

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR FEBRUARY 1, 2021**

**Board Members Present:**

1. President – Charlan Cornwell
2. Secretary/Certification Representative – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Vice President, Membership & Registration – Tenelle Whitehurst
5. Vice President, Programs – Will Seidler
6. Legislative Liaison – Matt Nieman
7. Director, Diversity/Workforce Development – Shareem Annan
8. Director, Marketing – Erin Moody
9. Community Outreach Co-Chair – Mary Khattak
10. Director at Large – Rae Shimon
11. Director at Large – Beth Van Burk

**Board Members Absent:**

1. Director, Discussion Group – Megan Hollywood
2. Past President – Nicole Davis
3. Director at Large – Jennifer Regis

**Vacant Position:**

1. President Elect
2. Vice President, Sponsorships
3. Student/Emerging Professional Liaison
4. SHRM Foundation Representative

MEETING STARTED – 5:34 pm

Charlan called the meeting to order.

**Secretary's Report** – Tricia Kleber sent out the January minutes for approval. Matt Neiman motioned and Beth van Burk seconded. Tricia will upload the minutes to the website.

**Treasurer's Report** – Bryan Clickener – Balances as of Friday, January 29, 2021.

- BBT checking - \$15,482.46
- BBT savings - \$1,770.50
- PayPal - \$3,400.40

For payments, Bryan would like to cash the checks instead of using PayPal, since PayPal charges a fee. He would like those larger payments to be sent via check. Charlan wonders how much that would impact getting payments on time. Matt is

wondering if there is a way to change it so that if someone pays with a credit card, the fees are charged back to that person instead of us. Bryan will do some research on that.

Bryan will send out the budget tonight so we can review it and vote via e-mail.

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

#### *Programs for 2021*

- February – Build Back Stronger: The Power of a P.L.A.N. in the Face of Adversity
- March – Trade Secrets

### **Membership Report – Tenelle Whitehurst**

- Active Members – 139
- Pending Members – 5

Charlan is sending PayPal links to anyone who is requesting membership, since we still cannot access the website. Board members do not pay for membership. Rae asked if Tenelle had set those who were not active as expired, and she has not done so; she will get that done by the end of the week. Rae will help her with it. For the Board members, make sure that your information is correct.

We need to think about what we will do once SHRM takes over with the double membership (nationals and chapter).

### **Sponsorship Report – Vacant**

- Yearly Sponsor –
- Monthly Sponsors
  - February Meeting
  - March Meeting

Will is having problems getting sponsors, so if anyone can help, please reach out to him.

### **Registration Report – Tenelle Whitehurst**

January 20 Meeting/Webinar – Looking Ahead: Labor & Employment Policy. What to Watch For in 2021

- Registrants – 43
- Attended – 26
- Speakers – 2
- Total Attendants – 28

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

Mary sent an e-mail to Women Giving Back to see if she is available for February or March; she will follow up to see her status. She reached out to Susan for SHRM Foundation to get the information on that; Sue will get back to her.

## **Discussion Group Report – Megan Hollywood**

### **February Discussion Group**

- Topic – Leading in the 21<sup>st</sup> Century
- Date – Thursday, February 4, 2021
- Registered –
- Attended –

### **March Discussion Group**

- Topic – Employee Relations, Workplace Conflict Resolution and Mediation
- Date – Thursday, March 4, 2021
- Registered –

Megan was not in attendance so there is no update on the Discussion Group.

## **Social Media/Communication Report – Erin Moody**

- LinkedIn Members – 1029, up by 9 as last month
- Twitter Followers – 1053, up by 2 from last month
- Instagram Followers – 44, up by 8 from last month
- Facebook – 121, up by 1 from last month

Another sponsorship e-mail will go out on Wednesday. In addition, there will be another e-mail going out about the Discussion Group tomorrow. She is still working on updating the social media e-mails.

## **Certification Report – Tricia Kleber**

- SHRM Approval – February Monthly Meeting, February Discussion Group, March Discussion Group
- HRCI Approval –
- Waiting for Approval – January HRCI Monthly Meeting, February HRCI Monthly Meeting, February HRCI Discussion Group, March HRCI Discussion Group
- Waiting to Obtain –

## **Old Business**

We are looking to participate with SHRM for the dual membership. If you would like to help with this, please let Charlan know.

Charlan would like to do a social event in the Spring. She is worried about membership dropping off with being virtual. Tricia (jokingly) suggested doing something in March to celebrate the 1 year anniversary of going virtual. Hopefully in the spring/summer we can do something outdoors. Will has a friend with Kahoot, and he will follow up with her to see if we could use her account. We could also do “2 Truths and 1 Lie” and break out in groups of 10. Matt did that at one of his events, and it gave people the chance to talk about non-work stuff. Beth offered to help out.

One idea for monthly meetings – after the welcome, we can put people in breakout rooms and have a quick discussion about something to help people get to know each other. We could have the board members lead the discussion, and give them topics ahead of time. Tricia, Bryan, Will and Charlan will test the breakout option later this week.

Matt – tipped employees in DC in 2018. That law was never funded, but over the summer, a specific line was deleted. Tipped employees must be paid at least \$4.45 an hour, and employers can take a tip credit of \$9.55. If employees do not make the DC minimum wage, the employers must make up the difference. Another new law is that sexual harassment cases must not be reported. He will send out information about that.

**Next Board Meeting:** March 1, 2021. Bryan sent out the Zoom invite for it.

Meeting adjourned: 6:12 pm

Respectfully submitted,  
Tricia Kleber

Last edited February 23, 2021