

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR FEBRUARY 3, 2020**

**Board Members Present:**

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

**Board Members Absent:**

1. Director at Large – Beth van Burk

**Vacant Position:**

1. Student/Emerging Professional Liaison

MEETING STARTED – 5:32 pm

**Secretary's Report** – Tricia Kleber sent out the January minutes for approval. Charlan Cornwell motioned to approve the minutes and Megan Hollywood seconded the minutes. Matt Nieman was not on the call at the time to vote and therefore is considered to have abstained from the vote. Everyone else in attendance approved the minutes.

Charlan Cornwell motioned to add the Consent Agenda to the minutes and Shareem Annan seconded the motion. Matt Nieman was not on the call at the time to vote and therefore is considered to have abstained from the vote. Everyone else in attendance approved adding the Consent Agenda to the minutes.

**Treasurer's Report** – Bryan Clickener – Balances as of 1/31/2020

- BBT checking - \$6,219.80
- BBT savings - \$11,480.68
- PayPal - \$3,153.89

## **Programs' Report – William Seidler**

### *Programs for 2020*

- February – Dinner – We Are Better Than That: Turning Incivility into a Respectful, Thriving Work Culture
- March – Breakfast – Demystifying Healthcare: Transforming a Top Organizational Liability into an Asset
- April – Dinner – Financial Wellbeing and Your Workforce

## **Membership Report – Tenelle Whitehurst**

- Active Members – 47 for 2020
- Expired Members (12/31/2019) - 98
- Pending Members – 0

## **Sponsorship Report – Matt Armendaris**

- Yearly Sponsor – Extensio Law (Misti Mukherjee)
- Monthly Sponsors
  - February Meeting – JK Moving (Platinum)

Please send any and all sponsorship inquiries to Matt!

## **Registration Report – Charlan Cornwell**

### January Meeting

- Registrants – 36
- Walk-Ins – 2
- No-Shows – 6 (2 did not pay prior to the event)
- Annual Sponsor – 0
- Monthly Sponsors – 1
- Speakers – 2
- Total Attendants – 35

9 people are registered for the February dinner meeting.

These are the amounts collected at the January meeting

- \$46 for Embry Rucker
- \$40 for SHRM Foundation – Miche'la Martin won \$20
- \$50 SHRM Foundation donations on behalf of our 2 speakers (Nichole Atallah and Sarah Nash from Pilerio Mazza)
- Raffle – Tricia Piszker (new member)

2 people signed up at the meeting for 2020 membership

## **Community Outreach Report – Mary Khattak**

## 2020 Community Outreach Plan

| Month    | Location             | Type   |
|----------|----------------------|--|
| January  | Meeting              | ---  |
| February | Meeting              | Winter Coat drive for Embry Rucker Shelter collection              |
| March    | Meeting              | Collection for Women Giving Back-Prom Boutique Speaker from WBG    |
| April    | SHRM Mixer & Meeting | Prom Boutique at metg. Full size toiletry collection at mixer. WGB |

### 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
- Attended – 17

#### February Discussion Group

- Topic – Legal Aspects in Gov Con – Critical Knowledge for your HR Toolbox
- Date – Thursday, February 6
- Registered – 30
- Location – Jackson Lewis

#### March Discussion Group

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

#### April Discussion Group

- Topic – HR and the “Employee Experience”
- Date – Thursday, April 2

#### May Discussion Group

- Topic – Employee Engagement: The Good, The Bad & The Ugly
- 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 – 994
- Twitter Followers – 1,036
- Instagram Followers – 23

## **Certification Report – Tricia Kleber**

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

### **New Business:**

**Budget** – Bryan sent out the budget today and received some comments back. We are considering budgeting \$10 for non-members to attend the discussion groups. We will keep a line item in for it, but we don't know how much to budget. If someone signs up during a discussion group, we can credit the \$10 towards their membership dues. Charlan motioned to approve the budget and Jennifer Regis seconded the motion. Tricia abstained from the vote as she did not receive the budget in time to review it. Matt Nieman was not on the call at the time to vote and therefore is considered to have abstained from the vote. Everyone else in attendance approved the budget.

**Membership** – We have 97 members who expired as of 12/31/2019. We need to work on getting them signed up for 2020. Previously we sent out something from Constant Contact that says that their membership expired and offered them the opportunity to renew their membership. We can target just the ones whose membership is expired. Erin Moody will send the template that we've used in the past to Tenelle Whitehurst and Nicole Davis, and Tenelle and Nicole will work on updating the template to send out to those expired members in 2019.

Tricia asked if we could reach out to those whose membership expired in 2018 and didn't renew in 2019 and contact them to come back to SHRM. Bryan Clickener offered to contact anyone who did not renew their membership in 2019. Tenelle will work on getting a list together and will get it to Bryan. Rae Shimon will look on her computer to see if she has a 2018 membership roster and will Tenelle with pulling that roster.

Rae went to her first HR Alliance meeting. She received an e-mail both before and after the meeting. We should consider doing both. Megan Hollywood sends out e-mails to the discussion group attendees a few days after the discussion group, and Tricia sends one out 2 weeks after the monthly meeting to the attendees. Rae will send us a copy of the e-mails. Charlan will send out the pre-meeting e-mails to everyone and Tricia will do the post-meeting e-mails for non-members and new members.

Shareem stated that she is trying to find different people to join the meetings. She invites new HR members at her work to come, and one signed up last month, and she hopes to bring someone with her to this meeting.

**Community Outreach** – Mary Khattak shared that Julia Michaels from Women Giving Back (WGB) will come to our March meeting and talk about the Prom Boutique. We will continue to do Embry Rucker, and will do the Pajama drive in the fall. Charlan stated that she likes doing something quarterly so that people can have reminders of the donation partner. If they can't make it for one meeting, they still have time to donate. If we decide not to continue with Embry Rucker, we will inform them by the end of 2020. Mary would like to do something military related, and would like to do the Tunnel to Towers race. Jennifer gave a quick update about

Tunnel to Towers. In 2019, Tunnel to Towers had over 160 participants in their first race and raised over \$18,000. It is done at the McCourt building at the P-Nats stadium. It will be in June, and they can use race day volunteers. Jennifer will let us know as soon as a date is confirmed. Mary would like to work with Prince William SHRM and see if they would like to partner with us.

In addition, Mary would like to continue to work with the Jack Kent Cook foundation for resume writing and interviewing.

**Marketing Materials** – At the state council meeting, we can put out marketing materials about the Dulles SHRM chapter. Nicole would like to have new materials, as ours do not look very good. Erin will look in Constant Contact to see what templates have. Tenelle will help design the material as she is a graphic designer. Nicole, Erin and Tenelle will draft something. Charlan suggested including community outreach programs that we have done.

**Sponsorship** – The January sponsor asked if they could get a Dulles SHRM membership as part of their sponsorship package. Matt Armendaris suggested that we include this as part of our platinum package. Currently platinum sponsors get an article on the front page of our website and can bring an extra person to the meeting. Matt N suggested that we offer memberships to two (2) people in their organization if they are national SHRM members. We get money from SHRM national for each Dulles member that we have, so that would offset the cost of the chapter membership. Matt A will reach out to Nicole offline to get the wording correct to update the platinum package.

**February Meeting** – Charlan, Nicole and Tricia will not be at the February meeting. Mary will step in for Charlan and Rae will check to see if she can fill in for Nicole. Charlan will have blank nametags so people can write their names. Charlan will give Mary the registration list. Sue Hathaway will do the raffle. Charlan suggested that Mary, Rae and Sue get there by 5:00 p.m.

**Megan** – Ana Londono will do a presentation for the spring seminar. Charlan will get with Megan for more information.

**Name Badges** – Tricia had not heard back on the name badges and had to track the company down. Our old contact moved into a new position and it appears that no one was looking at her e-mails. Tricia was able to resend the spreadsheet for the name badges to the new contact (Wendy Turner) and received confirmation right before the board meeting for the proofs. Tricia will approve the proofs and will send the invoice to Bryan for payment. If the name badges come in before the February meeting, Tricia will get them to someone who can hand them out; otherwise, Tricia will give them out at the March board meeting.

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

**Next Board Meeting:** Monday, March 2 at 6:00 p.m. This will be a live meeting.

Meeting adjourned: 6:16 pm

Respectfully submitted,  
Tricia Kleber

Last edited February 3, 2020