

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MARCH 30, 2020**

**Board Members Present:**

1. President – Nicole Davis
2. President Elect/Registration Coordinator – Charlan Cornwell
3. Secretary/Certification Representative – Tricia Kleber
4. Treasurer – Bryan Clickener
5. Vice President, Membership – Tenelle Whitehurst
6. Vice President, Programs – Will Seidler
7. Vice President, Sponsors – Matt Armendaris
8. Director, Marketing – Erin Moody
9. Director, Discussion Group – Megan Hollywood
10. Legislative Liaison – Matt Nieman
11. Community Outreach Co-Chair – Mary Khattak
12. SHRM Foundation Representative – Susan Hathaway
13. Past President – Rae Shimon
14. Director at Large – Jennifer Regis

**Board Members Absent:**

1. Director of Diversity/Workforce Development – Shareem Annan
2. Director at Large – Beth Van Burk

**Vacant Position:**

1. Student/Emerging Professional Liaison

MEETING STARTED – 5:32 pm

Nicole started the meeting thanking everyone for

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

Charlan approved the consent agenda and Matt N seconded them. Everyone in attendance approved the consent agenda.

**Treasurer's Report** – Bryan Clickener – Balances as of 3/30/2020

- BBT checking - \$3,969.24
- BBT savings - \$15,480.92
- PayPal - \$4,042.65

**Programs' Report** – William Seidler

*Programs for 2020*

- April – Dinner – Financial Wellbeing and Your Workforce
- June – Keys for Cultivating Inclusion
- August – You Can't Make This Sh\*t Up: Tales From the HR Crypt

**Membership Report – Tenelle Whitehurst**

- Active Members – 162
- Expired Members (12/31/2019) - 3
- Pending Members – 0

**Sponsorship Report – Matt Armendaris**

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

We have little interest in sponsorships right now due to the current economic situation. Any and all ideas are welcome for incentivizing companies to sponsor.

Please send any and all sponsorship inquiries to Matt!

**Registration Report – Charlan Cornwell**

March Meeting – this was changed to a free webinar due to Coronavirus

- Registrants – 47
- Attended – 28
- Speakers – 1
- Total Attendants – 29

**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**

March Discussion Group

- Topic – HR and Helping Employees Balance Financial Planning
- Date – Thursday, March 5
- Registered – 15
- Attended – 12
- Location – Jackson Lewis

April Discussion Group – Cancelled due to COVID-19

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

May Discussion Group - pending

- 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, same as last month

- Twitter Followers – 1041, up 4 from last month
- Instagram Followers – 25, up from 2 last month
- FaceBook – 116 members

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

- SHRM Approval – April Discussion Group, June Monthly Meeting, June Discussion Group, August Monthly Meeting
- HRCI Approval – April Discussion Group, April Monthly Meeting, June Monthly Meeting
- Waiting for Approval – August Monthly Meeting
- Waiting to Obtain – May Discussion Group, May Seminar

### **New Business**

We need to discuss what we want to do going forward, especially after the governor of Virginia's mandate of stay-at-home until June 10. Will spoke to the April meeting speaker and that will be a virtual meeting. He is checking with the speaker for June.

We will not be able to do the spring seminar in May. Charlan has a call with the hotel to discuss what we can do for April – June. We are not sure yet if we will do this in the fall or completely postpone it until next year.

Megan stated that if the Discussion Group speaker has the ability to do a virtual meeting, then that will happen. The April's meeting has been cancelled and moved to May. Bryan let us know that he has a Zoom account and we can use that if we need to for the chapter meetings, discussion groups, or board meetings. We can do a test with this to make sure that the Board is comfortable with this.

What can we do with membership? Tricia stated that she thought that we should do the monthly meetings online, and do them free for members and a smaller amount for non-members. We are still providing certification credits for the monthly meetings. Rae is looking with the other chapters and is finding that chapters are doing virtual monthly meetings. We will do free meetings for members and \$10 for non-members.

Tenelle will look at doing a virtual happy hour with our members in May; Tricia suggested doing it on May 5 (Cinco de Mayo). We could have everyone share the drinks that they have, or Nicole could make up a drink and share that.

For now, we will do virtual monthly meetings and discussion groups. Matt stated that we should discuss when we can restart the live meetings, and Nicole stated that we will decide this at our May meeting.

Nicole talked about still having sponsorships, since our virtual meeting in March had more attendance than our regular meetings. Matt A. stated that we should reduce the cost from \$300 down to \$150. Matt wanted to know if we would give a refund if they paid the full amount. Matt N suggested that we offer the April sponsor the opportunity to do both April and May, and we will do a May meeting.

Tricia suggested that we could do a meeting to talk about what companies are doing during this time. Matt N suggested swapping the April meeting to do this instead, or doing it in addition,

during lunch time. Maybe we can do a roundtable or a panel. Bryan stated that he has been doing webinars every week about what is going on with COVID-19. They have been very well attended, and have been going over the hour allotment, with questions on furloughs, layoffs, WARN, provisions that companies are doing right now, the new paid sick leave act, etc.

Will is going to look at setting this up. Bryan, Matt N and Tricia agreed to help, and Will thinks the April speaker would want to help as well. We will look to do this during lunchtime.

Charlan asked if we were going to have our meetings for the next three months at lunchtime. Nicole stated that we were going to do that.

Tricia stated that we should try and do more social media posts, especially during this time. Nicole asked everyone to post more.

Charlan asked if we are still doing the SHRM donation for the members. Nicole said that we didn't do it for March, but we should do one for that. For the April panel, we will just do one donation.

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

**Next Board Meeting:** Monday, May 4 at 5:30 p.m. This will be a virtual meeting.

Meeting adjourned: **6:14** pm

Respectfully submitted,  
Tricia Kleber

Last edited March 30, 2020