

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 6, 2020

Board Members Present:

1. President – Nicole Davis
2. President Elect – Charlan Cornwell
3. Secretary/Certification Representative – Tricia Kleber
4. Treasurer – Bryan Clickener
5. Vice President, Membership – Tenelle Whitehurst (phone)
6. Vice President, Programs – Will Seidler
7. Vice President, Sponsors – Matt Armendaris
8. Registration Coordinator – Charlan Cornwell
9. Director, Marketing – Erin Moody
10. Director of Diversity/Workforce Development – Shareem Annan
11. Director, Discussion Group – Megan Hollywood
12. Community Outreach Co-Chair – Mary Khattak
13. Past President – Rae Shimon
14. Director at Large – Beth van Burk
15. Director at Large – Jennifer Regis

Board Members Absent:

1. Legislative Liaison – Matt Nieman
2. SHRM Foundation Representative – Susan Hathaway

Vacant Position:

1. Student/Emerging Professional Liaison

MEETING STARTED – 5:47 pm

Secretary's Report – Tricia Kleber sent out the November minutes for approval review but got no response. An Executive Decision was made to approve them and will be saved to the website.

Treasurer's Report – Bryan Clickener – Balances as of 1/3/2020

- BBT checking - \$3,272.96
- BBT savings - \$13,480.47
- PayPal - \$751.24

Programs' Report – William Seidler

Programs for 2020

- January – Dinner – Common Mistakes HR Professionals Make in Government Contracting

- February – Dinner – We Are Better Than That: Turning Incivility into a Respectful, Thriving Work Culture

Membership Report – Tenelle Whitehurst

No report was sent in

Sponsorship Report – Matt Armendaris

- Yearly Sponsor – Estensio Law (Misti Mukherjee)
- Monthly Sponsors –
 - January Meeting – None Yet!

Please send any and all sponsorship inquiries to Matt!

Registration Report – Charlan Cornwell

13 people are registered for the January dinner meeting.

Community Outreach Report – Mary Khattak

No report was sent in

Discussion Group Report – Megan Hollywood

January Discussion Group

- Topic – Getting Your Team To Embrace Project Management – Critical Skills for Your HR Toolbox
- Date – Thursday, January 9
- Registered – 36 (Potential to have to do this Discussion in two shows – the speaker has agreed to do this session again later in January if we want it).
- Location – BSI Group America, Inc., 12950 Worldgate Drive, 8th Floor – Suite 800, Herndon, VA 20170-6007 (this location is not too far from Reston Town Center).
Parking is available on the 3rd and 4th level of the garage, which is to the left/behind the building and entrance is on Wiltshire Street. Steps/elevator will take you to the first level by the back entrance of the building. Our meeting will be held in suite 800 (8th floor) of the building.
- Facilitator – Ana Londono, PMP Certified

February Discussion Group

- Topic – Legal Aspects in Gov Con – Critical Knowledge for your HR Toolbox
- Date – Thursday, February 6
- Location – BSI Group America, Inc.

March Discussion Group

- Topic – HR and Helping Employees Balance Financial Planning Panel
- Date – Thursday, March 5

April Discussion Group

- Topic – The Employee Experience: The Good, The Bad & The Ugly
- Date – Thursday, April 2

May Discussion Group

- Topic – Culture and the Employee Experience
- Date – Thursday, May 7

June Discussion Group

- Topic – Organizational Design – Building the US Space Force
- Date – Thursday, June 4

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 989
- Twitter Followers – 1,033
- Instagram Followers – 22

Certification Report – Tricia Kleber

- 2020 SHRM and HRCI approvals have been obtained
- SHRM Approval – January Monthly Meeting, February Monthly Meeting
- HRCI Approval –
- Waiting for Approval – HRCI January Monthly meeting, HRCI February Monthly Meeting
- Waiting on Submission – January Discussion Group

SHRM Foundation Report – Susan Hathaway

These are the amounts collected for 2019

- \$830.00 for Embry Rucker – the donation letter was sent out 1/6/2020
- \$167 for SHRM Foundation
- \$400 SHRM Foundation donations on behalf of our speakers

New Business:

President's Report:

Community Outreach – Mary is looking for ideas for what to do. Beth stated that JK Moving has the Community Farm and we could look at participating somehow with them. Nicole suggested that maybe we look for a new community outreach since we've been with Embry Rucker for 15+ years. One suggestion was the clothing drive for Women Giving Back.

- Spring Seminar 2020 – Rules of Engagement – Charlan is looking for culture diversity topics/speakers. This will be in May. She has one speaker so far – the man from the November meeting as a panel with someone from auditing, DOJ, and ICE. She will check with Misti to see if she would like to speak a topic. And maybe the person from the January discussion group (project management)

- Programs - Derek Winn from BBG – Demystifying Healthcare – March breakfast meeting. April – Financial Well Being and your Workforce. Maybe Mauricio Velasquez can speak at the spring seminar or in October (Diversity), or both.
- Discussion Group – Megan went over the first half of what she has scheduled. She pointed out that there are quite a few members who attend the discussion group who are not part of Dulles SHRM. She will give the list to Tenelle so that T can reach out to them to see if they would be interested. Have sign up forms and we can invoice them. We can put the forms out at the chapter meetings as well.

President's Report

We need to look at ways to reduce costs – provide snacks instead of dinners for board meetings; cut out the bartender at monthly meeting.

Nicole is going to update our membership form to match what SHRM has. One thing will be to remove the SHRM membership ID number.

We talked about using Thank You cards instead of letters to give to the sponsors at the meetings. We can also have blank thank you cards for the discussion group facilitators.

Spring Seminar – Nicole proposed to change the fee for board members to be \$75 instead of free. Jennifer made a motion to accept this change and Beth seconded the motion. Everyone approved this.

VLRC has a wealth of resources for SHRM Board members. Nicole will send out an e-mail with links from the leadership conference from November and suggests that each member look at that. One thing that they have is cards to use at meetings to get people to talk among each other.

SHAPE – Nicole will send this out once it's available so everyone can make themselves familiar with their roles.

Treasurer – working on budget over the next month. Financials came out on Friday, so Jennifer and Bryan will go over them. In the past, we've had sponsors for the holiday party who donated gifts, but we haven't had that as much. Same with SHRM meetings. Rae asked if we had anything in place for what was reasonable for reimbursements for expenses, such as meals. Should we use per diems? What other things can we do to bring in money? Maybe have more sponsors for events. Maybe do something like cookies for an event – the cookies could have our logo on it.

Sponsorship – we need to look at the pricing for that – our attendance has been lower than what we are telling them. What else can we add?

Attendance – how can we increase attendance at meetings? We talked about connecting with the chamber of commerce again, but we didn't have much luck with them last time. We also looked at speaking with GWU in Loudoun. Charlan let us know that people aren't using their free meetings. One suggestion was to have each board member call 10 members and reminding them of upcoming meetings. Another idea is to get a list from SHRM of those who are SHRM members but not involved with a chapter meeting and invite them to a networking event. We can also e-mail members for renewing their membership.

Surveys – we talked about doing targeted surveys with the members to find out more what they would like out of the chapter.

Please try to confirm your attendance at the board meetings by the Friday beforehand.

Next Board Meeting: Monday, February 2 at 6:00 p.m. This will be a virtual meeting.

Meeting adjourned: **7:21** pm

Respectfully submitted,
Tricia Kleber

Last edited January 27, 2020