

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR OCTOBER 5, 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. Legislative Liaison – Matt Nieman
7. Director, Discussion Group – Megan Hollywood
8. Director, Diversity/Workforce Development – Shareem Annan
9. Director, Marketing – Erin Moody
10. SHRM Foundation Representative – Susan Hathaway
11. Community Outreach Co-Chair – Mary Khattak
12. Past President – Rae Shimon
13. Director at Large – Beth Van Burk

Board Members Absent:

1. Vice President, Programs – Will Seidler
2. Director at Large – Jennifer Regis

Vacant Position:

1. Student/Emerging Professional Liaison
2. Sponsorships

MEETING STARTED – 5:33 pm

Nicole called the meeting to order.

Secretary's Report – Tricia Kleber sent out the September minutes for approval. Matt Neiman approved the minutes with Megan Hollywood seconding them. Beth van Burk had to abstain. Everyone else in attendance approved the August minutes and Tricia will add them to the website.

Matt approved the consent agenda and Charlan Cornwell seconded the agenda. Everyone in attendance approved the consent agenda.

Treasurer's Report – Bryan Clickener – Balances as of 9/29/2020

- BBT checking - \$4,811.24
- BBT savings - \$15,481.94
- PayPal - \$2,268.61

Programs' Report – William Seidler

Programs for 2020

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

Membership Report – Tenelle Whitehurst

- Active Members – 118
- Pending Members – 0

Sponsorship Report – Vacant

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

Registration Report – Charlan Cornwell

June 17 – Webinar – need from Matt

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

September 14 – Webinar – need from Matt

- Registrants – 26
- Speaker – 1
- Sponsor – 1
- Total Attendants – 28

Community Outreach Report – Mary Khattak

2020 Community Outreach Plan – ALL ON HOLD

Discussion Group Report – Megan Hollywood

October Discussion Group

- Topic – Effective Performance Management: Looking at What Matters
- Date – Thursday, October 1, 2020
- Registered – 21
- Attended – 15

November Discussion Group

- Topic – Breakthrough Communications
- Date – Thursday, November 5, 2020
- Registered – 5

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, same as last month
- Twitter Followers – 1048, up by 1 from last month
- Instagram Followers – 34, up by 2 from last month
- Facebook – 120, up by 1 from last month

Certification Report – Tricia Kleber

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

Old Business

- Membership drive - \$40 – Charlan and Tricia are meeting after our meeting tonight to go over the script outlining the virtual events that we have done. Once the Board approves the script, we will send this out to those members who did not renew their membership for 2020 and try to get them to renew for 2021. We need to decide if we want to send this out to the current members as well.
- Holiday Party – Kahoot – Nicole is going to send out a survey to see what the Board Members want for the party –please be honest as to if you want to meet outside or inside, or just do it via zoom. We cannot test Kahoot tonight because Will has the colleague who has the account and he was not on the meeting.

New Business

- 2021 Board – Nicole and Charlan are still working on this.
- Virginia State Conference – If anyone is interested in attending, please let Nicole know. The dates are November 17-20.
- Membership Campaign – Tenelle stated that we have until October 10 to enter a contest that SHRM is sponsoring. We would have to come up with 2 marketing strategies for October and November, and would have to share these strategies with SHRM in December. It would be based on the number of new members who join in October and November or those who renew their membership. If your membership is set to expire not

during this time but you renew, that will count. Members will receive a tote bag and an HR e-book. We will go ahead and sign up to do this, and Tenelle will submit the appropriate forms.

- Matt received a message from Nancy at the Loudoun County SHRM. She would like to share the materials from the September meeting to their members. Our logo would be on it. Matt doesn't see a downside to doing this, and the rest of the board is okay with doing this.

Next Board Meeting: Monday, November 2 at 5:30 p.m. This will be a virtual meeting.

Meeting adjourned: 5:45 pm

Respectfully submitted,
Tricia Kleber

Last edited October 27, 2020