

DULLES SHRM BOARD of DIRECTORS MEETING JANUARY 12, 2009

Board Members Present:

Amy Lourenco, Beth vanBurk, Brandon Labman, Denise Henderson, Evelyn Kaiser, Joe Sherrier, Joseph Gregory, Keli Winter, Linda Caporaletti-Hoyt, Mary Roome-Godbolt, Michelle Milam, Roxanne Ward, Sarah Cower, Teresa Buchholz, Tim Kelly

Board Members Absent: Janet Geib, John Nastelli

The meeting was called to order at 6:08 pm.

Mary discussed the facilities at Cox. The phone is on the wall so call-ins will probably not be particularly successful. There is a water dispenser and folks are encouraged to support Cox's efforts towards conservation by bringing in their own cups or bottles to use. There is also free coffee, tea, and hot chocolate available, as well as vending machines and a microwave. THANK YOU Mary for enabling us to use your well-appointed space!

Denise announced that Christopher Schaffer has resigned as Communications Director. She acknowledged his hard work on behalf of the Chapter. He will be getting the newsletter out this week before he formally turns over the duties to Denise. The vacancy will be announced on our website, SHRM National's website, and at our next Chapter meeting.

Minutes – Linda moved and Teresa seconded the approval of the minutes from December 8, 2008 transition meeting. They were approved unanimously.

Treasurer's Report – The checkbook balance as of 1/4/09 was \$13,238.91. The payment from ROCS, our annual sponsor, has not been received yet.

Registration – Mary and Beth met with the catering folks at the Hyatt. They've indicated that we need to have our final meeting attendee numbers in by Friday; however, we'll be asking them if Monday morning is OK instead. The cost of the wireless microphone and speakers is approximately \$100. We will be using their screen and our projector. We will have a separate networking space across from the ballrooms that are used for dinner. They have wireless capability so we can use our laptop to show a presentation if we'd like.

We briefly touched on the Ambassador program. Board members are often too busy with other duties at the meetings to spend time with new attendees. The idea was posed to ask non-Board long-standing members to be Ambassadors.

Budget – Tim presented the 2008 income statement and acknowledged the excellent job that Tina did last year. She used Quicken and he wondered how best to access her data. It was suggested that Miscellaneous be further broken down, especially when \$1,300 of this was for one item (the business partner fair). We confirmed that there is no petty cash.

Tim presented the budget and discussion included:

- The fee for the study group facilitator is based on the pass rate; therefore, the 2008 pass rate determines what we'll be spending in 2009. We do have materials that we purchased last year but didn't use. In addition, we already have the new facilitator guide.
- Membership issues – there were approximately 40 folks who “joined” in December but never paid. 236 actually paid (are considered officially members). Historically our membership numbers are up; however, in 2008, they went down. We are budgeting for 270 members at \$30. 187 is shown as actual number for 2008; this doesn't include folks who joined/paid in November & December. We will be auditing to ensure accuracy.
- Sponsors -- \$4500 budgeted; we already have an annual sponsor and gold sponsors for five months.
- Suggested increasing line 1070 (SHRM financial support) to \$6,500
- Need to accurately reflect annual holiday party expenses & income as separate from regular monthly meetings due to difference in cost. Therefore, decrease line 1010 to reflect only 11 meetings, increase line 1011 to reflect approximately 60 attendees, and increase line 2011 to \$4,000.
- How much should we have in the bank? We were encouraged to think of special projects. Send your “wishlist” to Amy.

Membership – There are 237 members. Roxanne and Michelle presented their ideas. The minimum growth expected is 3% for the CAP. They'll be working on data organization issues (auditing primary chapter designations for each member, partnering with Tim to cross reference the paid membership list with National's data, determining who hasn't renewed & invite them back). They'll also be inviting volunteers to be on a membership committee and asking those folks to connect with prospective members. They hope to work with Registration to assess member attendance (or lack of) and send mailers or e-mails to at-large members. In addition, they'd like to share the table with registration so folks can join right there using a laptop. We discussed issues such as complimentary 2 month membership and offering discounts for new members. They'll be implementing ?monthly? orientation for new & prospective members, to be held at Hire Strategy. They floated the idea of rolling renewals (monthly instead of yearly) to enable easier management & the ability to touch a handful of folks in a meaningful way each month. They'd also like to see if our system can be set up to send them an automatic notification when someone joins or renews online so they can call quickly to welcome them. They proposed purchasing Survey Monkey for \$200 to use for (among other things) surveys to assess interest from new members.

The discussions on Diversity & Workforce Education and a report on the State Leadership Conference (see handouts) were held over until next month's meeting.

Spring Seminar – Sarah presented the schedule as well as an overview of the estimated expenses. The idea of offering volunteers discounted rates was presented. We are seeking sponsorships to cover some of the expenses. The facility can accommodate 60 and our minimum guarantee is 40.

President's Report

- Denise encouraged folks to send their reports to the Board prior to the meeting so information can be reviewed and people prepared to discuss at the meeting.

- The President can designate Directors-at-Large without a vote of the Chapter or approval of the Board. However, Denise sought and received general agreement that Cindy Loison would be a good Director-at-Large.
- We have enough points for a designation of Superior Merit for 2008.

Beth agreed to bring the food for February's meeting.

The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Amy L. Lourenco, SPHR
Secretary

We are sponsoring the Wachovia WTPF Worklife survey. You can link to the survey from our home page.