

**Dulles SHRM
Board of Directors Meeting
August 10, 2009
Cox Communications**

PRESENT: Caporaletti-Hoyt, Linda; Gregory, Joseph; Henderson, Denise; Loison, Cindy; Roome-Godbolt, Mary; Sherrier, Joe; Ward, Roxanne; Winter, Keli; Buchholz, Teresa; Milam, Michelle; Sevin, Tobin

ABSENT: Kaiser, Evelyn; VanBurk, Beth; Cower, Sarah; Geib, Janet; Kelly, Tim; Labman, Brandon; Nastelli, John; Lourenco, Amy; Juraschek, Dan

The meeting was called to order at 6:10 pm.

Minutes: Keli made a motion, seconded by Joseph, to approve the June minutes; 13 passed, one abstained.

Treasurer's Report: The checkbook balance as of August 4th was \$24,853.45. There is still about \$600 outstanding from the State Conference that will need to be paid.

Changes to Budget: Awards Sponsorship should be a line item under Education. Board is looking for solid numbers on the meeting attendance actually collected. If you have questions about the Budget, please submit to Tim Kelly and cc: Denise and Linda.

Registration: There are 20 confirmed attendees for the August chapter meeting. Summer is slow and we're expecting about 35 total to attend.

Programs: July's speaker average ratings were knowledgeability 4.0, dynamism 3.1, and usefulness 3.0. Keli has created a Speaker Selection Form and Chapter Meeting Program Guidelines sheet to prep speakers for future meetings. The Alzheimer's Association is putting on an event November 12th and wants Dulles SHRM to serve as a partner for the 2009 focus group they are doing. Joseph enthusiastically offered to help try to get the program certified for HRCI credits. Linda made a motion to partner with the AA and Mary seconded. Passed with a caveat from Denise that recertification credits are not guaranteed and banner space on the front page of the Dulles SHRM website is not available.

Membership Survey Review: Received a 38% response ratio on Membership survey and passed out result copies to President, VP of Programs, and newsletter editor to begin planning for 2010 programs and media.

Membership: Numbers of members has been corrected. Q1 we had 142 members, Q2 we had 187 members and at the end of July we were up to 219 members. We've only had 3 new members in July but it's being attributed to the summer slump. At the State Chapter meeting, out of 20 chapters, Dulles SHRM is #1 for grown in 2009 with a 9.8% total growth. The 2nd Membership drive is set to begin end of Sept/Oct and will be a mailer or something from constant contact sent out to everyone on the mailer/mailer list.

Legislative: No update, not in attendance.

Communications Director - Media: Goal is to get the newsletter out to membership by 1st Wednesday of every month, but so far it has gone out around the 2nd to 3rd Wednesday monthly. Tobin is always looking for content for the newsletter, so please submit fresh articles, information and events to him.

Student Chapter Liaison: Brandon met with the NOVA & Leesburg chapters in July to develop a plan of action to get more student involvement with the chapters, and more chapter involvement with the students. Brandon will provide a detailed plan at the next meeting. (Not in attendance tonight). Brandon will also provide an update on the Dulles SHRM Scholarship. Committee – two volunteered – Linda and Mary to assist on committee.

At the 7/31 VA State Council Meeting, Liberty University spoke about how they got involved with their SHRM chapter.

Board Retreat: 25-26 board members and significant others are participating. Dulles SHRM to pay for transportation, and participants will pay for their own wine and lunch. The agenda for the winery trip was sent out via email showing the group going to two vineyards during the day. Linda made a motion for the chapter to pay for the bus, Teresa seconded, all in attendance were ayes, one opposed via email.

Succession planning: Linda will have the “willingness to serve” form redistributed as we haven’t received updated forms from board members who still want to participate next year, as well as looking for new participants for those board members that are leaving.

Miscellaneous

- **Hotel Contract** – Mary, Linda and Keli have been site shopping for a new location for chapter meetings. They visited the Sheraton in Reston again, the Dulles Holiday Inn (they were very impressed with the décor, food and the new chef) . Mary suggested the next board meeting be at the Holiday Inn to test it out for future meetings. They will also look into the Reston Town Center Hyatt as a 3rd choice as Reston seems fairly central for our membership.
- **State Council meeting was held July 31st at Liberty University.** Linda, Denise, Roxanne and Keli attended. They got some new ideas about speakers, and learned about setting up a virtual SHRM chapter. Directors each went through their reports. Denise reported on Dulles SHRM activities and the State Conference was discussed.
- **VA State Conference** – October 4-6th. Denise is definitely going and Michelle and Keli may also attend.
- Roxanne to speak at August chapter meeting regarding membership with SHRM
- **Goals and Updates due:**
 - September – Sponsorship, Secretary, Registration, Legislative and Discussion Group updates
 - October – Membership, Treasurer, Student Liaison & Programs
 - November – Certification, Web, Media, SHRM Foundation & Diversity
 - December – Transition meeting and Holiday Party
- **Tasks/Goals/Ideas as provided by Denise (*some of these were provided at transition meeting*):**
 - All: Please look at the website and determine if there is anything that needs to be added or taken off and let Dan know.
 - All: Invite your friends and business contacts to the monthly meetings.

- All: Please be sure to spread out at the chapter meetings, try not to sit with a bunch of the board members at the meetings, so you're talking to the membership.
- Web need:
 - Compile usernames, passwords provide to President/President Elect
 - Establish submission deadlines and turnaround times for the website.
 - Update the logos on all the pages (Denise will assist)
 - Awards Page (Denise will do)
 - Membership Benefit page (Denise will work with Membership and do)
 - Add LinkedIn/Facebook links to site (Denise will do)
- Legislative idea:
 - Denise suggested a letter writing campaign to get some elected officials interested in attending our meetings.
 - What are updates that can go on the site and newsletter?
 - Has any senator/congressman/mayor/etc. been invited to the meeting?
- Sponsorships:
 - Review sponsorship opportunities. Are the options in line with who we are and what we want to provide members and sponsors?
- Media:
 - Assist web with articles for the website.
- Membership:
 - Team with military transition programs, and active members
 - Value of membership (work with Denise for website)
 - Membership proposition statement (work with Denise for website)
 - Update the membership orientation PowerPoint on the website
- Past President:
 - Review Bylaws – update?
- Secretary:
 - D&O type insurance protection – can you research and get back to Pres/Pres-Elect by September or October board meeting?
- Treasurer:
 - What is cost to have books audited by outside firm?
 - Can you contact student chapter or college to have it as a project where accounting majors audit the books?
 - What is cost of bonding the treasurer?
 - Status of bank letter for PayPal contact info?

The meeting adjourned at 8:20 pm

Respectfully submitted,

Michelle Milam, PHR
Stand in for Amy Lourenco, SPHR, Secretary