

**DULLES SHRM BOARD OF DIRECTORS  
MEETING MINUTES FOR MAY 2, 2022**

**Board Members Present:**

1. President – William Seidler
2. Secretary & Director, Certification – Tricia Kleber
3. Treasurer – Bryan Clickener
4. Vice President – Programs – Nakisha Griffin
5. Director, Community Service – Mary Khattak
6. Director, Marketing & Communications – Erin Moody
7. Legislative Liaison – Matt Nieman
8. SHRM Foundation Representative – Rae Shimon

**Board Members Absent:**

1. Director, Discussion Group – Megan Hollywood
2. Director, Diversity & Workforce Readiness Advocate – Shareem Annan
3. Past President and Director, Membership – Charlan Cornwell
4. Director at Large – Nicole Davis

**Vacant Position:**

1. President Elect
2. Vice President, Sponsorships
3. Director, Registration
4. Student/Emerging Professional Liaison

MEETING STARTED – 5:38 pm

Will called the meeting to order.

**Secretary's Report** – Tricia Kleber

Tricia Kleber sent out the April minutes for approval. Rae Shimon motioned to approve the minutes and Will Seidler seconded the motion. Erin Moody and Mary Khattak abstained from voting, but everyone else approved the minutes. Tricia will upload them to the website.

**Treasurer's Report** – Bryan Clickener

Balances as of 5/2/2022

- Truist checking - \$3,565.31
- Truist savings - \$16,234.57
- PayPal - \$1,975.82

Bryan will forward the budget for everyone to review. We will do an approval by e-mail. Bryan is also working with the CPA to finalize the taxes, and that will be finished by the end of the month.

We have not received the sponsorship payment yet, so Will is going to follow up with that.

We have not been doing a donation for the speakers over the past few years. Part of that is due to Covid; part is because we were operating at a loss. We would like to bring it back or do something to thank them. We could send them thank you notes as a start. Nakisha mentioned that most speakers want the attendance list. Matt talked about how we used to give the speakers the names – it was people would put their business cards in a drawing for a gift from the speaker.

## **Programs' Report – Nakisha Griffin**

### *Programs for 2022*

- May – Mindfulness in the Workplace by Naranjan Nota
- June – How to Be More Effective in Your Instructional Design – Amber Vanderburg
- August – possibly on HR Data Transformation
- September – Legal Update – Matt Nieman
  - possibly a SHRM Foundation/Workplace Update as a separate meeting
- October – Streamlining your Application
- November – possibly something on DEI
- December – Holiday Gathering

## **Membership Report – Charlan Cornwell**

- Active Members – 117
- Pending Members –

## **Sponsorship Report – Vacant**

- Yearly Sponsor – Paycor
- Monthly Sponsors
  - May Event
  - June Event
  - June Social Event

## **Registration Report – Charlan Cornwell/Will Seidler**

### April Meeting

- Registrants – 17
- Speaker – 1
- Total Attendees – 18

## **Community Outreach Report – Mary Khattak**

Mary will do some sort of collection at the June Social Event, along with the SHRM Foundation 50/50. She has been trying to reach Drama McCoy from Jack Kent Cooke Foundation for the scholar's weekend in August, but has not had luck in getting through to her.

A slide on Embry Rucker will be done for the next meeting.

### **Discussion Group Report – Megan Hollywood**

#### May Discussion Group

- Topic – Culture and Leadership
- Date – May 5, 2022

#### June Discussion Group

- Topic – HR Analytics for Effective Business Decision Making
- Date – June 2, 2022

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

- LinkedIn Members – 1054, up 2 from last month
- Twitter Followers – 1042, same as last month
- Instagram Followers – 54, same as last month
- Facebook – 125, same as last month

Erin will send out a blast tomorrow for the discussion group and the monthly meeting. She is still cleaning up the distribution list.

### **Diversity & Workforce Readiness – Shareem Annan**

No information at this time

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

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

### **Old Business**

- Will would like to try and meet quarterly and start getting back to live meetings. We will stay virtual through the summer.
- HR Virginia conference – There was a table for those SHRM members who were not affiliated with a chapter, and we were able to add a few members. The leadership meeting July 8-9 in Glen Allen – we can have up to 5 board members attend. There is a SHRM National blast that we can also include in our mailings
- We went over the information from the strategic planning meeting. Will would like to work on the website and work on increasing membership. Will is meeting with the SHRM National web guru (Shelly Quinn) on Friday to get more tips and training. Will cleaned up the home page and was able to get the old information removed.

## **New Business**

June 22 – Dulles SHRM/NOVA SHRM – Social; Will is trying to get someone to sponsor it so maybe we could offer 1 drink ticket.

Mentor HR is looking for someone with coaching if anyone is certified.

We had some conversation around if we do go back to any live events. Most people don't want to go back to live events all of the time. We could look to do quarterly social events, maybe for free or for a nominal fee, but focus on the networking piece. We've been one of the few VA chapters that is still offering at least 2 certification meetings a month. Some options would be a combination of a CE meeting with a social event (bowling, Top Golf, ax throwing, Xcal (behind top golf).

Matt talked about having the September meeting be both – virtual and in person. Will and Matt will discuss the logistics will it. We also discussed adding in a recording of "A Minute with Matt" with one of our e-mail blasts.

**Next Board Meeting:** June 6, 2022.

Meeting adjourned: 6:31 pm

Respectfully submitted,  
Tricia Kleber

Last edited June 1, 2022