

**Dulles SHRM
Board of Directors Meeting
April 13, 2009**

PRESENT: Caporaletti-Hoyt, Linda; Cower, Sarah; Geib, Janet; Gregory, Joseph; Henderson, Denise; Kelly, Tim; Labman, Brandon; Loison, Cindy; Lourenco, Amy; Nastelli, John; Roome-Godbolt, Mary; Sherrier, Joe; Ward, Roxanne; Winter, Keli

ABSENT: Buchholz, Teresa; Kaiser, Evelyn; Milam, Michelle; VanBurk, Beth

The meeting was called to order at 6:03 pm.

Minutes: Mary made a motion, seconded by Linda, to approve the March minutes; the motion was passed unanimously.

Treasurer's Report: The checkbook balance as of April 5th was \$18,783.67. Eileen Taylor's check for \$1,800 cleared. Amy asked about the A/V charges for the hotel. They average approximately \$170 per meeting, which is cheap compared to other facilities that were considered.

Registration: There are 74 confirmed attendees for the April chapter meeting.

Programs: March speaker Robyn Richenbach's average ratings were knowledgeability 4.6, dynamism 4.8, and usefulness 4.4.

Membership: We have 278 members as of March 31, including 15 new members in March. We've had 43 new members join since December 2008 and 38 renewals.

Roxanne spoke about a joint membership event with NoVA SHRM & DC NAAHR scheduled for May 7th. She thanked everyone for voting by mail to financially support this event. We agreed to contribute \$250, the cost not including food. They are still working on getting sponsors. The event is being held at Westwood Country Club. The event is \$10 if you attend alone, but free if you bring another HR professional.

Student Chapter Liaison: Brandon wasn't sure who attended the state HR Games in March. Several folks (including Linda, her husband, Michelle, Denise and Denise's Dad, & Brandon) are attending the event in April. There will be carpooling available.

Spring Seminar: Sarah reported on the event. Projected expenses are \$5984, while projected income is \$7575. All copies have been made for the registration packets, and she already has the tote bags and books. Several folks offered to help her put them together, but she said she's OK assembling them herself. She has received presentations from all of the speakers. We spoke briefly about taking photos at the event to send to SHRM National. Cindy mentioned that releases were needed to do this. Also, Sarah asked to remember to make a check payable to the SHRM Foundation on behalf of Barbara Mitchell (what she asked for instead of a speaking fee).

There are 3 sponsors lined up for the event, for all parts except the reception. A lead was only interested in table-top items; Mary will pass their info along to Roxanne for follow-up for the 5/7 event.

Legislative: The Day Inside the Beltway is scheduled for Wednesday, May 6th. John indicated that he has 5 RSVPs so far. Denise reminded him to check e-mail as some responded that way. Reston Limo will be providing transportation and we are trying to get them to sponsor by paying some/all of cost. We have been marketing the event to other chapters including Leesburg and will announce it again at Wednesday's meeting. Who signs up will determine where the bus meets. All participants must provide name & address so that they can be paired with the right representative. We need to have final numbers by next Monday.

Helios Awards: We have two free tickets and the cost is \$75 for each additional ticket. It was decided that Keli and Roxanne will attend. We decided not to spend additional money on more tickets, but rather to spend this money elsewhere.

Membership Survey: Roxanne thanked everyone for feedback on the membership survey. There were some additional comments made. There was unanimous approval for the survey as annotated. She will try to get it out as soon as possible (since we have typically conducted these surveys in March or April because they guide us in programming for the coming year). Roxanne will let us know the date.

Communications Director: Denise reported that this position is still open. Members that have expressed interest have been scared off by the time commitment required. Others did want to be on a committee, but not be a director. We talked about outsourcing the communications task. We have had a webmaster in the past, but the issues have & continue to be with content not technology (making it less amenable to outsourcing). The NoVA Chapter has a part-time administrator (that they pay on a hourly rate), but also have a committee that works on communications (versus one volunteer with primary responsibility).

We spoke at length about the newsletter. A lot of Denise's time is spent requesting info, following up on info not received, or writing stuff from scratch. There is basic info that should be in each issue (programs, sponsorship, discussion group, student chapter, Foundation [which can be directly from SHRM National's site], legislation. The deadline for submissions is the Wednesday before the end of the month. We utilized articles from a variety of sources, including other Chapters (particularly those in other parts of the country). We do not pay for articles, but some authors request a byline as "payment" -- we think that's OK for educational articles.

We discussed whether the newsletter was even read (now that it is electronic only) and, if so, was it perceived as valuable. (We discussed adding the following questions about the newsletter to the survey: Do you read it? How often do you read it? Do you find it useful/valuable? Would bi-monthly or quarterly suffice?) There is a lot of duplication from the website to the newsletter which may make it less useful (especially since we don't do hardcopies anymore). In terms of time, if Denise doesn't have to do a lot of editing/writing, it takes her 4-5 hours per month. Denise reiterated that many roles have the responsibility to keep the content of the website up-to-date (although the communications person does the actual update of the site). It's important for future Board members to take ownership of the communications responsibilities that go with their positions. It was suggested that this be added to job descriptions.

Succession planning: Linda distributed a brief questionnaire on Board transition. This will be e-mailed along with a copy of your job description. Please provide your answers to these questions as well as any revisions necessary to your job description by the next meeting.

Miscellaneous

Upcoming events: 4/23 Spring Seminar, 4/24 State Council meeting in Harrisonburg, 10/4 State Conference in VA Beach.

Keli will bring food for May meeting

June Board meeting needs a host as Mary will be out of town. Tim volunteered his office - BB&T near Fair Oaks. [At a later date, it was discovered that Tim is unable to host and another volunteer is sought.]

Special projects were discussed, including a Fall seminar. Given the economy, we thought it might be too soon to pursue this. In addition, the state conference is in October. We talked about the desirability of offering things that are pre-approved for strategic credits. Joseph indicated that this is VERY HARD to get from HRCI. All parts of an event must be strategic, not just some. He will bring a handbook that has samples of things that have been pre-approved for strategic credits. Especially for a strategic event, there are several chapters that would be willing to team with us.

We talked about recognizing members who certify. Joseph will be asking our certification course attendees to self-identify.

Roxanne spoke of an HRLF event on 4/17 with a presentation by Dave Ulrich. We gave the OK to promote this event at our upcoming Chapter meeting.

SHRM Foundation: Joe wants to be able to say that 100% of the Board has made a commitment to support. He collected forms to that effect.

John mentioned an event on 5/14 open to CEOs, CFOs, & Heads of HR -- part legislative update (on the state of healthcare) and part focused on wellness & productivity programs. See our website's page for non-SHRM events for more details.

The meeting adjourned at 7:38 pm

Respectfully submitted,

Amy L. Lourenco, SPHR
Secretary