

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR JUNE 7, 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, Diversity/Workforce Development – Shareem Annan
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 – Jennifer Regis
11. Director at Large – Rae Shimon

Board Members Absent:

1. Vice President, Membership & Registration – Tenelle Whitehurst
2. Director, Discussion Group – Megan Hollywood
3. Director at Large – Beth Van Burk

Vacant Position:

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

MEETING STARTED – 5:33 pm

Charlan called the meeting to order.

Secretary's Report – Tricia Kleber sent out the May minutes for approval. Matt Nieman motioned to accept the minutes and Bryan approved the motion. Everyone in attendance, with the exception of Jennifer, 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 6/7/2021

- BBT checking - \$2,149.50
- BBT savings - \$15,483.10
- PayPal - \$2,741.47

Programs' Report – William Seidler

Programs for 2021

- June – Workplace Support for Grievors
- August – leaning towards in person; looking at Cooper’s Hawk. Rae might have a contact that she will forward to Will. This could be a good kick-off to starting in person events.
- September – Annual Legislative Update

The Holiday Inn reached out to Charlan to let her know that they are starting to ramp up. We could start doing some live meetings in September. Charlan suggested polling the membership group to see what they are interested and doing a hybrid of both live and virtual meetings. We should start looking at other venues to see if we can get better pricing. We also need to figure out what type of food we would want to offer.

Near Cooper’s Hawk, there is a WeWork and we might be able to use their common area for a meeting, so that would be worth a look. We could look at other spaces, especially for breakfasts, and bring in Panera or something like that.

Will and Bryan will start researching this.

Membership Report – Tenelle Whitehurst

- Active Members – 77 members
- Pending Members – 0

SHRM sent a membership report to us and they have us at 99 members, but we don’t have the same number. We will need to have the correct numbers so that we will have the correct information for the dual membership process. Charlan will send Tricia the list and Tricia will try to figure out the discrepancies.

We should be going live with membership on August 18. We need our first roster alignment by 7/19; second done by 8/6. We need to encourage people to list Dulles SHRM as their chapter of preference.

We need to figure out where to put our efforts – do we want to chase members down now or do we want to wait and see what happens when we start the dual membership? We do need to let our members know about the dual membership. Erin and Charlan will take a look at the examples and will draft something out and send it to the Board. We will also include something on a slide for the chapter meeting.

Sponsorship Report – Vacant

- Yearly Sponsor –
- Monthly Sponsors
 - June Meeting – none at this time
 - August Meeting – he is hoping to find a few for in person

Registration Report – William Seidler/Tricia Kleber

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

- Registrants – 45
- Attended – 28
- Speakers – 3
- Total Attendants – 31

May 19 Meeting – Deeper than DISC

- Registrants – 15
- Attended – 7
- Speakers – 1
- Total Attendants – 8

June 16

- Registrants - 7

Community Outreach Report – Mary Khattak

Jennifer Regis will speak about the Tunnel to Towers race that was held in June. The Jack Kent Cook scholar's weekend is in August, and Mary is waiting to hear back from them if they could use help from the Chapter. Mary is hoping that someone from the SHRM Foundation will speak at the October meeting.

Discussion Group Report – Megan Hollywood

June Discussion Group

- Topic – Road Map to Hiring our Talented Veterans and Veteran's Spouses
- Date – Thursday, June 3, 2021
- Registered – 11
- Attended – 9

August Discussion Group

- Topic – HR's Role in Shaping a Culture of Inclusiveness
- Date – Thursday, August 5, 2021

Social Media/Communication Report – Erin Moody

- LinkedIn Members – 1040, up 6 from last month
- Twitter Followers – 1046, down 6 from last month
- Instagram Followers – 53, up 2 from last month
- Facebook – 120, same as last month

Erin will help when we do the survey, and she will get the newsletter out tomorrow for the chapter meeting.

Certification Report – Tricia Kleber

- SHRM Approval – June Discussion Group; June Monthly Meeting
- HRCI Approval – June Monthly Meeting
- Waiting for HRCI Approval – June Discussion Group
- Waiting to Obtain – Everything after June

Old Business

Membership Survey – we should find out what they want from us. Matt offered to help draft the survey. We need to find out how to draw people in.

Meeting type preference

Meal

Time of day

What would you like to see from the Chapter

Suggestions for places

What topics would you like to have at the meeting

Networking events

Community service opportunities

What would interest you in joining the Board

Will, Erin, Matt, Jennifer, Mary will work on this

New Business

Dual Membership – We can still do membership drives, but we need to figure out how to do this with the dual membership.

Making sure rosters align – Charlan, Nicole and Will are meeting with SHRM Nationals to work on making sure that the rosters align.

There is an auto-fill option with the dual membership with SHRM Nationals. The SHRM site will show Dulles SHRM as their chapter of preference. If it is blank, then they can choose Dulles SHRM. The key will be the communication plan to reinforce membership to non-members.

Next Board Meeting: August 2, 2021. Bryan sent out the Zoom invite for it.

Meeting adjourned: 6:19 pm

Respectfully submitted,
Tricia Kleber

Last edited July 27, 2021

