

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR SEPTEMBER 14, 2020**

Board Members Present:

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

Board Members Absent:

1. President – Nicole Davis
2. Director at Large – Beth Van Burk

Vacant Position:

1. Student/Emerging Professional Liaison
2. Sponsorships

MEETING STARTED – 5:33 pm

Charlan called the meeting to order.

Secretary's Report – Tricia Kleber sent out the August minutes for approval. Matt Neiman approved the minutes with Charlan Cornwell seconding them. Tricia, Susan Hathaway and Jennifer Regis had to abstain. Everyone else in attendance approved the August minutes and Tricia will add them to the website.

Bryan Clickener approved the consent agenda and Jennifer seconded the agenda. Everyone in attendance approved the consent agenda.

Treasurer's Report – Bryan Clickener – Balances as of 9/9/2020

- BBT checking - \$2,015.24
- BBT savings - \$15,481.94
- PayPal - \$5,061.95

Programs' Report – William Seidler

Programs for 2020

- September – Annual Legislative Update
- October – Keys for Cultivating Inclusion (rescheduled from June)
- November – TBD
- December – Holiday Party

Membership Report – Tenelle Whitehurst

- Active Members – 111
- Pending Members – 2

Sponsorship Report – Vacant

- Yearly Sponsor – Extensio Law (Misti Mukherjee)
- Monthly Sponsors
 - September Meeting
 - October Meeting
 - November Meeting
 - December Meeting

Registration Report – Charlan Cornwell

June 17 – Webinar – need from Matt N.

- Registrants –
- Attended –
- Speakers –
- Total Attendants –

August 19 – Webinar

- Registrants – 33
- Attended – 18
- Speakers – 1
- Total Attendants – 19

Community Outreach Report – Mary Khattak

2020 Community Outreach Plan – ALL ON HOLD

Discussion Group Report – Megan Hollywood

August Discussion Group

- Topic – Keeping It Real: The Road to Success with Honest Conversations
- Date – Thursday, August 6
- Registered – 19

- Attended – 22

September Discussion Group

- Topic – How to Talk about Race, Class and Injustice for All
- Date – Thursday, September 3
- Registered – 48
- Attended – 31

October Discussion Group

- Topic – Effective Performance Management: Looking at What Matters
- Date – Thursday, October 1, 2020

November Discussion Group

- Topic – TBD
- Date – Thursday, November 5, 2020

December Discussion Group

- Topic – Emotional Intelligence and Why This is So Important
- Date – Thursday, December 3, 2020

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 1017, up by 6 from last month
- Twitter Followers – 1047, up by 5 from last month
- Instagram Followers – 32, up by 3 from last month
- Facebook – 119, up by 2 from last month

Certification Report – Tricia Kleber

- SHRM Approval – September Monthly Meeting; October Monthly Meeting
- HRCI Approval – October Monthly meeting
- Waiting to Receive – November Monthly Meeting; October Discussion Group; November Discussion Group; December Discussion Group
- Waiting for Approval – September Monthly Meeting
- Waiting to Obtain – September – December information for Discussion Group; September, November information for Meetings

Old Business

- Return 2021 Board Interest Forms to Charlan ASAP. She and Nicole will meet to review them and determine what positions will be combined, what will be eliminated, and what will be open.

New Business

- Membership drive - \$40 – this will include the rest of this year and all of next year (October 2020 – December 2021). We will include it in our newsletter. We will also do social media campaigns and send specific e-mails to those who did not renew for this

year. Rae Shimon will work with Tenelle Whitehurst on pulling reports for the expiration dates for this year to get them out. Matt suggested that we put together a “canned” script outlining the virtual things that we’ve done that everyone can use. Charlan and Tricia will work together on a script and will send it to the Board for approval. Then those who want to participate in calling past members can reply back to the e-mail and we can start sending them out. Rae asked if we thought about recording the meetings and putting them on a website. Megan Hollywood asked about having the chapter pay for a zoom account; Matt replied that it makes sense not to do this to save funds. He is also concerned that anyone could look at the recordings, and it should just be for those in the Chapter. Rae will look into if we can set up a member’s only LinkedIn section. Mary Khattak asked about sending out a link to one of our recorded meetings to those who sign up. On YouTube, they can be made public or private, so you would need a link to get into that recording. Jennifer asked if someone watches a recording later on, do they get the credits for it. Rae stated that BBG only gives credits if they are watching live, and the Board decided to do the same.

- Programs – we are booked for the year, and the updates will appear on the website.
- For the Holiday party and transition dinner, we are discussion on how this will happen. For the holiday party, we can do a holiday social. Matt talked about Kahoot, and we will look into that. It’s a web-hosted game show, and could be very fun and interactive. Will has also done this, and has a colleague’s account that we can borrow. Charlan suggested that we try it out at one of our Board meetings. Will can set this up for October. For the transition dinner, we will hold off on deciding something for now – we don’t know what will happen in December.
- Matt mentioned that if your company is in a medium-risk zone in Virginia, you need to get your Covid-19 plan adopted within the next 10 days.

Next Board Meeting: Monday, October 5 at 5:30 p.m. This will be a virtual meeting.

Meeting adjourned: 5:58 pm

Respectfully submitted,
Tricia Kleber

Last edited September 29, 2020