

**DULLES SHRM
BOARD MEETING
FGM, INC.
SEPTEMBER 8, 2008**

Board Members Present:

Sarah Cower, Keli Winter, Evelyn Kaiser, Tina Atwell, Mary Saily, Chas Sumser, Teri Sellars, Christopher Schaffer, Janet Geib, Judy Carter, Les Eszenyi, Denise Henderson, Mary Roome-Godbolt, Jamey McNamara, and Joseph Gregory.

Teresa Buchholz attended via telephone.

Board Members Absent:

Linda Caporaletti-Hoyt, Nidhi Kanungo

Agenda:

Sarah called the meeting to order at 6:13 PM.

Minutes:

Denise moved to approve the August minutes. Tina noted that the sentence that said "Tina paid the deposit fee" was incorrect.

Mary Roome seconded the motion and the minutes were approved with the correction noted.

Treasurer's Report:

Tina noted that not much activity has taken place. The Treasurer's report was distributed:

Hotel Contract Update:

Judy provided the Sheraton contract update. We would have to guarantee 50; pricing is \$35 per person for dinner and \$15.95 per person for breakfast. If we want audio assistance from the technical guy, that would be extra. Judy said she thinks the cost is between \$175 and \$500; she will provide another update via email before the next meeting.

Janet has checked into other options. Her favorite is Hidden Creek. Janet went over the options and price list. Teri asked where they are located; Janet explained they are located in Reston. Mary asked how many people the room can hold; Janet said 175. Mary R suggested that we ask if we can hold our next Board Meeting at Hidden Creek. Janet is going to look into this. Janet asked if members want to swing by to take a look if we can't hold our next meeting there.

Membership Update:

Joseph said there hasn't been much change to membership – maybe 5-6 people in the last month. He asked if the orientation will be publicized via web or email. Sarah asked if we will be setting up a membership table again in the networking room. Jamey offered to man the table; Teri will assist and bring the laptop.

Registration Update:

Judy provided the registration update, including reviewing goals and accomplishments from last year. The 2008 goal for increase in the number of prepaid registrations by credit card was 79% to 85%. Judy has analyzed the numbers and feels that the "credit card paid at door" number must have been included in last year's numbers. Using the "credit card paid at door" numbers for January through August, the average is 81%.

Judy stated that what we really want to do is increase the number of people who pay online when they register. She feels that the only way to encourage payments online might be to charge more to pay at the door. Discussion was held about whether or not we want to charge more at the door. We will see how things trend over the next couple of months.

29 people registered for the September meeting. For the August meeting: there were 66 attendees, 13 no-shows (only 3 of who are being invoiced, the rest were prepaid), 2 walk-ins, 18 paid at the door, including 7 who paid by credit card at the door.

Program Update:

Keli said that the feedback on the speaker included ratings in the high 4s for learning something new, ratings in the mid 4s for learning something useful, ratings in the high 3s for the hotel, and ratings in the high 3s for food. The number one reason for attendance was the topic, #2 was networking. Topics people would like to see include employee engagement. There was one comment on the event – that the hotel was too cold.

Newsletter update:

Christopher stated that obviously the newsletter is late, but that it will come out soon. He said that he is getting a lot of material from Evelyn, but not getting a lot of overall contributions. Les asked when the new deadline is – it's the last Wednesday of the month. The reminder will be send by Christopher.

Fall Seminar Update:

Sarah stated that although she's talked to everyone about this today, she is formally announcing that the seminar has been cancelled. As for rescheduling another seminar, Jamey asked if we are dealing with catering – Sarah said she spoke with the Director of Catering today. Sarah is going to ask if we can get some possible dates in January and then put down a significant deposit. Discussion was held about what kind of speaker we might be able to attract in January – since the event is one and a half days we need to have more than just one event. Joseph asked how many people we were targeting for this event – the number was 210. Sarah wanted everyone to know that this is important, and that she is going to need everyone's help to pull off the new event. We're going to work on getting a keynote speaker and then see if we can secure some smaller facilitators/leaders. Joseph said that if we can get HRCI certification credit we can charge more. Mary Roome-Godbolt suggested we try to get the new SHRM President as a speaker.

In conclusion, Sarah reminded the Board of two important points; HRCI certification credits must be obtained before any formal invitations are sent out for events, and no one is authorized to sign anything on behalf of the Board without the Board's approval of the document.

Goal Updates:

Recertification: Chas distributed a copy of the plans and updates from the original goals plan. He said these were a combination of HRCI recommendations and things that are unique to our chapter. Chas went through the items. The study group begins meeting Tuesday September 9. There are 18 students registered for the group.

Program certification – we have received certification credit approval for all programs so far this year. We are waiting to hear on November and December programs but anticipate they will be approved.

Discussion Groups – Janet talked about where she is against her stated goals for this year. On the goal to increase committee size – we've gained a few, lost a few – so we're even. We will have two new hosts in the next two months – Fairfax County Government, and Booz Allen Hamilton. We were to organize at least eleven discussion groups for year, we have twelve scheduled. On our goal to increase attendance at chapter meetings, we have been talking it up, trying to do this. We are developing a rapport amongst discussion group participants. So far this year, there have been 174 total attendees. There are 16 on average, per monthly discussion group.

Legislative Update:

Les stated that the legislative liaison's office had lights out the last few months. Les contacted Karen Elliott, and reassured her he would like to work with her. Les hasn't been able to provide any assistance so far, but did work with Robert Lowrance to accomplish our Capitol Hill trip, although not with the Leesburg or NOVA chapters. Les provided an update on e-verify. GSA has decided to extend e-verify for five more years. HR practitioners are still held accountable for I-9 documentation. Les would like to contribute an article regarding e-verify. Denise asked if Les had statistics on HR Voice for our chapter – he said he doesn't – Judy said you can get the statistics from National SHRM.

Board Update for 2009:

Denise announced the current slots for positions. There are some new potential Board members who have a lot to offer our Board. People have until October 1 to submit forms for Board positions. Committees also have that deadline. Christopher suggested that we write up small job descriptions for each committee and then remind people to keep their New Year's resolutions and get more involved with SHRM.

Meeting Package Discussion:

Here are the options we have discussed:

Option 1:

\$105 – 3 meetings, holiday party free

\$180 - 6 meetings, holiday party free

OR

Option 2:

\$90 – 3 meetings (discounted price)

\$168 - 6 meetings (discounted price)

Mary S. motioned to approve option 2, Joseph seconded, and the motion was approved.

The packages would expire one year from date of purchase. Christopher has looked into the technical aspects of tracking this, and we could separate these out and track people who have purchased the package. Everyone agreed that we would offer only online payment at time of package purchase, no payment at door. Evelyn asked if people would have trouble getting reimbursement from their employers since some of the payment is in advance of the meeting. We will promote this for launch in January. We will decide on the holiday party separately. Christopher suggested that we carefully word the language to cover members who purchase the package but then don't renew their membership – in order to cover the difference, and also to make them non-transferable, etc.

There was a discussion about what if anything to charge members for holiday party. We will get the information on the hotel first and then make a decision.

Table Topic for Chapter Meeting: Most outrageous investigation ever gone through.

Sarah noted that there are lots of goals updates scheduled for the October meeting, and asked that everyone send the documents back before the next Board Meeting.

Please note that Board Meetings will be held at Cox Communications in 2009.

Evelyn mentioned that she had been approached by Bill Browning with Northern Virginia Workforce development regarding a luncheon on September 16. Janet and Teri volunteered to go and set up a table for new membership.

The meeting was adjourned at 7:51 PM.

Respectfully submitted,

Teri Sellars, SPHR
Secretary