

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR FEBRUARY 3, 2025

Board Members Present:

1. President – Mary Khattak
2. Secretary & Certifications Advisor – Tricia Kleber
3. Vice President, Membership – Rochelle Fashaw
4. Vice President, Programs & Past President – Nicole Davis
5. Treasurer – Will Seidler
6. Director, Community Outreach & SHRM Foundation – Pamela Palmer
7. Director, Marketing/Communications – Nakisha Dixon
8. Legislative Liaison – Matt Nieman
9. Student/Emerging Professional Liaison – Cindy Parker
10. Student/Emerging Professional Liaison – Christine Sullivan
11. At Large – Charlan Cornwell

Board Members Absent:

Vacant Position:

1. President Elect
2. Vice President, Sponsorships
3. Director, Discussion Group
4. Director, Diversity, Equity & Inclusion

MEETING STARTED – 5:32 pm

Mary Khattak called the meeting to order.

Secretary's Report – Tricia Kleber sent out the January minutes. There were no changes sent to her. Cindy Parker made a motion to accept the January minutes and Will Seidler seconded the motion. The motion was passed, and Tricia will upload the minutes to the website.

Treasurer's Report – William Seidler – Balances as of 2/3/2025

- Truist checking - \$4,484.76
- Truist savings - \$19,731.23
- PayPal – \$5,341.93

Will is closing out the books for 2024. He is working on the budget for 2025 and hopes to have that for the next board meeting.

Programs' Report – Nicole Davis

- January 15– Immigration Under the New Administration: How Employers Can Prepare for Increased I-9 Enforcement (Speaker: Hudaidah Bhimdi)
 - Attendees registered: 29
 - We will try to get this to 30 people; Nicole asked that we make another push on social media sites.
- February 19– Building Connections from Day One: Activities for Integrating New Hires (Speaker Alex Suchman)
- March – In-person

- April 16 – Celebrate Diversity Month: How to Create, Develop, and Lead an Effective Diversity Program with Limited Resources (Speaker Nakisha Dixon & panel)

Membership Report – Rochelle Fashaw

- Active Members – 157 active members
- New Members – 4
 - We would like to restart sending out Welcome messages to the members. Rochelle will connect with Nicole to get access to the g-mail account.
- Rochelle asked about e-mailing the expiring members and those whose membership is expiring soon. Mary would like to put more emphasis on engaging on the leaving members to see if we can get them back.

Sponsorship Report – Vacant

- Yearly Sponsor –
- Monthly Sponsors –
- Will is going to circle back with Sentara to get feedback on how it went for them. He would like to have 2 annual sponsors. He likes to drive sponsors for the live meetings – that seems to work better. Mary would like to have a brainstorming session about how to gain more sponsorship.

Community Outreach Report – Pamela Palmer

- 4 gift cards delivered to Cornerstones on December 9, 2024

SHRM Foundation Report – Pamela Palmer

- Donations for 2024 –
- 2025 Goal –

Discussion Group Report – Vacant

- Maybe try to do this quarterly? Will and Tricia will work on one for Q1. One idea is about return to office and what people are doing about that

Social Media/Communication Report – Nakisha Dixon

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
LinkedIn Members												
Engagement Posts												
X Followers												
Instagram Followers												
Facebook Followers												

- Chapter meeting communications need to be sent on XX date; deadline for submission is XX
- Rochelle had looked at Loudoun's Instagram and they are quite active on there, welcoming new members, recognizing birthdays, and adding topics from national SHRM, etc. Mary asked that we all look at other social media sites for other chapters and see what ideas we can get.

Certification Report – Tricia Kleber

- SHRM Approval – January meeting, February meeting
- HRCI Approval – January meeting, February meeting
- Waiting to Obtain – March meeting

Both HRCI and SHRM have approved our 2025 application for certification credits

Student/Emerging Professional Liaison – Cindy Parker/Christine Sullivan

- A GMU student reached out and wanted to regalanize the student SHRM chapter. Cindy is very excited about that. The student is a graduate student. He and Cindy will work together to source for members and leadership. They are meeting next week. We need to see if anyone has internship opportunities available and talk to Cindy about this.

President's Report – Mary Khattak

- Mary would like to schedule 1:1's with everyone to talk about

Old Business

- Mary thanked Nicole for the transition happy hour and thanked everyone for their work from last year.

New Business

- Speakers/Topics for 2025 – Mary would like people to think about ideas for speakers and topics, and to get back to her and Nicole with this information.
- Board Brainstorming Session TBD
- Spring or Fall Seminar
- Loudoun SHRM – we would like to work with them more, and possibly join our group.

Next Board Meeting: February 3, 2025

Meeting adjourned: 6:12 pm

Respectfully submitted,
Tricia Kleber

Last edited: January 13, 2025