

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR MARCH 7, 2022

Board Members Present:

1. President – William Seidler
2. Secretary & Director, Certification – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Vice President – Programs – Nakisha Griffin
5. Director, Community Service – Mary Khattak
6. Director, Discussion Group – Megan Hollywood
7. Director, Marketing & Communications – Erin Moody
8. Director, Registration – Susan Helling
9. Legislative Liaison – Matt Nieman
10. SHRM Foundation Representative – Rae Shimon
11. Director at Large – Nicole Davis

Board Members Absent:

1. Director, Diversity & Workforce Readiness Advocate – Shareem Annan
2. Past President and Director, Membership – Charlan Cornwell

Vacant Position:

1. President Elect
2. Vice President, Sponsorships
3. Student/Emerging Professional Liaison

MEETING STARTED – 5:32 pm

Will called the meeting to order.

Secretary's Report – Tricia Kleber sent out the February minutes for approval. Matt Nieman motioned to approve the minutes and Mary Khattak seconded the motion. Susan Helling and Rae Shimon abstained from voting, but everyone else approved the minutes. Tricia will upload them to the website.

Treasurer's Report – Bryan Clickener – Balances as of 2/28/2022

- Truist checking - \$2,314.44
- Truist savings - \$16,234.30
- PayPal - \$2,114.63

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

Programs' Report – Nakisha Griffin

Programs for 2022

- March – How to Use your HR Data for DEI Solutions
- April - TBD

Membership Report – Charlan Cornwell

- Active Members – 118 according to the records
- Pending Members –

Charlan was not at the meeting, so we do not have an update from her.

Sponsorship Report

An e-mail blast is going out from Akron and Bryan will send an invoice for \$150. This e-mail blast will be sent out in the next few weeks.

- Yearly Sponsor
- Monthly Sponsors

Registration Report – Susan Helling

February Meeting

- Registrants – 38
- Speaker – 1
- Total Attendees – 12

Community Outreach Report – Mary Khattak

Jack Kent Cooke Foundation Resume/Interview Workshop for their Scholars weekend will happen again. The date will be August 6, 2022 in Washington, DC. More information will be forthcoming and we will send information out to the entire membership.

Jennifer Regis will speak at the March meeting for the Tunnel 2 Towers Foundation 5k Run. There is a Dulles SHRM Team created for the April 3rd event.

Mary is working on a different group to spotlight in April/May. She will try to work on both in-person events and virtual drives.

Discussion Group Report – Megan Hollywood

March Discussion Group

- Topic – Self Care – the HR Professional Must Survive
- Date – March 3, 2022
- Registered – 16
- Attended – 9

April Discussion Group

- Topic – Neuroscience Hacks for HR
- Date – April 7, 2022

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 1048, same as last month
- Twitter Followers – 1039, same as last month
- Instagram Followers – 54, up 1 from last month
- Facebook – 125, up 1 from last month

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

She is thinking that we can do a quick new board members to the pages to bring in new things.

She will look at the events tab in LinkedIn to see if that is something that we can do. She will also look at Facebook.

Diversity & Workforce Readiness – Shareem Annan

No information at this time

Certification Report – Tricia Kleber

- SHRM Approval – March Discussion Group, April Discussion Group, May Discussion Group, June Discussion Group
- HRCI Approval – April Discussion Group, May Discussion Group
- Waiting for HRCI Approval – March Discussion Group, June Discussion Group
- Waiting to Obtain – March Monthly Meeting

Old Business

- Rasa (President) at Loudoun SHRM would like 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 April and May and then revisit it.
- Mini Board Retreat – We will do this on March 23 from 4:00 pm – 7:00 pm. We will try to do a virtual option for those who cannot attend. Will is looking at a location for this.

New Business

Will has some ideas on how to get more participation for our meetings. One thing might be to add a calendar link when people register so that it's automatically added to their calendar. We are not maximizing the resources that we have on the website. Will and Susan will look at this. Will thinks that you can add this to both a Google calendar and Outlook; this is something that we should test out and have instructions on how to use this.

- Maybe changing the e-mails to be roles instead of names. That might help with some hacking. If we do that, we would have to make sure that we can look to have procedures in place for changes. We can look into that.

Next Board Meeting: April 4, 2022.

Meeting adjourned: 6:11 pm

Respectfully submitted,
Tricia Kleber

Last edited March 29, 2022