

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MARCH 2, 2020**

**Board Members Present:**

1. President – Nicole Davis
2. President Elect/Registration Coordinator – Charlan Cornwell (phone)
3. Secretary/Certification Representative – Tricia Kleber
4. Treasurer – Bryan Clickener
5. Vice President, Membership – Tenelle Whitehurst (phone)
6. Vice President, Programs – Will Seidler
7. Director of Diversity/Workforce Development – Shareem Annan (phone)
8. Legislative Liaison – Matt Nieman
9. Community Outreach Co-Chair – Mary Khattak
10. SHRM Foundation Representative – Susan Hathaway
11. Past President – Rae Shimon (phone)
12. Director at Large – Jennifer Regis

**Board Members Absent:**

1. Vice President, Sponsors – Matt Armendaris
2. Director, Marketing – Erin Moody
3. Director, Discussion Group – Megan Hollywood
4. Director at Large – Beth van Burk

**Vacant Position:**

1. Student/Emerging Professional Liaison

MEETING STARTED – 5:33 pm

**Secretary's Report** – Tricia Kleber sent out the February minutes for approval. Bryan approved the minutes with Matt N seconding them. Everyone in attendance approved the February minutes and Tricia will add them to the website.

Nicole approved the consent agenda and Jennifer seconded them. Everyone in attendance approved the consent agenda.

**Treasurer's Report** – Bryan Clickener – Balances as of 2/28/2020

- BBT checking - \$2,477.33
- BBT savings - \$15,480.92
- PayPal - \$2,769.36

**Programs' Report** – William Seidler

*Programs for 2020*

- March – Breakfast – Demystifying Healthcare: Transforming a Top Organizational Liability into an Asset
- April – Dinner – Financial Wellbeing and Your Workforce
- June – Keys for Cultivating Inclusion

**Membership Report – Tenelle Whitehurst**

- Active Members – 61
- Expired Members (12/31/2019) - 93
- Pending Members – 4

**Sponsorship Report – Matt Armendaris**

- Yearly Sponsor – Extensio Law (Misti Mukherjee)
- Monthly Sponsors
  - March Meeting – PilieroMazza
  - April Meeting –
  - May Seminar – Extensio Law (others to come)

Please send any and all sponsorship inquiries to Matt!

**Registration Report – Charlan Cornwell**

February Meeting

- Registrants – 25
- Walk-Ins – 3
- No-Shows – 3 (1 did not pay prior to the event)
- Annual Sponsor – 0
- Monthly Sponsors – 2
- Speakers – 1
- Total Attendants – 28

These are the amounts collected at the February meeting

- \$26 for Embry Rucker (includes \$13.50 donation from 50/50)
- \$13.50 for SHRM Foundation – Lynda Hoyt won and donated her portion to Embry Rucker
- \$25 SHRM Foundation donations on behalf of our speaker
- Raffle – Susan Stinson

**Community Outreach Report – Mary Khattak**

2020 Community Outreach Plan

Month	Location	Type
January	Meeting	--
February	Meeting	--

March 18	Meeting	Collection for Women Giving Back-Underwear Drive Speaker from WGB
April 15	Meeting	Collection for Women Giving Back-Underwear Drive
May 13	Spring Seminar	Collection for Women Giving Back-Sunblock & Summer gear for women & children
June 17		--
June 27	Prince William Stadium Complex	Tunnel to Towers 5k volunteer or race w/ PW SHRM
July	No meeting	--
August weekend	JKC Foundation Scholars Weekend	Resume & Mock Interview feedback with the scholars
August 19	Meeting	Back to School Collection Drive-WGB
September 16	Meeting	TBD
October 21	Meeting & Mixer	Pajama and book collection for Pajama Program
November 18	Meeting	Pajama and book collection for Pajama Program
December 16	Holiday meeting mixer	Have rep from Embry Rucker attend to accept check. Collection TBD for Embry Rucker

## Discussion Group Report – Megan Hollywood

### February Discussion Group

- Topic – Legal Aspects in Gov Con – Critical Knowledge for your HR Toolbox
- Date – Thursday, February 6
- Registered – 30
- Attended – 19
- Location – BSI Group America, Inc.

### March Discussion Group

- Topic – HR and Helping Employees Balance Financial Planning
- Date – Thursday, March 5
- Registered – 14
- Location – Jackson Lewis

### April Discussion Group

- Topic – HR and the “Employee Experience”
- Date – Thursday, April 2

### May Discussion Group

- Topic – Employee Engagement: The Good, The Bad & The Ugly
- Date – Thursday, May 7

#### June Discussion Group

- Topic – Organizational Design – Building the US Space Force
- Date – Thursday, June 4

### **Social Media/Communication Report – Erin Moody**

- LinkedIn Members – 997, up 3 from last month
- Twitter Followers – 1,037, up 1 from last month
- Instagram Followers – 23, no change

### **Certification Report – Tricia Kleber**

- SHRM Approval – March Monthly Meeting, March Discussion Group, April Discussion Group, June Monthly Meeting, June Discussion Group
- HRCI Approval – March Monthly Meeting
- Waiting for Approval – June Monthly Meeting; March and April Discussion Group are possibilities

### **Old Business:**

**Membership** – We only have a small number of those from 2019 that have not renewed their membership. Tenelle is reaching out to those former members.

For 2018, Nicole and Tenelle will get the 2018 roster and will connect to come up with a plan to reach out to those former members.

We will send out e-mails for those who have signed up for our monthly meeting who are new. Matt N. suggested sending out an e-mail blast to everyone on Friday before the meeting reminding everyone about the meeting. Nicole will talk to Erin about sending this out, and Charlan will send out an e-mail to those registered on Monday of the meeting. Then Tenelle will send out e-mails to those who are not part of Dulles SHRM, talking about the benefits of the chapter.

**Community Outreach** – Mary Khattak asked about what she should focus on for the Spring Seminar. Charlan will circle back to Mary on this.

**Spring Seminar** – Charlan will get back to us on speaker information for the spring seminar on May 13.

### **New Business**

**HR Conference** – We need to donate something for a silent auction for this conference. Matt suggested that we have a theme for the basket. We can use one of the Dulles SHRM bags from last year and any additional goodies that Charlan still has.

**Job Postings** – We will continue to do this. We talked about if we should charge for posting a job for non-members, and the general consensus was to eliminate the charge. Instead, we should be emphasizing this services at our monthly meetings and in our communications pieces. People will send the jobs to Tricia and she will add them to the website.

**Bryan** – He let us know that there was someone who came to the February meeting and paid with a check and the check bounced. What is our protocol on that? It was suggested that Charlan reach out to the person and try to get the funds back. Bryan will send Charlan the information.

**Matt N** – He confirmed that Jackson Lewis PC will continue to host the discussion groups.

**Donation of HR Books (Tales of the HR Crypt)** – Denise Messineo is donating 50 books to the chapter and we need to decide if we want to have these for the spring seminar or June meeting. Tricia suggested doing it for the seminar to help boost attendance. We will see if she will then speak in August about the book.

**Matt N** – He usually does his legal update in September. He suggested doing a local law update instead, since there have been so many changes.

**Coronavirus** – With this consuming so much of everyone’s time, we discussed putting information out about this.

**SHRM Foundation** – Susan let us know that there is a free course on the website that everyone can take and receive 10 recertification credits. It is Employing Abilities @Work. This initiative expands awareness of employment challenges and strengthens the skills and abilities of professionals to hire, retain, and advance this high-potential labor force. Susan suggested that everyone check this out. The website is <https://employingabilities.org>.

**Nicole** has the HRVirginia State Council Events Calendar for 2020. Tricia will add this to the minutes.

**Tenelle** updated the members/expired members report and asked for help with sending out language for the expired members. Nicole and Jennifer will help review the language.

**Shareem** knows someone who deals with diversity and inclusion and is meeting with her on Thursday. Shareem will find out if she would be interested in speaking at the Spring Seminar and if so, she will connect her with Shareem.

**Spring Membership Mixer** – Tricia asked if we were doing one. Shareem/Amy will be speaking with the Loudoun chapter about this.

Please try to confirm your attendance at the board meetings by the Friday beforehand.

**Next Board Meeting:** Monday, April 6 at 5:30 p.m. This will be a virtual meeting.

Meeting adjourned: 6:14 pm

Respectfully submitted,  
Tricia Kleber

Last edited March 25, 2020