

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR FEBRUARY 7, 2022**

**Board Members Present:**

1. President – William Seidler
2. Secretary & Director, Certification – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Director, Community Service – Mary Khattak
5. Director, Discussion Group – Megan Hollywood
6. Director, Diversity & Workforce Readiness Advocate – Shareem Annan
7. Director, Marketing & Communications – Erin Moody
8. Legislative Liaison – Matt Nieman
9. Past President and Director, Membership – Charlan Cornwell

**Board Members Absent:**

1. Vice President – Programs – Nakisha Griffin
2. SHRM Foundation Representative – Rae Shimon
3. Director at Large – Nicole Davis

**Vacant Position:**

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

MEETING STARTED – 5:33 pm

Will called the meeting to order.

**Secretary's Report** – Tricia Kleber sent out the January minutes for approval. Matt Nieman motioned to approve the minutes and Erin Moody seconded the motion. Shareem Annan, Charlan Cornwell and Tricia abstained from voting, but everyone else approved the minutes. Tricia will upload them to the website.

**Treasurer's Report** – Bryan Clickener – Balances as of 2/7/2022

- BBT checking - \$1,767.44
- BBT savings - \$16,234.18
- PayPal - \$1,923.09

We did have 2 people pay for e-mail blasts.

Bryan will prepare the budget for 2022 and will send that out to the board.

## **Programs' Report –**

### *Programs for 2022*

- February – How the Great Resignation Is – and Should Be – Affecting Your Recruiting – meeting will be changed to 4:00 pm
- March – How to Use your HR Data for DEI Solutions

Charlan will check with the Holiday Inn to see what we would need to do to get live meetings booked there. Bryan brought up maybe using the conference rooms in Matt's office. Matt would have no problem offering up the conference rooms, but we would need a reason to bring them to a meeting. There is a meeting this week with the governor of VA, so we might get some clarity on what we can do in terms of events.

## **Membership Report – Charlan Cornwell**

- Active Members –
- Pending Members –

She is working on reconciling the daily reports from SHRM and updating our records. She will have full update for the March meeting. We had 18 renewals since the beginning of the year, and 3 new members.

## **Sponsorship Report**

Please suggest any sponsors and work with Will until a Board position is filled. The cost is \$1500 Annual sponsor, \$150 Meeting sponsor. E-mail blasts are \$150 for 2 messages to all members.

- Yearly Sponsor
- Monthly Sponsors

## **Registration Report – Charlan Cornwell**

### January Meeting

- Registrants – 11
- Speaker – 1
- Total Attendees – 12

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

Jennifer Regis will speak at the March meeting on the Tunnel to Towers 5k Race for 2022. The race will be in April. She will talk to the Dulles Food Pantry to speak at a meeting in a few months. Matt brought up talking to the company that will take women's interviewing clothing to see if we could do something with them. Mary will see what she can find out.

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

### February Discussion Group

- Topic – Compensation Essentials for attracting and Retaining Talent
- Date – February 3, 2022
- Registered – 22
- Attended – 15

#### March Discussion Group

- Topic – Self Care – the HR Professional Must Survive
- Date – March 3, 2022

Megan asked if anyone had issues with Paypal. She had one person who did have problems, but that person didn't show up at the Discussion Group. No one has had any issues.

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

- LinkedIn Members – 1048, same as last month
- Twitter Followers – 1039, up 1 from last month
- Instagram Followers – 53, up 1 from last month
- Facebook – 124, up 3 from last month

Erin is reviewing all of her contact lists to get that cleaned up and have an active list moving forward.

She did ask if anyone know who Premier Team Building & Interactive Experiences. No one knows who they are, so Erin will block them.

### **Certification Report – Tricia Kleber**

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

### **Old Business**

- Membership Survey – Will to send out the survey monkey summary to all.
- HR Virginia 2022 Annual Conference – Create a Better Workplace; Avoid the Catch 22. This will be from April 24-27 at the Richmond Convention Center, and will be in-person.
- HR Virginia Leadership State Conference – postponed to July 8-10, 2022

### **New Business**

- Rasa (President) at Loudoun SHRM to have their members attend our meetings and our members can attend their meetings. We have more meetings than they do, so it makes sense that they would want to attend our meetings. Matt and Tricia agreed that if we are

virtual, it makes sense to not charge them for meetings, but once we go back to live meetings, we need to make sure to charge them. We can test this out in February and March and then revisit it.

- Susan Heiling expressed interest in joining the Board. She would help out with Sponsorship and Registration. Will is going to reach out to her and invite her to join us.
- Mini Board Retreat – go through the website and make updates and clean up some things and have a beverage and catch up. Maybe we can do this March 21-23 when Tricia will be in town. Will is going to look at some options and will get back to the Board.
- Shareem is working on some ideas for Diversity and Workforce Readiness.

**Next Board Meeting:** March 7, 2022.

Meeting adjourned: 6:11 pm

Respectfully submitted,  
Tricia Kleber

Last edited February 7, 2022