

**DULLES SHRM
BOARD MEETING
FGM, INC.
NOVEMBER 10, 2008**

Board Members Present:

Judy Carter, Sarah Cower, Denise Henderson, Christopher Schaffer, Janet Geib, Joseph Gregory, Teri Sellars, Tina Strasheim, Keli Winter, Linda Caporaletti-Hoyt, Mary Saily, Chas Sumser, Mary Roome-Godbolt.

Board Members Absent:

Nidhi Kanungo, Teresa Buchholz, Jamey McNamara, Les Eszenyi

Agenda:

Sarah called the meeting to order at 6:01 PM.

Minutes:

Denise moved to approve the October minutes; Joseph seconded; October minutes were approved.

Legislative Representative:

Sarah informed everyone that Les has resigned his position, effective immediately, for personal reasons.

Treasurer's Report:

Tim Kelly was introduced and said he is trying to learn what our expectations are for the next year. He asked what kind of liquidity is needed with our current funds. The group responded that a CD or money market type fund would be okay, since it would be accessible. Joseph said that we looked into these types of funds last year and in the end decided to put it into the Ameriprise account because the rates were the same as a CD and the flexibility was there. Sarah said that with a balance of approximately \$30,000, we could afford to keep \$5,000 immediately accessible and commit the rest to a longer-term vehicle (i.e., CD)

Tim asked if we move money regularly into the Ameriprise account, we don't, it's an informal review that takes place periodically. Tim will review and make a recommendation and send to the Board.

Tina distributed the Treasurer's report and the 2008 Budget. Tina asked that the Board members review. Sarah said we need to budget for a new laptop for next year as ours has died. The group asked her to check on the online banking fee, it seems high.

Holiday Party Update

Mary – dealing with Jason at Sheraton, not as responsive as Grace. Past meals \$39.95, maybe we can do something different this year? If we want to have three types of salads, three entrees, a couple of starches, and a dessert display, with coffee and tea, that would be \$58 per person. That seems pricey. We could do two entrees for \$48. Sarah suggested two entrees and maybe two soups for the \$48 price. Vote on \$48 entrée – all yeas, one nay. Mary – we had talked about doing a donation. Linda pulled the list of non-perishable items for Embry Rucker. Mary will bring banners and set up a corner to collect donations. Everyone agreed on that. Mary said gift shopping is underway and games are being planned. Keli went through the games/activities planned for the party. Mary then went through how the Yankee swap would work this year, we will keep it within individual tables. There will be a grand prize drawing with business cards for \$250.

Sarah asked that each Board member talk through their own slide at the meeting. Denise said that if someone is not comfortable presenting their slide we should have Sarah cover that one. Sarah agreed. Sarah said she wants to make sure all Board Members are recognized.

Membership Update:

Sarah asked for an update on the mailing project. Total paid members are 236, which is 87% of where we were last year. Total registered are 279, 8 more than last year and more than 100%. As far as the mailing, Joseph submitted e-blast request to SHRM. He is assuming it will go out to the seven or eight thousand members on the list, we would want to pare that down to several hundred members in the local area. The group discussed whether or not we want to send membership postcards. Joseph will get an estimate to have 1000 postcards made. We will use the Reston-Herndon area as target. Mary asked how many members are on the list; Joseph said there are 8,000. Joseph will send estimate via email and we can discuss at transition meeting.

Registration Update:

October 57 attendees, 9 no-shows, 7 walk-ins, 12 paid by cc at door 6 paid by ck at door 3 paid cash at door. Of 9 noshows 6 invoice 3 prepaid. 22 registered for this month, 7 board members.

Program Update:

Keli shared that ratings for Terry Mellendorf were a little lower than usual. Ratings were: 4.5 knowledge; 4.2 dynamic speaker; 3.9 useful to job; 3.9 for hotel and 4.2 meeting expectations. Topic, networking, employee relations, HRCI form (10) newly added to form.

Comments included the following: speaker was great, microphone made odd noises, room was cold. One person said they would have liked to have seen more positive aspects of M&A, but generally good speaker, good topic. One person said we should charge less for the meeting by offering fruits and pastries only. Teri and Mary Saily volunteered for the Program committee for the spring seminar.

Newsletter update:

Christopher is getting everything updated; there will be two more emails going out about the meeting. He is just catching up and getting organized.

SHRM Foundation Update:

Chapter Champion application – what we do with our donations – we focused on our work with Embry Rucker. Mary submitted and confirmed that it was received. Mary also asked if someone can come to our November meeting to speak. Do they pay for dinner? We would comp their dinner. Mary is still working on that.

Leadership Conference:

Denise – State Council is putting on Leadership Conference, January 9-10, in Charlottesville, we are sending 5 people to include the President, President-Elect, Membership, and Communications.

Chapter Achievement Plan:

Denise has sent emails to necessary parties regarding the chapter achievement plan. Please be sure to respond by the deadline.

Seminar Plan:

Sarah has put together a plan for April 23, for a one-day seminar from 7 AM to 6:30 PM. She got a quote from Hidden Creek, for a guarantee of 50 people. There would be five speakers total for a total HRCI credit of 7.5 hours. The total cost of food came out to about \$65 per person. Fee for the seminar would be \$125 per attendee.

The group talked about overall theme and specific speakers for the seminar. We need to make sure that we submit for certification credits as early as possible so that we can advertise the event as providing certification credits. We will focus on the topics. Sarah asked for volunteers to help

Keli with the program planning. Sarah would like to set a deadline of January 1 to get speakers lined up. Sarah asked who could be on the sponsors committee with Teresa. Linda and Denise will help with sponsors committee. Christopher will head up the marketing committee, Mary R. will help; we should start marketing early to mid-February. We will target 50 attendees and max at 60. Sarah made a motion to put down a \$500 deposit at Hidden Creek and to move forward with an expense budget of \$8,000 for the seminar.

Table Topic for Next Meeting:

What is the most unique onboarding practice you have experienced?

Other

Denise will be running the November Chapter Meeting as Sarah will not be there. Reminder that the transition meeting is December 8 at 6 PM. Please plan to be there.

We did not win the Pinnacle Award, although Denise and Evelyn worked very hard on it. Our Executive Summary was chosen for publication on the SHRM resource center. Our submission is still being considered for another award.

Chas mentioned that we bought a laptop for the study group a couple of years ago – asked if anyone wants to try to fix it – all agreed that it's not worth the money to fix it.

The meeting was adjourned at 7:24 PM.

Respectfully submitted,

Teri Sellars, SPHR
Secretary