

**Dulles SHRM**  
**Board of Directors Meeting**  
**October Meeting Minutes**  
**October 5, 2009**  
Cox Communications

**Present:** Mary Roome-Godbolt, Janet Geib, Sarah Cower, Dan Juraschek, Brandon Labman, Joseph Gregory, Roxanne Ward, Michelle Milam; Joe Sherrier, by phone-Linda Caporaletti-Hoyt

**Absent:** Tim Kelly, Teresa Buchholz, Tobin Seven, John Nastelli, Denise Henderson, Amy Lourenco, Keli Winter, Cindy Loison

Meeting called to order at 6:04

**Minutes:** No September minutes to approve as of yet.

**Treasurer's Report:** No concerns raised about the Treasurer's report.

**Registration Report:** 10 registrations for the next chapter meeting. Registration just opened up today. Joseph will email Mary the certificate for the meeting.

**Hotel Contract:** Mary reported for Keli that the majority of members wanted Reston as a location for meetings. Mary is working on a contract with the Reston Hyatt. They are requesting another credit check. Mary is investigating if our current clearance can transfer. Our deposit will be \$4387.50. Once these pieces are together, it will be put to a board vote.

**SIG-Discussion Group Report:** The facilitator for October's discussion group did not show however, Janet said that she ran the group and things went fine.

**Certification Report:** Joseph is going to visit the site of the certification group within the next two weeks. Things are going smoothly. The location had a change in management. We might look into a spring course. Mary may be able to offer her space and is investigating the feasibility. Joseph reported that PG County SHRM is hosting a GPHR course. We may be able to steer people there or partner with them.

**Web Report:** Dan reported that everything is up to date with the website and mailers. Now that he is familiar with the process he will become more proactive with the site. Dan can add links to events on the calendar page if we request them.

**Student/Scholarship Report:** Brandon reported that he has two applications for the scholarship. Linda and Mary will be reviewing the applications. Brandon will send them a link to a share site for viewing.

**Membership Report:** Roxanne reported 247 official members. We are number one in Virginia with a 13.55% increase for the year. Everyone other chapter in the state, with the exception of

us and Shenandoah, are in the negative for growth. The \$1400 deposit that Tim received was for our membership. Renewal drive was successful. A clean master spreadsheet is complete. Primary chapter designation with National is ongoing. Membership committee was hard to form and it did not work as well as expected. Semi-annual membership drives: Spring was completed, fall is coming up. Discount for National SHRM brought in a few memberships. Monthly orientations did not happen due to scheduling and timing. There is a membership orientation online for new members. Both Roxanne and Michelle call new members. Survey was completed. Cost for a new mailer should be \$300 for postage and \$100 for supplies (envelopes, paper) as the postcard idea is more expensive and time consuming with SHRM. Roxanne will look into mailings through SHRM National.

**Holiday Party:** Mary will be happy to help out with the Holiday party because of her relationship with the hotel. Mary suggested that Teresa be involved from a sponsorship angle. Brandon will make the holiday party flyer. Janet will help with the party. The group would like Cindy to be a part of the committee as well.

**SHRM Foundation Report:** Joe reported that \$456 has been collected for the SHRM foundation year-to-date, another \$264 has been collected outside of the drive. \$286 for Embry Rucker. SHRM Foundation scholarship applications are being reviewed. Joe will look into a possible coat drive for December to benefit the shelter.

**Spring Seminar:** Sarah reported that a spring seminar would be targeted at strategic credits. Same idea as last year; full-day with two meals provided. The Holiday Inn in Sterling is a possible location. Charging a higher price for non-Dulles SHRM members was discussed. The fee should be higher as to encourage people to join the chapter. Joseph will look into strategic credit programs done in the past. Joseph and Joe volunteered to be on the committee with Sarah.

**2010 Ballot:** Linda reported that we do not have applications for board positions for registration. If anyone has an ideas for possible recruits, let Linda know. Michelle offered to donate one of her two meeting fees(from her corporate sponsorship for next year) to a member who would like to be on the board but cannot afford the chapter meeting fees. We would like to further discuss the concept of reduced fees for board members at the November board meeting. It would be an incentive and a benefit as we are having trouble getting volunteers and have heard that money is a factor.

The meeting was adjourned at 6:56 pm.

Respectfully Submitted,

Janet Geib, SIG-Discussion Group Director