84

Jennifer will move \$3,000 from the PayPal account into the checking account today. She also is cutting a check for the 2017 mentor program (3 participants) and for the Q3 SHRM Foundation donations (\$458).

Programs: Janine Onorio let us know that we received 20 responses to the paper survey from the September meeting. Tricia requested that there be more surveys on the table since not everyone was able to take it. The feedback from the surveys is that most people used the e-mail blasts as a reminder of the meetings, then the website. They liked Matt's talk. They would like more internship opportunities at meetings.

The meeting schedule is full through May 2018:

- October – Acting 'As If': How to Gain Confidence and Presence by Using Your Strengths
- November – Recruiting on a Dime
- December – no meeting
- January – Engagement Survey data
- February – Red & Green Zone Thinking
- March – Career Development
- April – Aligning HR Strategy and Business Strategy
- May – FMLA/ADA/WC – Bermuda Triangle

Legislative Liaison: Matt Neiman was absent so there was no report

Certification: Tricia Kleber let us know that we are approved through SHRM and HRCI for the October meeting. In addition, we are approved through SHRM for 2 credits for the October discussion group. For November, we are still waiting on Mary's information to submit that to SHRM and HRCI. We are approved for SHRM credits for the November and December discussion group. Tricia submitted the discussion group for December to HRCI and was able to get that approved as well.

For the fall seminar, Amy wrote up the presentation that she and Mary are doing on Business Continuity Planning. That has been approved for 1 SHRM credit, and we're waiting to see if HRCI will approve it for 1 business credit. Two other presentations (Social Media Risks and The Active Assailant) have been approved through SHRM, and we are still waiting on HRCI's approval.

Discussion Group: Laurie Smith was absent but Hannah Nyberg stated that for the October group, we have 25 people registered. The topic is a panel on cultivating culture.

SHRM Foundation/Community Outreach: Katt Hancher reported that we collected \$64 for Embry Rucker and \$32 for the 50/50 raffle, with \$16 going to the SHRM Foundation. Marie Luzette Batu won the 50/50 raffle.

The Pajama Project will be on Thursday, November 16, with a set-up time of 6:00 pm and a start time of 6:30 pm. Katt would like to know who would like to participate – they would have to undergo a quick background check. In addition, if anyone would like to donate books and pajamas (up to age 18), they can be brought to the October meeting, the Fall Seminar, or the November meeting. In addition to reading stories to the kids, they will be serving semi-healthy snacks. Karen Duffy from the Pajama Project will speak at the October meeting and the Fall Seminar about this cause.

Media/Communication: Hannah Nyberg reported that our current statistics are as follows:

Facebook = 97 members
Linked-In Group Page = 907 members,
General Interest E-mail List – 678 people

Hannah sent out 5 e-mails in the past month. The open rates averaged 22-28%. The click rates were between 11-21%, which is the highest they've been for all e-mails.

Seminar Discussion: Beth van Burk stated that she was finalizing all the speakers forms to submit to Tricia for SHRM/HRCI credits. Janine will put together some blurbs to go out to the members. The registration button needs to be opened so people can start registering.

Workforce/Diversity: Mary Roome-Godbolt was absent so there was no report.

Student Chapter: Amy Civilikas stated that she spoke with Cindy Parker. George Mason is looking to start offering an undergraduate degree in Human Resources, or a minor degree in Human Resources. This might help us get some more participation with the active chapter.

Amy also mentioned that Will Wong had donated his accommodations package for the 2018 VA SHRM State Conference. Amy, Charlan, Ryan and Tricia will be on the committee to determine who will win the accommodations and will present it at the November or January meeting.

Outstanding

- Beth to research computers and send a message to Board members
- Tricia to send Discussion Group certificate to Laurie Smith

UPDATE

Beth researched 3 different computers and sent out an e-mail about the one that she felt would be the best for us. Ryan made a motion to approve Beth's choice; Charlan seconded the motion. 12 people voted for the computer and 3 people abstained from the vote.

Next Board Meeting: Virtual Meeting, Monday, November 6 at 6:00 p.m.

Meeting adjourned: 8:16 pm

Respectfully submitted,
Tricia L. Kleber

Last edited October 30, 2017