

DULLES SHRM BOARD OF DIRECTORS MEETING MINUTES FOR MAY 6, 2024

Board Members Present:

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

Board Members Absent:

Vacant Position:

1. Vice President, Sponsorships
2. Director, Community Outreach
3. Director, Discussion Group
4. SHRM Foundation Representative

MEETING STARTED – 5:31 pm

Nicole Davis called the meeting to order.

Secretary's Report – Nicole sent the budget out via e-mail for approval. The budget was passed by all votes but one. The budget is approved.

Tricia Kleber sent out the April minutes and asked for any comments/changes. Matt Nieman motioned to approve the minutes and Rochelle Fashaw seconded the motion. Everyone in attendance approved the minutes. Tricia will add them to the website.

Treasurer's Report – William Seidler – Balances as of 5/6/2024

- Truist checking - \$
- Truist savings - \$
- PayPal – \$

Programs' Report – Hudaidah Bhimdi

Programs for 2024

- April 17 – Creating Safe Spaces & Engaging DEIB ERG Communities
- May 15 – Spring Seminar – The Four Pillars of Mental Health – How to Support Your Workforce – we have our first speaker set up. Mary has reached out to a few others and is waiting to hear back from them. Mary will reach out to HCCC to get the contract. We

will ask for help on LinkedIn but in a way so that people don't know that we don't have all the speakers lined up just yet. Tricia will send to Mary the certificate form. There is a touch-base meeting on Friday with the committee to discuss the next steps. Mary will follow up with Charlan for goodies (stress-related ideas) and Charles for charity options. Pamela asked if anyone is doing anything specific due to the new act in CA coming out in July? There is also an app that Pamela's company is rolling out and she will send that information to Mary.

Membership Report – Rochelle Fashaw

- Active Members – 151 active members

Sponsorship Report – Vacant

- Yearly Sponsor – Centura Health Care will be our annual sponsor for the rest of the year. They paid \$4,000 for this.
- Monthly Sponsors –
- Spring Conference – Rippling HR is interested in sponsoring the Spring Conference. There are a few other employers who are interested in sponsoring the conference.

If you know of anyone interested in being a sponsor, please reach out to Will.

Registration Report – Charlan Cornwell

April Monthly Meeting

- Registered - 12
- Attended –

May Monthly Meeting

- Registered –
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Community Outreach Report – Vacant

Discussion Group Report – Vacant

Social Media/Communication Report – Pamela Palmer

We decided to use LinkedIn as our primary communication medium. Going forward, we'll be tracking the following:

	January	February	March	April
Followers	89	89		
Posts	0	5	3	
Members	1053	1054	1054	
Impressions	47	339		

Visitors	35	40		
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Student/Emerging Professional Liaison – Trace-Ann Green/Christine Sullivan/Cindy Parker

Certification Report – Tricia Kleber

- SHRM Approval – April Monthly Meeting
- HRCI Approval – April Monthly Meeting
- Waiting for HRCI Approval –
- Waiting to Obtain – Anything after April

March monthly meeting certificates were sent out to the attendees on 3/29/2024.

President’s Report – Nicole Davis

HR Virginia – 3rd week of April. She will share information about that at our next meeting.

She still owes us information about Board members attending meetings.

Old Business

- Zoom Account: Will look at having a chapter zoom account, put in to 2024 budget – this has been added and will be set up soon. Will is still missing the debit card, but Nicole has hers so she might have to set them up going forward.

New Business

None

Next Board Meeting: May 6, 2024

Meeting adjourned: 5:59 pm

Respectfully submitted,
Tricia Kleber

Last edited: April 1, 2024