

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MAY 4, 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. Legislative Liaison – Matt Nieman
10. Community Outreach Co-Chair – Mary Khattak
11. SHRM Foundation Representative – Susan Hathaway
12. Director at Large – Beth Van Burk

**Board Members Absent:**

1. Past President – Rae Shimon
2. Director at Large – Jennifer Regis
3. Director, Discussion Group – Megan Hollywood
4. Director of Diversity/Workforce Development – Shareem Annan

**Vacant Position:**

1. Student/Emerging Professional Liaison

MEETING STARTED – 5:34 pm

Nicole called the meeting to order.

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

Beth approved the consent agenda and Will 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

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

April 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

NOTE: All events are on hold for now

### 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**

Nicole talked about getting an account for \$14.99/month per user so that we can do virtual meetings. She suggested us doing this for 3 months. Tricia offered her Zoom account to use instead of having to pay for this. Will and Tricia will meet to get it set up for the May meeting.

Will is working on setting up the June meeting, possibly on “Return to Work”. Tricia will send the name of someone who would might be able to speak on this for a panel. We might need to move the meeting up so that we’re discussing this before most people are back to work.

For the August meeting, Denise offered to mail out the books earlier so that people have time to read it before the actual meeting.

Matt will do the “Is Virginia the New California” meeting in September. He will send to Tricia a blurb about the meeting so she can get it approved for certifications.

Since the VA state council meeting was cancelled, the registration for Nicole and Charlan will be rolled over to 2021 at the same price. We would only have to pay for the President-elect.

State Council – Nicole attended the virtual meeting for that. Most people are doing virtual events. One topic was how do deal with sponsorships, which we discussed last time.

We received \$260 from SHRM for the recertification incentive.

Bryan and Nicole are working on trying to find out what e-mail accounts we do have. We are not sure who has the [dullesshrm@gmail.com](mailto:dullesshrm@gmail.com) information. Beth offered to work on that to see what she can find out. The end goal is to sync them to one account.

Tenelle is having problems with 2 people who said that they both registered to join the chapter but Tenelle can’t find them. Nicole will look in the PayPal account to see what she can find.

Tenelle suggested doing a virtual happy hour either on a Friday night or as a mid-day break. Some suggestions were to do an ice breaker where you can’t say “coronavirus” or an “Ask the Advisor” segment. Bryan suggested doing something where they can hold up a card instead of

speaking, since if everyone talks at one time, it doesn't work very well. Another suggestion was Binge or Cringe – the moderator can do something where s/he would say a name of a show and people would show the card for binge or a card for cringe. One suggestion was to raffle off a free membership so that the winner can give it to a friend of theirs, or the winner can use it to join the chapter. It was decided to just do a happy hour in the evening (maybe 5:00 pm) during the week and to just do something fun and not work-related.

Matt N suggested that everyone should check out the laws in VA that go into effect 7/1/2020. Many of them are mentioned on the Jackson Lewis webinars, which are archived.

Matt N knows of a company in Arlington who is looking for a HR Director. Tricia will connect with him off-line.

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

**Next Board Meeting:** Monday, June 1 at 5:30 p.m. This will be a virtual meeting.

Meeting adjourned: 6:00 pm

Respectfully submitted,  
Tricia Kleber

Last edited May 28, 2020