

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

Board Members Present:

1. President – Charlan Cornwell
2. Secretary/Certification Representative – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Director, Discussion Group – Megan Hollywood
5. Director, Diversity/Workforce Development – Shareem Annan
6. Community Outreach Co-Chair – Mary Khattak
7. Past President – Nicole Davis
8. Director at Large – Jennifer Regis

Board Members Absent:

1. Vice President, Programs – Will Seidler
2. Vice President, Membership & Registration – Tenelle Whitehurst
3. Director, Marketing – Erin Moody
4. Legislative Liaison – Matt Nieman
5. Director at Large – Rae Shimon
6. Director at Large – Beth Van Burk

Vacant Position:

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

MEETING STARTED – 5:32 pm

Tricia called the meeting to order.

Secretary's Report – Tricia Kleber sent out the October minutes for approval. Jennifer Regis motioned to accept the minutes and Shareem Annan seconded the motion. Everyone in attendance with the exception of two people voted to approve the minutes. Tricia will post them to the website.

Treasurer's Report – Bryan Clickener – Balances as of 11/1/2021

- Truist checking - \$1,412.78
- Truist savings - \$16,233.77
- PayPal - \$1,972.26

BB&T changed their name to Truist.

Events/Registration Report – William Seidler/Tricia Kleber

October Meeting

- Registrants – 10
- Speaker – 1
- Total Attendees – 11

November Meeting – Will is working with Loudoun SHRM to do a joint meeting for November 17 on Marijuana. They are just waiting on Jackson Lewis' availability for that day.

December Event – Will and Charlan are working on going to Lost Rhino Brewery for the holiday event.

January 2022 – The meeting topic is Employee Engagement. Once the speaker form is completed, it will be sent to Tricia.

Sponsorship Report – Vacant

- Yearly Sponsor –
- Monthly Sponsors
 - November Meeting
 - December Event
- E-mail blast – Akron – Bryan sent an invoice for \$150.
- E-mail blast – The Plan Sponsor University – Bryan sent an invoice for \$150 to Marc Lester.

Membership Report – Tenelle Whitehurst

- Active Members –
- Pending Members –

Tenelle was not at the meeting nor did she submit any report, so we have no information as to membership.

Community Outreach Report – Mary Khattak

Mary had nothing to add. She will do some sort of collection for the December event once we nail that down. Cornerstone is looking for \$25 gift card donations, and she can get the link to Will/Erin for sending out to the group.

Discussion Group Report – Megan Hollywood

October Discussion Group

- Topic – HR Throw Me a Lifeline – Training and Tracking for Compliance
- Date – October 7, 2021
- Registered – 19

- Attended – 16

November Discussion Group

- Topic – Diversity, Inclusion, Equity & Belongingness
- Date – November 4, 2021
- Registered – 15

December Discussion Group

- Topic – Measuring and Assessing Emotional and Social Skills Using the World's Leading Tool
- Date – December 2, 2021

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 1048, down 1 from last month
- Twitter Followers – 1038, down 1 from last month
- Instagram Followers – 52, down 1 from last month
- Facebook – 121, up 1 from last month

Certification Report – Tricia Kleber

- SHRM Approval –
- HRCI Approval –
- Waiting for HRCI Approval –
- Waiting to Obtain – November Discussion Group; November Monthly Meeting; December Discussion Group

Old Business

- Membership Survey – Will has access to Survey Monkey and will start working on the survey. Will hopes to get it sent out by the October meeting. He will send it out to the Board beforehand for thoughts and feedback.

New Business

- 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.
- SHRM Mentor Program 2022 – applications are due by Monday, November 29. We will have Erin send an e-mail blast out to our members.
- State Council Meeting – November 18 – If you are interested in attending, please let Charlan know.
- SHRM Volunteer Business Leadership Meeting – This will be from November 10-12. If you are interested in attending, please let Charlan know.

Next Board Meeting: December 6, 2021. Bryan sent out the Zoom invite for it.

Meeting adjourned: 5:52 pm

Respectfully submitted,

Tricia Kleber

Last edited November 10, 2021