

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR MAY 3, 2021**

Board Members Present:

1. President – Charlan Cornwell
2. Secretary/Certification Representative – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Vice President, Programs – Will Seidler
5. Director, Discussion Group – Megan Hollywood
6. Director, Marketing – Erin Moody
7. Legislative Liaison – Matt Nieman
8. Community Outreach Co-Chair – Mary Khattak
9. Past President – Nicole Davis
10. Director at Large – Beth Van Burk

Board Members Absent:

1. Vice President, Membership & Registration – Tenelle Whitehurst
2. Director, Diversity/Workforce Development – Shareem Annan
3. Director at Large – Jennifer Regis
4. Director at Large – Rae Shimon

Vacant Position:

1. President Elect
2. Vice President, Sponsorships
3. Student/Emerging Professional Liaison
4. SHRM Foundation Representative

MEETING STARTED – 5:34 pm

Charlan called the meeting to order.

Secretary's Report – Tricia Kleber sent out the April minutes for approval. Will Seidler motioned to accept the minutes and Matt Nieman approved the motion. Everyone in attendance, with the exception of Mary Khattak, approved the minutes; Mary had to abstain from voting. The minutes will be uploaded to the website.

Treasurer's Report – Bryan Clickener – Balances as of 4/30/2021

- BBT checking - \$2,586.25
- BBT savings - \$15,482.84
- PayPal - \$2,627.35

Programs' Report – William Seidler

Programs for 2021

- May 12 – Welcoming Employees Back to the Workplace
- May 19 – Deeper Than DISC
- June – Workplace Support for Grievors
- July – no meeting
- August – in-person; welcome back meeting
- September – Annual Legislative Update

Will suggested sending a survey to members asking if they would be comfortable attending a live meeting beginning in the summer. We could check with Rae to see if Guardian will do any meetings in July that are free for members.

Nicole has the log-in information for Survey Monkey; Beth offered to generate the questions for the survey and the link could be imbedded in a Constant Contact e-mail. She will send a link over to Will for review.

Membership Report – Tenelle Whitehurst

- Active Members –
- Pending Members –

Tenelle was not at the meeting nor did she send in her report, so we do not know how many active members we have. Nicole spoke with Tenelle and Tenelle was supposed to send out the list of those members who had not renewed in 2021. That has not been done yet.

Sponsorship Report – Vacant

- Yearly Sponsor –
- Monthly Sponsors
 - May 12 Meeting –
 - May 19 Meeting – Akron Inc.
 - June Meeting

Registration Report – William Seidler/Tenelle Whitehurst

May 12 Meeting – Welcoming Employees Back to the Workplace (postponed from April)

- Registrants – 33
- Attended –
- Speakers –
- Total Attendants –

May 19 Meeting – Deeper than DISC

- Registrants – 5
- Attended –
- Speakers –

- Total Attendants –

Community Outreach Report – Mary Khattak

- Working with Cornerstones/Embry-Rucker to speak at either the May 12 or June 16 meeting. She will let Will know which date works best for them.
- Deadline for SHRM-CP or SHRM-SCP professional grants – 5/4/2021. The deadline for several of the awards and grant towards the SHRM conference is May 19.
- Huge placement goal for this program. Please visit hrapprentice.org to see if your company can participate.
- Veterans at Work Certificate Program – free and earns 10 recertification credits towards SHRM-CP or SHRM-SCP.

Some chapters are raising funds for the SHRM Foundation by doing online events, such as a Bingo night. We might want to look at doing something like that. We might want to get someone from the SHRM Foundation to speak at one of our meetings. Megan could have them speak in the September or November Discussion group; Matt suggested November. We could have them do the October meeting on the SHRM Foundation.

Discussion Group Report – Megan Hollywood

May Discussion Group

- Topic – Opportunities for Workforce Development through University Partnerships
- Date – Thursday, May 6, 2021
- Registered – 10

June Discussion Group

- Topic – Road Map to Hiring our Talented Veterans and Veteran's Spouses
- Date – Thursday, June 3, 2021

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 1034, same as last month
- Twitter Followers – 1053, down by 5 from last month
- Instagram Followers – 51, up by 2 from last month
- Facebook – 120, down by 1 from last month

Certification Report – Tricia Kleber

- SHRM Approval – May Discussion Group, May 19 Monthly Meeting, June Monthly Meeting
- HRCI Approval –
- Waiting for HRCI Approval – May Discussion Group, May 19 Monthly Meeting, June Monthly Meeting
- Waiting to Obtain – May 12 Monthly Meeting; June Discussion Group

Old Business

Marketing – Nicole updated the Board members information so that we are showing as active members for this year

Dual-Licensing Agreement – Matt had a question about SHRM and our membership. If they can sell our membership, can we do a membership drive? It seems different in that someone new would have to go to SHRM national to sign up for our chapter. Charlan responded that SHRM would track all of our membership data and information. Then individuals have the option to pick our chapter. What happens if someone is signed up for Dulles SHRM but the records are not reflected that way? How can we show that someone is actually in our chapter if there is a glitch in their system? Administratively it is less work for us. This is just a big change for us. Do we know if there is an autofill option if someone is signing up from our website? We will check on that. Charlan will look to see if she can pull any information about how the membership will work, and if so, we can all view that.

New Business

2020 Bronze Excel Award – This has been awarded to us by SHRM, and it recognizes outstanding achievements in Chapter operations and a commitment to providing meaningful programs and services to our members. It is also recognition of our continued growth and development as a business leader, capable of developing strategies that lead to business successes.

Next Board Meeting: June 7, 2021. Bryan sent out the Zoom invite for it.

Meeting adjourned: 6:18 pm

Respectfully submitted,
Tricia Kleber

Last edited June 3, 2021