

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR SEPTEMBER 9, 2024**

Board Members Present:

1. President – Nicole Davis
2. President Elect – Mary Khattak
3. Past President/Treasurer – William Seidler
4. Vice President, Membership – Rochelle Fashaw
5. Vice President, Programs – Hudaidah Bhimdi
6. Director, Marketing & Communications – Pamela Palmer
7. Director, Diversity, Equity & Inclusion – Nakisha Dixon
8. Legislative Liaison – Matt Nieman
9. Student/Emerging Professional Liaison – Cindy Parker

Board Members Absent:

1. Secretary & Certifications Advisor – Tricia Kleber
2. Vice President, Registration – Charlan Cornwell
3. Student/Emerging Professional Liaison – Trace-Ann Green
4. Student/Emerging Professional Liaison – Christine Sullivan
5. Director at Large – Rae Shimon

Vacant Position:

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

MEETING STARTED – 5:34 pm

Mary Khattak called the meeting to order.

Secretary's Report – Tricia Kleber is not in attendance for this meeting. However, she did send the July meeting minutes out on July 29, 2024. As of August 3, there were no changes to the meeting minutes. **Cindy Parker** motioned to accept the July minutes and **Pamela Palmer** seconded the motion. The motion was passed and Tricia will upload the minutes to the website.

Treasurer's Report – William Seidler – Balances as of 8/2/2024

- Truist checking - \$ 7,819.27
- Truist savings - \$18,893.43
- PayPal – \$6,586.95

Programs' Report – Hudaidah Bhimdi

Programs for 2024

- August – The Four Communication Styles
- September – Legislative Update with Matt
- October – Fall Conference on the 23rd
- November – asked Nakisha for help identifying a speaker
- December – Holiday party TBD

Membership Report – Rochelle Fashaw

- Active Members – 147 active members (slight decrease from last month)
- We should try to do a membership drive

Sponsorship Report – Vacant

- Yearly Sponsor – Sentara Health Plans will be our annual sponsor for the rest of the year.
- Monthly Sponsors –
- Fall Conference –

Christine has a possible sponsor, and Nicole is working with PW SHRM for a networking event. If you know of anyone interested in being a sponsor, please reach out to Will.

Registration Report – Charlan Cornwell

August Monthly Meeting

- Registered – 24 registered so far

Community Outreach Report – Vacant

Jack Kent Cooke scholar’s weekend - Will Wong and Mary Khattak attended. Picture posted on LinkedIn page.

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	May	June	July
Followers	89	89		107		112	
Posts	0	5	3	5		2	
Members	1053	1054	1054	>1000		1057	
Impressions	47	339		208		78	
Visitors	35	40		45		17	

Nicole’s thank you message for the happy hour received a lot of engagement.

Student/Emerging Professional Liaison – Trace-Ann Green/Christine Sullivan/Cindy Parker
George Mason starting a new Master’s program with HR emphasis, hope to engage more students in the chapter as a result. Cindy asked if Board could subsidize student attendance.

Certification Report – Tricia Kleber

- SHRM Approval – August Monthly Meeting
- HRCI Approval – August Monthly Meeting

- Waiting for HRCI Approval –
- Waiting to Obtain – anything after August

There was no meeting in June, so no certificates were sent out. Tricia will send the September certification information once she knows what the theme of the meeting will be.

President's Report – Nicole Davis

- Please share on LinkedIn and like/interact on our page.
- We have 5 spots for Leadership HR Virginia, Oct 17-19 in Glen Allen, VA. Let Nicole and Mary know if you are interested in attending. Mary is attending as Nicole has a conflict.
- HRVA Scholarship (degrees and certifications) to members and board. \$750 open through September 16th.

Old Business

- July 31 Social Event – Lost Rhino. Three new member attendees.
- Fall Conference – 10/23 Hidden Creek Country Club. One speaker booked. Reached to SHRM for a slot and to Chantilly Mediation for the 3rd spot. Working on flyer and need to coordinate with Charlan on favors/giveaways.

New Business

- **Mentor Group 25th anniversary September.** Will is looking for a sponsor. Nicole will reach out to Mary Kitson for more information. Each chapter can brand themselves at the event with flags or table banner/cloth with new logo.
 - Matt moved to authorize \$300 for Nicole to purchase signage for events with new logo. Will seconded the motion. All in favor, none opposed. Motion approved.
- New Board recruitment. Nakisha offered to work with Nicole on a flyer to advertise openings for next year.

Next Board Meeting: September 9, 2024

Meeting adjourned: 6:09 pm

Respectfully submitted,
Mary Khatak and Tricia Kleber

Last edited: August 14, 2024