**DULLES SHRM BOARD OF DIRECTORS**

**MEETING MINUTES FOR JANUARY 2013**

**Board Members Present: (14)** Carolyn Bouldin, Cassie Ferrari, Cindy Snyder, Courtney Nicholson, Jennifer Regis, Joe Sherrier, Linda Caporaletti, Linda White, Mary Roome-Godbolt, Matt Nieman, Tim Kelly, Katie Scullion, Brook Carlon, Amy Civilikas

On the Phone: (1) Vince Pascarella (only for sponsorship details)

**Board Members Absent:(2)** Wistaria Kigger, not on 2013 Board

**Meeting called to order:** 6:03 pm by Joe Sherrier, Time keeper: Mary Roome-Godbolt

**Secretary’s Report/Minutes:** December 2012 meeting notes will be emailed out next week for vote. Badges are currently being checked for errors by board members. Sarah is getting a quote on pricing.

**President Review/Updates:**

IT Outsourcing Proposal draft of proposal was passed out. It listed duties and responsibilities. Joe Sherrier will be sending it out electronically. Would like vote on proposal before next board meeting. All should reply with any suggestions. Matt Nieman suggested reducing the proposal so it reads with less detail. Joe Sherrier and Matt Nieman will talk offline. Brook Carlon suggested in making sure the proposal is only for a term, so if Dulles wants to change tools/website we are able to get out of the contract.

Big item in 2013: Joe Sherrier suggested having a very well-known speaker or training session that will lead to a certification. He would like to move on reaching out to major authors or trainers. Courtney Nicholson and Mary Roome-Godbolt (and Linda Caporaletti) volunteered to spearhead the initiative. They will come up with ideas and propose to board in Feb.

**Membership:** Brook Carlon and Courtney Nicholson were able to meet and start their goals.

Courtney is auditing the chapter list of people that are members but do not have Dulles as their home chapter with National SHRM. Joe Sherrier discussed NOVA’s membership referral program so that the Board is aware. Joe Sherrier suggested doing a networking event on the Thursday prior to Memorial Day. Brook Carlon and Courtney Nicholson will check with Hidden Creek on their calendar to see what dates are available.

**Treasurer’s Reports**:

Tim Kelly gave a rundown of Dulles’ current accounts:

Checking account: $32,772

Savings account:$33,952

Paypal account:$4,833

Paid Eileen Taylor $2000 for fall seminar, paid December board meeting $1,846 to Hidden Creek, D&D Insurance $1,018. Patty Hattleberg, our outsourced accountant will be paying the taxes and continues to do a great job. Joe and Tim will send out budget drafts for each member to review and update. . They would like to have approved finalized 2013 budget by early March.

**Registration**: Jennifer Regis stated that there are 26 registered for the January 16 meeting. Kelley Ridge has expressed interest in being the Assistant Registration Coordinator. A motion was made by Jennifer Regis to add Kelley Ridge as a new board member, Assistant Registration Coordinator. Linda Caporaletti. Second the motion. Vote was recorded as:

* In Favor: 14
* Abstain: 0
* Opposed: 0
* Motion passes

Beth Gilley will assist with getting badges ready for Jan meeting before transitioning to Kelley Ridge.

**Programs:** Linda White stated thatall the program speakers for 2013 are set. January’s topic is Executive Leadership and Coaching by Kristin Mann.

Linda White’s goals for 2013:

1. Look for new types of speakers and possibly formats for 2014

2. Integrating speakers into the chapter after they speak through blog posts or having them attend meetings throughout the year to stay engaged

3. She will work on some type of seminar

Linda White will send out the 2013 speakers for the year to the board and post them on the website.

**Sponsors:?** Vince Pascarella reported that an Annual Sponsor, USI has been secured. The following monthly sponsors have also been confirmed with payment: January (platinum), Feb (Gold), April (Gold) and May(Gold)**.** Vince Pascarella expressed that he is still looking for March’s sponsor and asked if the board knows anyone who is interested, to please let him know. He is willing to cold call past sponsors. He has two potentials for March and June.

2013 Goals:

1. 20% higher revenue than what was achieved last year. His 2013 goal is $6,000, but hoping to exceed that. He will do this by encouraging sponsorship by committing to Platinum level. He suggested that the Board make the Platinum level the only exclusive sponsorship level. It was decided that the topic would be discussed later.
2. Increase value to sponsorship through creative means.
3. He is also thinking about creating a survey for past sponsors to solicit what is the best benefit of sponsoring. From the survey maybe identifying if Dulles could charge more for sponsorship.

Matt Nieman suggested that maybe we start having sponsors for the networking events, maybe drinks or prizes.

**Certification:** Amy Civilikas discussed her achievements for 2012. She met all of her goals.

Goals for 2013:

1. HRCI Recertification Credit Approval:
   1. Receive credit for all 11 chapter meetings
   2. Receive Business Management & Strategy Credit for 4 of the 11 meetings
   3. All meetings approved in advance to allow for advertising “approved for credit” meetings
2. Fall Study Group
   1. Secure location for meetings. Marymount Reston has offered space to Dulles SHRM for 2013 Fall Study Group.
   2. 15 Participants complete the group
   3. Partner with local chapters, Marymount and Mentoring Network to advertise the group beginning June 2013
3. Partnership
   1. Work with NOVA SHRM to share study group opportunities. Shermetra Washington has offered to partner with Dulles SHRM to explore connecting those seeking informal study groups and spreading the word about the 2013 Fall Study Group.
   2. Offer to partner with Marymount Reston on any Speaker Series they may be offering in 2013

Amy Civilikas believes she can secure the same instructor as last year’s Study Group. Amy Civilikas will be following up.

**Discussion Group**: Wistaria Krigger was absent. In her absence, Joe Sherrier stated that the first discussion group of the year will be held on Thursday, Jan. 10. The topic is to review the October Happiness at Work Survey.

**Legislative:** Matt Nieman stated his 2013 Goals as follows:

1. 5 participants for Inside the beltway –needs to pick a date
2. Provide a monthly legislative update via newsletter and social media
3. Monthly “Minute with Matt”

**SHRM Foundation:** Joe Sherrier and Katie Scullion will get together to discuss 2013 goals and the role of this position on the board.

**Diversity/Workforce Development:** Joe Sherrier and Carolyn Bouldin will get together to discuss 2013 goals and the role of this position on the board. 2013 Focus will be Military in the workforce. Mary asked if we would like to set up a table to at Veterans job fair to help vets with resumes and interviewing tips.

**Students:** Cassie Ferrari discussed transition with Neal, 2012 board member. She hopes that the GMU and Marymount Student Presidents will attend the January Chapter. She will also meet with Joe Sherrier to discuss 2013 goals.

**Next Board Meeting:** Goals will be presented by: Membership, workforce, foundation, student, and treasury

**Food:** Joe Sherrier,

**Meeting adjourned: 7:25pm**

Respectfully submitted,

Sarah Bowman

As of January 8, 2013