

## **DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR FEBRUARY 5, 2024**

### **Board Members Present:**

1. President – Nicole Davis
2. President Elect – Mary Khattak
3. Secretary & Certifications Advisor – Tricia Kleber
4. Past President/Treasurer – William Seidler
5. Vice President, Membership – Rochelle Fashaw
6. Vice President – Registration – Charlan Cornwell
7. Director, Marketing & Communications – Pamela Palmer
8. Director, Workplace Development and Diversity – Nakisha Dixon
9. Legislative Liaison – Matt Nieman
10. Student/Emerging Professional Liaison/Director at Large – Trace-Ann Green
11. Student/Emerging Professional Liaison/Director at Large – Christine Sullivan
12. Student/Emerging Professional Liaison/Director at Large – Cindy Parker

### **Board Members Absent:**

1. Vice President – Programs – Hudaidah Bhimdi
2. Director, Community Outreach – Charles Thompson
3. Director at Large – Rae Shimon

### **Vacant Position:**

1. Vice President, Sponsorships
2. Director, Discussion Group
3. Director, Diversity & Workforce Readiness Advocate
4. SHRM Foundation Representative

MEETING STARTED – 5:36 pm

Nicole Davis called the meeting to order.

**Secretary's Report** – Tricia sent out the January minutes and asked for any comments/changes. Matt motioned to approve; Charlan seconded. Tricia abstained from voting; everyone else approved.

- Consent agenda – do we still want it? Nicole suggests having this on a quarterly basis as there are not many changes that happen here. Does anyone know if there are items that we need to have on a monthly basis? Matt suggested that we keep track of the books each month. He likes having the consent agenda so that we have an idea of what is going on each month on a fiduciary basis. Will suggested that we do the financial report monthly. Tricia will send it out on Monday morning of the meetings regardless of what information is in there.

**Treasurer's Report** – William Seidler – Balances as of 2/1/2024

- Truist checking - \$3,212.27
- Truist savings - \$22,237.90
- PayPal – \$1,045.31

The old users/admins have been deleted; Will, Nicole and Mary will be added to the accounts (they have to go in person to have it done)

### **Programs' Report – Hudaidah Bhimdi**

#### *Programs for 2024*

- February – The Ever-Changing Landscape of Employee Compensation and Meet the Board Happy Hour – starts at 4:30 pm at Hidden Creek Country Club
- March 20 – How HR Can Unleash the Accelerating Power of Alignment

### **Membership Report – Rochelle Fashaw**

- Active Members – 151 active members

### **Sponsorship Report – Vacant**

- Yearly Sponsor –
- Monthly Sponsors – Will has 2 people interested in February

Still looking for both yearly and monthly sponsors – if you know of anyone who would like to be a sponsor, please provide this information to Will.

### **Registration Report – Charlan Cornwell**

#### January Meeting

- Registered – 14
- Attended – 31 – all members receive an e-mail blast with the link so all members can join

#### February Meeting

- Registered – 10, as of Friday (2/2/2024) – there will be appetizers and beverages, which is covered in the registration fee (\$30) – this needs to be updated on the website. We also need to go back to see who has registered but not paid and reach out to them.

Do we want to have a Members in Transition Rate? We've had this for quite some time, and it is a benefit for those in need. We also had discounts for students, and again, it can help draw more people into our meetings. The general consensus is to keep a discount for students, but not for those in transition, as it is harder to know who is really in transition. We could sponsor a student per year or per quarter. One suggestion for the students is to offer another way for them to register so we can track who the students are to help with registration. Matt suggested that we don't charge students if they purchase a national membership (which is discounted by SHRM). They would still have to designate the Dulles Chapter as their local chapter, and we wouldn't charge them for any regular meetings that they attend. One thing we will need to find out is if a student has to designate a chapter when they sign up for national SHRM. Cindy promotes SHRM membership to her students at GMU but very few students purchase it.

We will discuss this more in the future.

## **Community Outreach Report – Charles Thompson**

There was no report

## **Discussion Group Report – Vacant**

March

- Topic –
- Date –

## **Social Media/Communication Report – Pamela Palmer**

- LinkedIn Members – 1053, down 10 from last month
- LinkedIn company page – 83 followers, up 1 from last month
- LinkedIn Posts – 1 post
- Twitter Followers – 1017, up 18 from last month
- Instagram Followers – 57, down 3 from last month
- Facebook – 131, up 7 from last month, with 10 posts

Twitter (X) sent a code to dullesshrmedia@gmail.com / pass code had a data breach

With LinkedIn, we need to do the following:

- Create an event for the February 21 meeting
- Add images, photos, posts from board members; weekly cadence
- Activate group badge

## **Student/Emerging Professional Liaison – Trace-Ann Green/Christine Sullivan/Cindy Parker**

- Trace-Ann and Christine are going to meet in person and come up with a plan. They will provide more information at the next meeting.

## **Certification Report – Tricia Kleber**

- SHRM Approval – February Monthly Meeting; March Monthly Meeting
- HRCI Approval – February Monthly Meeting
- Waiting for HRCI Approval – March Monthly Meeting
- Waiting to Obtain – Anything after March

Currently Tricia sends out the certificates to those in attendance. Do we want to keep it that way or have Programs/Discussion Group do it? Tricia will continue to send out. We should be getting a Dulles SHRM Zoom account so that should make things easier to do.

## **President's Report – Nicole Davis**

- March Board meeting – will be in person at Mary's office. There will be a zoom link for those who cannot attend.
- State Council meeting – proceeds from state conference last year in the amount of \$4,000 is heading our way
- VA State Conference – in April; 20% discount for board members if you volunteer.

- Nicole will send out a survey regarding some
- Attendance at meetings – please let us know if you will not be attending.

### **Old Business**

- Dulles SHRM Resource Documents – Google Drive coming soon - if
  - SHAPE Review/Goals in February (or when shape is available)
  - Top Goal is Membership: Covers all areas, what members are interested in, attaining members, in-person engagement
  - New Members: Will send board orientation documents electronically, great resources and overview of SHRM, local chapters and volunteer leaders' roles and responsibilities, social media, communications
- 1:1 Invites to review basic volunteer functions, Q&A
- February in person event: Need Assistance with booking event (Hidden Creek)
- Board Members: SHRM Membership Reminder, all board members must have a current membership
- SPAM Emails
- Dulles Webpage: Try to login, email me if you have issues
- Zoom Account: Will look at having a chapter zoom account, put in to 2024 budget
- Sponsors: Send vendors to Will; still looking at options for 2024. Matt asked for a list of events to share with sponsor. Will is going to review the sponsorship levels and update if needed. Look at having a committee to set up spring/winter conference.
- February 21<sup>st</sup>: Meet the Board event, with networking and presentation.
- Discussion Group need: In the a.m. – discussing issues with a facilitator, need someone to host. Matt can be potentially host.

### **New Business**

- May Seminar – Considering:
  - Continuing AI
  - Mental Wellness – this seems to be the most popular
  - Elder Workers

Rochelle is involved in another group and they are doing a session on HR burnout – that might be a good topic

4 A's of mental wellness – Awareness, Accommodation, Assistance, Access

Tentatively May 15

- Nakisha – diversity panel – how to make an ERG – she will send out an e-mail about this

Items to discuss at the next board meeting

- Member in Transition Rate
- How to run discussion group – next meeting

Tricia asked if we will continue to have “A Minute with Matt” – Matt will be at the meeting and can do so.

Will – he will send out the draft budget by e-mail; if there are questions, please send them to Will.

**Next Board Meeting:** March 4, 2024

Meeting adjourned: **6:50 pm**

Respectfully submitted,  
Tricia Kleber

Last edited: February 5, 2024