

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR NOVEMBER 6, 2023**

Board Members Present:

1. President – William Seidler
2. Secretary & Director, Certification – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Vice President – Programs – Hudaidah Bhimdi
5. Director, Community Service – Mary Khattak
6. Director, Marketing & Communications – Erin Moody
7. Legislative Liaison – Matt Nieman
8. Student/Emerging Professional Liaison – Rochelle Fashaw
9. Past President and Director, Membership/Registration – Charlan Cornwell
10. Past President and Director, Membership/Registration – Nicole Davis

Board Members Absent:

1. Director, Discussion Group – Megan Hollywood
2. SHRM Foundation Representative – Rae Shimon

Vacant Position:

1. President Elect
2. Vice President, Sponsorships
3. Director, Diversity & Workforce Readiness Advocate

MEETING STARTED – 5:31 pm

Tricia Kleber called the meeting to order.

Secretary's Report – Tricia sent out the August minutes for approval. Bryan motioned to accept the minutes and Will Seidler seconded the motion. Will and Tricia approved the minutes; everyone else approved the meeting. Tricia will upload them to the website.

Treasurer's Report – Bryan Clickener – Balances as of 11/6/2023

- Truist checking - \$4,690.83
- Truist savings - \$20,737.35
- PayPal - \$3,016.85

P&C paid their invoice, and Acon paid their invoice for their e-mail blasts. All of the 2023 conference reimbursements have been paid.

Bryan and Will are still working with Truist to clean up the account and get the users and admins removed from the bank accounts who are no longer part of Dulles SHRM. Bryan proposes that the treasurer should not be the account manager, and that it should be the president and/or the president-elect. The treasurer and the president or president-elect (if not the account manager) should be the users.

Programs' Report – Hudaidah Bhimdi

Programs for 2023

- November – The New Form I-9 and Virtual Document Review Option: A More Complicated Form and a Simplified Review Process
- December – no chapter meeting. We decided not to do a holiday function.

Programs for 2024

- January – there is a speaker is lined up
- February – in-person chapter meeting on February 21, with a happy hour afterwards.

Membership Report – Charlan Cornwell/Nicole Davis

- Active Members – 162 active members; 7 new members from last time

Sponsorship Report – Vacant

- Yearly Sponsor – Paycor
- Monthly Sponsors

Registration Report – Will Seidler

October Fall Conference

- Speaker – 3
- Attendees – 42
- Will thinks we broke even. The sponsors loved the event. We did have a few new members to the Dulles Chapter. Both Mary and Nicole have been in touch with these new members and are hoping to get them signed up in our chapter.

Community Outreach Report – Mary Khattak

Coats and gloves were dropped off and pictures were posted on LinkedIn. Mary is turning her duties over to Charles for next year.

Discussion Group Report – Megan Hollywood

October

- Topic – 2023 Compensation Market Trends – A Renewed Focus on Strategy and Design
- Date – October 5, 2023
- Registrants – 42
- Attended – 21

November

- Topic – Artificial Intelligence (AI) – How AI is Shaping the Future of HR
- Date – November 2, 2023
- Registrants – 26
- Attended – 15

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 1055, down 8 from last month
- LinkedIn company page – 79 followers, up 47 members
- Twitter Followers – 1017, down 5 from last month – Erin cannot get in, so she will work with Nicole to work on this
- Instagram Followers – 60, up 3 from last month
- Facebook – 132, up 8 from last month

Student/Emerging Professional Liaison – Rochelle Fashaw

GMU had 2 students attend the Fall Conference. Rochelle is meeting with GMU before Thanksgiving to look for mentoring abilities. Mary Kitson might be able to help out with ideas for mentoring.

Certification Report – Tricia Kleber

- SHRM Approval – November Discussion Group; November Monthly Meeting
- HRCI Approval – October Fall Conference (2 out of 3); November Discussion Group; November Monthly Meeting
- Waiting for HRCI Approval – October Fall Conference (1 out of 3)
- Waiting to Obtain – December Discussion Group

We have been recertified with SHRM for 2024. Working on HRCI certification

Old Business

- Leadership Conference at the Omni Richmond (October 12-14) – Will, Mary, Rochelle, Nicole, Hudaidah, and Nakisha are attending. They had a good time and learned a lot. Hearing the other chapters talk about the same issues that our chapter has was helpful. There also seem to be a lot of resources that are available if you know how to find them.
- What are people's feelings about Monday board meetings? Do we want to change it for next year? Or change the time? Mary sent a survey out, and there were no clear-cut choices for it. Mary will look at it again and see if she can narrow down some choices and we vote on those.
- Looking at Board for next year. Erin and Bryan is stepping down and Will is going to take his place, Nicole will be the new president, Mary the president-elect. Tricia, Hudaidah, and Megan are keeping their positions. Charlan is going to take over registration.
- For quarterly meetings, possible looking at Hidden Creek Country Club for these and will look at doing heavy hors d'ouvres, or looking at places that are less expensive and less formal.

New Business

- Change in dues – increasing from \$40 to \$50. We have not raised our dues in several years, and we don't feel that this is a large increase. Tricia will look through the minutes to see when our last increase was (January 2015). Tricia motioned to raise the dues and Will seconded the motion. Everyone in attendance approved the motion, so the dues will increase to \$50 in 2024. We will need to let SHRM Nationals know about our increase. We will also need to send out communication about the increase and change the website.
- Board transition dinner – December 6. Please let Will know by the end of the week so he can find a place and will put out the time.
- Proposed new board:
 - President – Nicole Davis
 - Past-President – Will Siedler
 - President Elect – Mary Khattak
 - Treasurer – Will Siedler
 - Secretary & Certifications Advisor – Tricia Kleber
 - VP of Sponsorships – Vacant – Will is filling in
 - VP Programs – Hudaidah Bhimdi
 - VP Membership – Rochelle Fashaw
 - VP Registration – Charlan Cornwell
 - *Director of Marketing and Communications – Pamela Palmer*
 - *Director of Discussion Group – Trace-Ann Green*
 - Legislative Liaison – Matt Nieman
 - *Community Outreach Chair – Charles Thompson*
 - Director of Diversity/Workplace Development – Vacant
 - SHRM Foundation Representative – Vacant
 - Student/Emerging Professional Liaison – Vacant
 - Director at Large – Rae Shimon
- Departing Board Members
 - Bryan Clickener
 - Megan Hollywood
 - Erin Moody

Next Board Meeting: January 8, 2024

Meeting adjourned: 6:13 pm

Respectfully submitted,
Tricia Kleber

Last edited: November 6, 2023