

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR FEBRUARY 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, Discussion Group – Megan Hollywood
7. Director, Diversity & Workforce Readiness Advocate – Nakisha Griffin
8. Director, Marketing & Communications – Erin Moody
9. Legislative Liaison – Matt Nieman
10. SHRM Foundation Representative – Rae Shimon
11. Past President and Director, Membership/Registration – Charlan Cornwell

Board Members Absent:

1. Past President and Director, Membership/Registration – Nicole Davis
2. Student/Emerging Professional Liaison – Rochelle Fashaw

Vacant Position:

1. President Elect
2. Vice President, Sponsorships
3. Director, Registration

MEETING STARTED – 5:31 pm

Will called the meeting to order.

Secretary's Report – Tricia Kleber sent out the January minutes for approval. Matt motioned to approve the minutes and Will seconded the minutes. Bryan, Megan, and Rae abstained. Everyone else in attendance approved the minutes. Tricia will add them to the website.

Treasurer's Report – Bryan Clickener – Balances as of 2/6/2023

- Truist checking - \$5,711.75
- Truist savings - \$18,735.82
- PayPal - \$1,672.69

1099's for the accountant and the taxes have been sent out. Bryan sent the budget to Will, and Will is going to forward the budget to everyone for review. There is nothing out of the ordinary in it compared to last year. If you have any questions on the budget, please contact Bryan directly. Will asked about the HR Virginia conference (April 23-26, 2023) and how many people Dulles SHRM will pay for. According to Rae, Dulles SHRM had paid for the President and the President-Elect in the past. We do have some extra

funds, so we might be able to pay for more people to attend. We need to make sure that we are allocating the funds appropriately. There was a suggestion to raffle off one member conference cost to a Dulles SHRM member who attends a meeting or a discussion group in the months of February or March. Hudaidah asked about having a half day program in the fall and wanted to make sure that we would have some funds for that. Matt stated that he would prefer to use our funds for a happy hour/any event that allows for more than one member. We would like to try and have more in-person events, but there could be an issue trying to find space.

Programs' Report – Hudaidah Bhimdi

Programs for 2023

- February – Marc Miller – Mortal HR – February 17
- March – Kristin Ransford Hiemstra
- April – Maurico Velasquez – Toxic Workplaces, Toxic Individuals – How to Deal with Them
- May – in person at Matt Nieman's office – maybe someone from the SHRM Speaker's Bureau (we have not used them in the past few years)
- August – there is a potential speaker

Membership Report – Charlan Cornwell/Nicole Davis

- Active Members – 147 active members

Charlan and Nicole met last week to see if they were adding the new members appropriately. Will has been informally sending welcome e-mails to the new members.

Sponsorship Report – Vacant

- Yearly Sponsor –
- Monthly Sponsors

Will has a potential annual sponsor (AllState Identity Protection Services) for \$100/month. He also might have a potential sponsor for February.

Registration Report – Will Seidler/Tricia Kleber

January Meeting – no January Meeting

- Registrants –
- Speaker –
- Total Attendees –

Community Outreach Report – Mary Khattak

There will be an e-mail sent out about the quarterly site that we will be sponsoring – Mobile Hope – for first quarter. Mary will link an Amazon wish list that Mobile Hope has set up, and we will highlight that with a slide during the monthly meetings.

Discussion Group Report – Megan Hollywood

January

- Topic – Coaching – Navigational Conversations
- Date – January 5, 2023
- Registered – 12
- Attended – 8

February

- Topic – How to Effectively Integrate DEI in Your Benefit Programs
- Date – February 9, 2023
- Registered – 7
- Attended –

Tricia asked about having a discussion to talk about return to work. Megan would like to have an attorney weigh in on this as it changes on a daily basis.

Social Media/Communication Report – Erin Moody

- LinkedIn Members – **1066**, same as last month
- Twitter Followers – **1022**, same as last month
- Instagram Followers – **56**, same as last month
- Facebook – **123**, same as from last month

The sponsorship e-mail will be going out tomorrow; Will was able to get the Dulles SHRM LinkedIn Business page set up and Erin invited all of us to like the page.

Certification Report – Tricia Kleber

- SHRM Approval – February Monthly Meeting
- HRCI Approval –
- Waiting for HRCI Approval – February Monthly Meeting
- Waiting to Obtain – February Discussion Group; March Discussion Group; March Monthly Meeting

Old Business

- Survey Update – Will needs help on getting this re-sent out. Erin volunteered to help out and will touch base with Will this week on this.
- Board Retreat – spring or summer; we need to tackle succession planning; please let Will know if you are interested in helping with this. Bryan suggested having an in-person Board meeting first. Matt stated that having a Board meeting in person may not be the best thing, but a social event might be better. Megan and Will agreed with Matt.

- Membership – E-mail Address Cleanup – Charlan, Nicole and Will have a game plan on getting this done. As you renew your SHRM Nationals, if you get charged for Dulles SHRM, please let Bryan/Will know so you can be reimbursed.
- Legislative – Minute with Matt – Monthly via e-mail – Matt will prepare this, and Erin will send it out. Matt hasn't been able to do that at this time due to his trial schedule, but hopefully when that is done, he'll be able to start that up again.

New Business

- None

Next Board Meeting: March 6, 2023

Meeting adjourned: 6:35 pm

Respectfully submitted,
Tricia Kleber

Last edited: February 6, 2023