

## **Dulles SHRM Board of Directors Meeting March 9, 2009**

**Board Members Present:** Beth vanBurk, Brandon Labman, Denise Henderson, Joe Sherrier, Joseph Gregory, Keli Winter, Linda Caporaletti-Hoyt, Mary Roome-Godbolt, Michelle Milam, Roxanne Ward, Sarah Cower, Teresa Buchholz, Tim Kelly (13)

**Board Members Absent:** Amy Lourenco, Janet Geib, Cindy Loison, Evelyn Kaiser, John Nastelli  
Michelle Milam picked up the food.

The meeting was called to order at 6:04 pm.

### Minutes –

January – Linda moved to approve the minutes, Denise seconded.

12 approved  
1 abstain

February – Tim moved to approve the February minutes as amended, Denise seconded.

13 approved  
0 abstain

Registration – For the March meeting, 24 have registered so far  
24 registered for March 18 meeting  
54 registered for the April seminar (plus 3 speakers)

Treasurer's Report – A few minor costs this month

### March Survey Review - Keli

- 4.4 – 4.5 knowledge
- 4.0 speaker was dynamic
- 3.6 information being useful for doing job
- 3.9 community speaker
- 4.0 food and hotel comfortable

General comments: People feeling cramped (8 per table not 10); food was good, some distractions w/ food service; (From Mary – coffee table at the end of the room worked well)

Program Report – Keli did not bring results, but recalled highlights. January's speakers (on mentoring) were rated on knowledgeability at 4.9 and dynamism at 4.5. There were a few comments on lack of "meat" in the topic. Most folks attended for the topic and networking. Other comments centered on food being good, sound poor in back of room, clattering of dishes, and coffee not being served.

Membership – have 15 additional people join group (264 to date; still looking at renewals) most of new members are currently working. New membership committee members are: Beverly Bell, Haley Feldman, Alicia Church, Melissa Cohen, and Toni Hampton. Will hold a meeting next week (3/16/09) to kick off some of the initiatives and delegate tasks to group. Want to set up 1-2 membership drives this year. Currently working w/ Nova, Leesburg, DC chapter, Squire Sanders will be able to host the drive

(for 'free'); if you are an existing member and you bring a guest you get a discount – considering something around May 7<sup>th</sup>. Meeting w/ the NOVA Membership Chair (Saturday, 3/7/09); they are proposing a dual membership – combined membership of \$45 (for Dulles & NOVA) – Roxanne to gather more detail and talk with National SHRM about details of dual membership. Denise noted that without more details we could not consider it, but appreciated initiative.

### Budget

Question asked about the line item for the certification study group, which is line item 2120 on Dulles SHRM 2009 Budget. Teresa recommended that we move the 2009 explanations to the 2008 column.

Sarah recommended a revision to the Conference/Seminar (from \$6000 to \$7500) for both

Linda motion to approve the 2009 budget

Roxanne second to approve

13 approve

0 abstain

Registration – Mary presented 2009 goals. She proposed that we no longer accept credit card payment at the door and allow cash or check at the door. Joe suggested we keep the credit card payment but charge a larger amount for the walk-ins. The hotel does not have as much leniency (<3%) on the number of walk-ins (the previous hotel was more flexible with the numbers of walk-ins). Start this beginning of 3<sup>rd</sup> Quarter (July 1, 2009)

Mary motioned to Move to start July 1 increase walk-in payment by \$10

Michelle second the motion

13 approve

0 abstain

We will continue to accept credit card payments at the door

Mary will get notification to Communications as to what/how/when to send to members.

Registration:

- will work with sponsorship to create and develop visible signage at the door
- will work w/ membership to track non-members – have someone from membership at the door to help with recruiting new members. Would like a sign at the table that says 'register now and receive \$10 discount for tonight's meeting.
- Signed up committee volunteers - Suzanne Burnett, Beverly Bell

SHRM Foundation – Joe Sherrier presented 2009 goals.

100 scholarships available each year; Applications are due July 15<sup>th</sup>. Fund research within the discipline and share this knowledge to HR. Looking for fairly good increase for next year by increasing involvement in 50/50; so far this year the 7 tickets for \$5 worked well in first 2 meetings. Joe submitted a challenge to the board to make a commitment to support the foundation. Would like to say at the next meeting "100% commitment from the board"

HRCI discussion groups – do a lot of public training – has two DVDs from the foundation – provide the DVD and the notes from the site. Can give the training and earn HRCI credits giving the presentation. At national SHRM Foundation – willing to provide a speaker at one of our sessions to give a presentation at the session. Final goal – 4 applications for a foundation scholarship from our Chapter

Denise asked: VA State council – every year at SHRM they provide a silent auction, proceeds go to SHRM foundation. Is there something we want to donate to the silent auction? Think about this and provide feedback to Denise.

Student Liaison – Brandon presented 2009 goals.

Review of the primary duties.

- Communication w/ student groups; challenge in trying to connect with the students; trying to build stronger ties/communication with the schools;
- Does not think that the schools have a large SHRM presence
- Brandon currently at Mason and reaching out to professors/leaders/deans at GMU
- Would like someone to speak at the classes; i.e., Introduction to Management, etc.
- Suggested adding a link to the SHRM website posting internships available (Denise can help with the posting on the website)

Denise mentioned that SHRM sometimes will sponsor a teacher's National SHRM membership, but the teacher has to get the students involved. Joseph Gregory recommended that Brandon reach out directly to the professors (sometimes more effective than working through the administrators)

Programs – Keli shared an overview of her goals:

Her Goal is to make 2010 programs even better. Network with other local SHRM chapters (Leesburg, NOVA have provided a few good leads). Went to a Helios event and was able to secure Amy from Helios for November. The member survey is very helpful in discussing and selecting topics (Denise added that we will discuss tonight); always good to get ideas from the board as well; one idea is to ask a few local CEO's to talk about how they work w/ HR. Setting expectations (time, flow of events, items needed/provided, visual cues) with speakers is key.

Keli will not be at the meeting next week; Linda will introduce the speaker; Tim to set up the projector for March. If you have something to mention at the next meeting then provide to Linda.

Special Interest Group (SIG) - Janet's goals (Tim Kelly presented in Janet's absence)

Had to cut off the March 4 discussion attendance; The speaker was highly charged politically; he will tone it down at the next discussion group. Reviewed presentation of goals, including remain timely and adapt when necessary, Increase attendance, Develop rapport and comfort level, Continue to look for chapter meeting members to host the chapter groups.

Sponsorship

Theresa presented 2009 goals.

1. provide high level of customer service
2. annual sponsor increased to \$1500
3. \$4,500 budget (target is \$5,800)

Wants to target the sponsors to be Dulles SHRM members

New goal for this year is to have a committee – Alex Faulds is helping Teresa and will help with introducing and integrating sponsors with dinner attendees

Spring Seminar Update - Sarah – Spring 57 people registered, max of 60; Offered to all speakers to pay for their meals – 3 of the speakers accepted. Email for volunteers, Janet, Linda registration, Keli introduce speakers, Denise is floater, Beth to make badges Registration packets (Tim & Janet), Keli to send speaker bios, Linda to send sponsor summaries, Joe to send certification information; Roxanne to

provide membership information. Needs bags for information; Barbara Mitchell asked if we could make a donation to the foundation in her name (we are paying for her to come to the seminar for the day).

Denise is fine with \$100;

Sarah motion to donate \$100

Linda seconds motion -

13 approve

0 abstain

Are the sponsors to provide handouts? Roxanne and Linda to reach out to Sponsors on what they can or want to bring

Business card scanner – anyone have one that we can use for the conference/seminar; Do we want to invest in one? The sponsors are okay with the information that Theresa provides (via excel document). No further discussion on the scanner at this time.

Wendy Mack asked if it was okay if her husband video tapes her session – yes, husband will announce that he is taping and will reiterate he is only videotaping the speaker.

Sponsor for Spring Seminar still needed - \$500 – 4:45-6:30 (cocktail hour)

Membership – Denise asked Roxanne/Michelle about status of membership survey. Requested questions be sent to the board for review. Board Members to review the questions; need to get back to Roxanne before the next board meeting. Will utilize Survey Monkey. A 30% response rate would be terrific from the membership, however somewhat less has been experience.

Helios awards – Sarah; award ceremony is June 5<sup>th</sup> – expecting about 500-600 people to show up. Sarah can get a few extra tickets but will find out cost first; Let Sarah know which Board members would like to go (Roxanne, Mary, Keli, Teresa). Will decide which 2 (or more if cost allows) will attend as 4 are interested.

Legislative - John not present – need to get the dates for ‘A Day inside the Beltway’ – will announce this at the Chapter meeting in March

President’s Report – Denise shared that we have a Communications candidate (Diana Hrabosky) who will most likely attend the March meeting. Had a long conversation about what the tasks are; she has the technical ability; the Board will need to vote on her joining our Board. Denise requested that it not be all things at first – focus first on compiling tasks and sending to Denise; work together over period of time, does not want to overwhelm new person. Candidate is very interested in developing a Communications Committee. A Board vote is required before the person begins.

Janet agreed to do food for the next meeting.

The meeting was adjourned at 7:42 pm.

Respectfully submitted,

Amy L. Lourenco, SPHR (Beth vanBurk, SPHR on behalf of)  
Secretary

