

**DULLES SHRM
2008-2009 TRANSITION BOARD MEETING
SHERATON RESTON
DECEMBER 8, 2008**

2008/2009 Board Members Present:

John Nastelli, Teri Sellars, Christopher Schaffer, Tim Kelly, Linda Caporaletti-Hoyt, Joseph Gregory, Beth vanBurk, Judy Carter, Chas Sumser, Evelyn Kaiser, Mary Roome-Godbolt, Keli Winter, Sarah Cower, Roxanne Ward, Michelle Milam, Janet Geib, Brandon Labman, Jamey McNamara, Denise Henderson

2008/2009 Board Members Absent:

Joe Sherrier, Amy Lourenco, Nidhi Kanungo, Teresa Buchholz, Mary Saily

Introductions/General Discussion:

Denise introduced herself as the 2009 Board President and asked each Board Member to introduce him or her self.

Some general notes about Board Meetings for 2009:

Reports need to be sent out at least one day before the monthly Board Meeting. If you cannot send the reports at least one day in advance, please bring copies for everyone. Board meetings will be held at Cox Communications in 2009. Members should arrive by 6:00 PM. Mary Roome-Godbolt explained that the entrance is at the back of the building. Amy will send out approved minutes within two weeks of the meeting. If you have corrections, you need to provide them to her within one week of receipt. Tim will provide Treasury reports for every meeting. Meetings need to stay on schedule; there will be a timekeeper. Please try to make every board meeting if you can; there will be a conference line set up for those who need to participate by phone.

Denise asked Mary Roome-Godbolt to distribute two handouts - a general overview of the Board and the by-laws.

More general notes: We rotate who brings meals. Please RSVP when Denise sends out the request and let us know if you have food restrictions (allergies, vegetarian, vegan, etc.).

Board Duties – you are encouraged to bring your ideas, you should participate at Board and Chapter meetings, meet your deadlines, and you must follow the by-laws. Please ensure that there is a Board member at every table at Chapter meetings.

The deadline for the newsletter is the last Wednesday of the month. December's deadline is the 31st. In January, Virginia SHRM State Council is hosting a conference and our newsletter will be showcased. Please contribute to the January newsletter.

Denise went through the Volunteer Leader Quick Facts handout. Denise encouraged everyone to take advantage of the VLRC web casts and conference calls for information on Board positions.

Denise briefly explained the SHRM structure.

Spring Seminar:

Sarah gave an overview of the Spring Seminar, which will be held at Hidden Creek Country Club on April 23, 2009. Sarah asked for volunteers for the Program committee – John Nastelli volunteered. Sarah asked for volunteers for the Sponsorship committee. Beth vanBurk volunteered. Sarah said that Christopher will be heading up the marketing committee. The cost to attend will be \$125 for the entire day, which includes three meals and will provide 7 recertification credit hours.

Vote:

The 2009 Board needs to vote on purchasing another laptop. Discussion was held about how much to allot for the laptop. Mary Roome-Godbolt moved that \$700 be approved to purchase the laptop. John Nastelli seconded the motion. Christopher will make the purchase, with possible assistance from Mary. The motion was passed unanimously.

Upcoming Activities/Significant Dates:

The Chapter Achievement Plan is due December 31.

Goals presentations need to happen over the first quarter. Denise suggested the following schedule but said if someone cannot present on this schedule, just let her know. January meeting: Treasurer, Membership, Diversity Workforce Education, Registration. February meeting: SHRM Foundation, Certification, Legislative, and Sponsors. March: Student Liaison, Programs, Communications, and Discussion Groups.

Denise's goal "wish list" includes the following:

- Increasing our membership from 240 to 300+
- Increasing our involvement with legislative affairs and with other chapters – the Fredericksburg chapter wants to team with us. Suggestions include letter writing, day inside the Beltway, visit to Richmond, more contact with local politicians, inviting politicians to speak at our meetings/seminars.
- Continuing to advance the profession and serve the professional – but also increasing how we give to the community, not just financially.
- We could work on educating schools and businesses, enhancing our volunteer/outreach programs: Joining Chamber of Commerce, Developing toolkits for members, Developing a resource to hand out to people who are unemployed, Developing or assisting NPO/NGO with HR needs
- SHRM Foundation Campaign
- Sponsoring a GPHR certification course
- Pinnacle submission, be focused, bigger and better next time
- Senior HR Professionals seminar
- Better member recognition and offerings/recognizing volunteerism in our chapter
- Better volunteer leadership recognition and benefits: possibility of lowering fees for Board Members, reduced fees for longtime Chapter members
- More sponsorship opportunities and benefits for sponsors
- Extend terms for some Board positions?
- Enhancing job and resume posting on our website
- Working with other chapters, Fredericksburg, Leesburg, we should invite them to Spring Seminar
- Making our website 508(c) compliant
- Developing an area within Dulles for International HR practitioners

Vote:

Sarah made a motion to continue the \$100 monthly education certificate giveaway at chapter meetings. Linda seconded, Motion passed.

Denise asked each Board Member to pair off with incoming Board members, if possible, to talk about the transition.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Teri Sellars, SPHR
2008 Secretary