

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 8, 2024

Board Members Present:

1. President – Nicole Davis
2. Past President/Treasurer – William Seidler
3. Vice President, Membership – Rochelle Fashaw
4. Vice President – Programs – Hudaidah Bhimdi
5. Vice President – Registration – Charlan Cornwell
6. Director, Community Outreach – Charles Thompson
7. Director, Workplace Development and Diversity – Nakisha Dixon
8. Legislative Liaison – Matt Nieman
9. Student/Emerging Professional Liaison/Director at Large – Trace-Ann Green
10. Student/Emerging Professional Liaison/Director at Large – Christine Sullivan
11. Director at Large – Rae Shimon

Board Members Absent:

1. President Elect – Mary Khattak
2. Secretary & Certifications Advisor – Tricia Kleber
3. Director, Marketing & Communications – Pamela Palmer

Vacant Position:

1. Vice President, Sponsorships
2. Director, Discussion Group
3. Director, Diversity & Workforce Readiness Advocate
4. SHRM Foundation Representative

MEETING STARTED – 5:31 pm

Nicole Davis called the meeting to order. Had all members introduce themselves, roles. Nicole reviewed board process of meetings and tentative dates and intent of consent agenda. Matt motioned to approve, Will second. All approved. New board members abstained.

Secretary's Report – Tricia sent out the November minutes to the 2023 Board and asked for any comments/changes. She also asked for approval for the minutes and will upload them to the website when approved.

Treasurer's Report – William Seidler – Balances as of 1/8/2024

- Truist checking - \$3,889.37
- Truist savings - \$22,237.71
- PayPal – 1,016.85

Pending Business: We need to update the old users/admins and have the account managers updated.

Programs' Report – Hudaidah Bhimdi

Programs for 2024

- January – Facing Retaliation from Above: A Case Study
- February – Special Programming and Meet the Board, Happy Hour
- March 20 - TBA

Membership Report – Rochelle Fashaw

- Active Members – 160 active members

Sponsorship Report – Vacant

- Yearly Sponsor –
- Monthly Sponsors –

Started reaching out to vendors. Will continue to look for someone.

Registration Report – Charlan

January Meeting

- Registered – 7

Community Outreach Report – Charles

No report was provided.

Discussion Group Report – Vacant

February

- Topic –
- Date –

March

- Topic –
- Date –

Social Media/Communication Report – Pamela Palmer

- LinkedIn Members – 1053, down 2 from last month
- LinkedIn company page – 82 followers, up 3 members
- Twitter Followers – 999, down 18 from last month
- Instagram Followers – 60, same as from last month
- Facebook – 131, down 1 from last month

Student/Emerging Professional Liaison – Trace-Ann Green/Christine Sullivan

No report was provided.

Certification Report – Tricia Kleber

- SHRM Approval – January Monthly Meeting
- HRCI Approval – January Monthly Meeting
- Waiting for HRCI Approval – Anything after January
- Waiting to Obtain – Anything after January

We have been recertified with both SHRM and HRCI for 2024.

Old Business

- Dates/times for board meetings
- Board members for vacant positions
- Any updates for where quarterly meetings will be held?
 - Matt would be able to host, as well as Nakisha.
- Dues increased from \$40 to \$50 effective 1/1/2024. SHRM National was notified. Website updated.

New Business

- Dulles SHRM Resource Documents – Google Drive coming soon
 - SHAPE Review/Goals in February (or when shape is available)
 - Top Goal is Membership: Covers all areas, what members are interested in, attaining members, in-person engagement
 - New Members: Will send board orientation documents electronically, great resources and overview of SHRM, local chapters and volunteer leaders' roles and responsibilities, social media, communications
- 1:1 Invites to review basic volunteer functions, Q&A
- February in person event: Need Assistance with booking event (Hidden Creek)
- Board Members: SHRM Membership Reminder, all board members must have a current membership
- SPAM Emails
- Dulles Webpage: Try to login, email me if you have issues
- Zoom Account: Will look at having a chapter zoom account, put in to 2024 budget
- Sponsors: Send vendors to Will; still looking at options for 2024. Matt asked for a list of events to share with sponsor. Will is going to review the sponsorship levels and update if needed. Look at having a committee to set up spring/winter conference.
- February 21st: Meet the Board event, with networking and presentation.
- Discussion Group need: In the a.m. – discussing issues with a facilitator, need someone to host. Matt can be potentially host.

Next Board Meeting: February 5, 2024

Meeting adjourned: **6:13 pm**

Respectfully submitted,
Nicole Davis and Tricia Kleber

Last edited: January 8, 2024