

**DULLES SHRM  
BOARD MEETING  
HUMANR, INC.  
AUGUST 11, 2008**

**Board Members Present:**

Judy Carter, Sarah Cower, Christopher Schaffer, Les Eszenyi, Janet Geib, Joseph Gregory, Tina Atwell, Keli Winter, Linda Caporaletti-Hoyt, Mary Saily, Roy Gross, Mary Roome-Godbolt

Nidhi Kanungo attended via telephone.

**Board Members Absent:**

Teri Sellars, Chas Sumser, Teresa Buchholz, Evelyn Kaiser

**Agenda:**

Sarah called the meeting to order at 6:00 PM.

**Minutes:**

The June minutes were approved pending the addition of Mary Roome-Godbolt's name as an attendee. Denise abstained from approving the minutes due to her absence from the meeting.

**Treasurer's Report:**

Tina reported: the purchase of SHRM study group materials; the difference in the July meeting expense was due to it being a breakfast vs. dinner event; membership fees reflect the Pay/Pal processing fee; we increased the SHRM Foundation gift to \$1650, up from \$1500 last year; the removal of the HR Executive Event as a line item on the budget sheet. Email Tina if you have questions on the budget.

**State Council Update:**

Roy Gross, our district director, informed us of a few proposed changes to the State Council, and some upcoming possible events. (The specifics could not be printed in our minutes as this information was confidential and not yet approved). A meeting coordinator has been assigned to assist with running our state conferences. The VA SHRM magazine was just released. If any of our chapter members are not receiving it in the mail we should prepare a list and get it to Roy. Articles written by members are always welcome. Roy would like to get more press for our two chapters and likes our newsletter. He announced the new National President and CEO, Laurence O'Neill. Our new regional administrator is Crystal Adair. She's our contact to get information and can clean up our membership files if needed. Succession Planning for State Council is underway; contact Roy if you are interested in a position. VCU has been selected to host the 2009 HR Games. Roy will try to attend one of our board meetings each quarter. He's working at the state level to foster communication between like positions on chapter boards to share best practices. He also has access to the SHRM conference call line if we would like to set-up any calls with other boards. Joseph asked Roy if we could get demographics/trend lines for chapter membership. Roy will look into this once Joseph sends him an email with his idea. There will be a hospitality suite at the state conference in Richmond for those attending from our district.

**Membership Update:**

Joseph reported 203 paid members, 121 renewals and 82 new members. We are gaining 8-10 new members each month which puts us on pace to meet our growth target. We hope to achieve a 50-55% renewal rate but currently we are at 45%. Les asked how many members do we feel comfortable having-the answer is around 300. Judy asked about the "free" members listed on the membership sheet. Joseph said these are either students or individuals who won a yearly membership. Tina will bring a laptop to the next chapter meeting to facilitate signing people up for our chapter membership.

**Registration Update:**

June-52 registered, 53 showed, 7 no shows and 4 walk-ins.

July-56 registered, 2 cancelled prior to the meeting, 4 no shows.

August-there are already 42 registered to date.

Roy commented that when he signed up for the meeting his AMEX card did not work and he was given the message "Someone will call you" and no one ever did. It was determined that we can change this message on the Card 32 site. Christopher and Denise will look into this change. Mary R. asked if a company can pay for multiple people on one credit card. We do not have that capability yet but companies can register multiple people and bring a check to the meeting. A discussion was held about keeping the contract with the Sheraton or looking into other hotels. Judy will get a proposal from the Sheraton, along with information about tech support at the meetings, and present it at the next Board meeting in Sept. Given the economy it was decided that Janet and Mary R. will look into other options once they receive the listing from Mary S. as this was done a few years ago. Mary S. said that most of the other hotels were much higher priced. We should look into a multi-year contract with an out-clause. Getting IT support at the Sheraton is costly. We continue to struggle with our microphones and the weight of our two speakers. Christopher suggested asking members to volunteer to handle the IT at meetings. Mary R. will check with a friend who has an AV company and see what the cost would be to have an outside firm handle it.

### **Program Comments:**

Keli said that the feedback on Dr. Bob Marshak was very positive with most rating him a 5.0 The topic and networking were again the main reasons why people attended.

### **Newsletter update:**

Christopher offered 5 options for the name of our newsletter. After a motion to approve the name of "Dulles SHRM Navigator" and a second, the motion passed 12 to 1. A motion to approve the name of our email blasts as "Dulles SHRM Flight Plan" was seconded and unanimously approved.

### **Recession Seminar Update:**

Tina provided a list of completed task and tasks left to do. We were denied credit by the Hyatt because we have not hosted such a large event in the past. Tina paid the deposit fee. HRCI certification credit determination is still ongoing. Tina asked Sarah to send invitations to heads of large employers in the area. Mary R. stated that she gathered a large number of business cards at a recent focus group and we can use those contacts to send out invitations as well. Roy commented that there is inexpensive software on the market that gives us the ability to scan business cards and produce lists. Mary R. will investigate this option and report back. A motion to purchase this software was seconded and approved unanimously. Christopher believes he can get registration online very quickly using a previous link Denise says is open on our website. An email blast will go out to all members with the invitation.

### **Pinnacle Award**

Denise and Evelyn submitted our application focused on our community connection work that fosters relationships between Dulles SHRM members and organizations that have "difficult to place" workers. This fits in nicely with the Workforce Development initiative at the state level encouraging HR professionals to give back and grow professionally at the same time. Sarah will forward a copy of the application to all board members. Denise and Evelyn were congratulated for their efforts in compiling the information.

### **Program Update:**

Keli provided a 2009 speaker update sheet. Spots are full through May of next year. Keli asked all board members to pass on names of potential speakers if they know of any. The idea of a panel

discussion was brought up. Roy suggested we tap local executives in the area as they are more likely to be receptive to serving on a panel vs. speaking solo. Sarah asked that a National SHRM staff member speak at a meeting to cover SHRM offerings. Roy suggested that we may want to do a joint meeting with NOVA/Leesburg and ask the new national SHRM President/CEO to come speak. Sarah also suggested contacting the speaker at the SIG discussion group who facilitated the discussion on Disaster Planning.

**Board Update for 2009:**

Open positions on the 2009 board are for Assistant Registration Coordinator and VP of Sponsors. These two positions will be advertised in an email blast to chapter members. Sarah will forward a "Willingness to Serve" form to all potential board members. This form needs to be completed and sent back to Denise by August 25<sup>th</sup>. Christopher suggested asking members to volunteer to help with registration. Judy and Linda feel it is cumbersome to have volunteers help because of the need for procedural knowledge. Mary R. and Christopher will investigate streamlining the process so to allow for volunteers to help out. Roy suggested that we extend the term of the VP of Programs to 18 months so that there is a 6 month overlap between the members serving in that position.

**Update on Meeting Packages:**

Tabled until the next board meeting.

**Other:**

Chas reported to Sarah that we have 13 confirmed/paid participants for the certification group; 7 PHR/6 SPHR; 1 National member; 1 NOVA member; 11 Dulles members. There are 2-3 more potential participants. The first session is Tuesday, September 9<sup>th</sup>.

Goal updates for next board meeting- Legislative, SIG, Registration, and Certification.

**Table Topic for Next Meeting:**

What is your "undiscovered" strength?

The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Janet Geib  
SIG Director