

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR OCTOBER 7, 2024**

Board Members Present:

1. President – Nicole Davis
2. President Elect – Mary Khattak
3. Secretary & Certifications Advisor – Tricia Kleber
4. Past President/Treasurer – William Seidler
5. Vice President, Membership – Rochelle Fashaw
6. Vice President, Programs – Hudaidah Bhimdi
7. Vice President, Registration – Charlan Cornwell
8. Director, Marketing & Communications – Pamela Palmer
9. Director, Diversity, Equity & Inclusion – Nakisha Dixon
10. Legislative Liaison – Matt Nieman
11. Student/Emerging Professional Liaison – Trace-Ann Green
12. Student/Emerging Professional Liaison – Cindy Parker
13. Student/Emerging Professional Liaison – Christine Sullivan
14. Director at Large – Rae Shimon

Board Members Absent:

Vacant Position:

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

MEETING STARTED – 5:31 pm

Nicole Davies called the meeting to order.

Secretary's Report – Tricia Kleber sent out the September minutes on October 1, 2024. There were no changes sent to her. Matt Nieman motioned to accept the August 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 10/7/2024

- Truist checking - \$ 7,820.57
- Truist savings - \$19,730.57
- PayPal – \$7,308.33

Programs' Report – Hudaidah Bhimdi

Programs for 2024

- October – Fall Conference on the 23rd
- November – Risk You Never Knew: HR in the Bullseye
- December – Holiday party TBD

Membership Report – Rochelle Fashaw

- Active Members – **152** active members (3 new members in the last 90 days)
- SHRM Nationals will be doing a membership drive for us

Sponsorship Report – Vacant

- Yearly Sponsor – Sentara Health Plans will be our annual sponsor for the rest of the year.
- Monthly Sponsors – Acron is also interested in being a sponsor
- Fall Conference – Markum is a speaker sponsor

Registration Report – Charlan Cornwell

September Monthly Meeting

- Registered – 35 registered
- Attended - 9

Fall Seminar

- Registered – 13 registered so far

Community Outreach Report – Vacant

Mary is looking for something for the Fall Conference

Discussion Group Report – Vacant

Social Media/Communication Report – Pamela Palmer

Our tracking for the year on LinkedIn is as follows:

	Jan	Feb	Mar	Apri	May	June	July	Aug	Sep
Followers	89	89		107		112	123	136	
Posts	0	5	3	5		2	12	5	
Members	1053	1054	1054	>1000		1057	1057	1054	
Impressions	47	339		208		78	1087	744	
Visitors	35	40		45		17	86	49	
New Followers							9	10	

We need to be a bit more social on LinkedIn to get more impressions. Thanks to Cindy for reposting many of the topics; we need everyone to continue to repost topics.

Student/Emerging Professional Liaison – Trace-Ann Green/Christine Sullivan/Cindy Parker

Trace-Ann and Christine will be attending a class with Cindy to talk to students about HR, and what events would appeal to them to get them more engagement. Trace-Ann wondered if we had a membership list that shows any students or emerging professionals. Rochelle doesn't recall that we have anything, but Nicole stated that if we worked with Nate on the backend, we could try to get something for the students.

Diversity, Equity & Inclusion – Nakisha Dixon

Certification Report – Tricia Kleber

- SHRM Approval –
- HRCI Approval –
- Waiting for HRCI Approval –
- Waiting to Obtain – 3rd Fall Seminar Session

Tricia sent out the September certificates on October 6, 2024.

President's Report – Nicole Davis

- We have 3 spots available for the Leadership HR Virginia conference from 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, and Rochelle is also attending. You will be reimbursed either via Paypal, check, or Will can reserve your room on the Dulles SHRM credit card. We will also reimburse for mileage
- We have \$2,500 available for our student and emerging professionals. Do we want to use it for an event or a scholarship? We will discuss this at the October meeting. We would like to use it for this year, but if necessary, we can roll it over to next year.
- Succession Planning Forms – some are still needed from the Board; Nicole will send out a reminder to those people by the end of the week.
- Fall Conference – 10/23 Hidden Creek Country Club. Two speakers have been booked. Mary sent the speaker information to Monique Akanbi as the SHRM speaker on Civility in the Workplace; once that for has been received, we can promote her as a speaker. Mugs have been ordered, and there will be tea and candy inside each one, along with the pen and notepads on the tables. Mary has reached out to Heather at HCCC to finalize the details of the fall conference, but Heather hasn't been responsive. Nicole would like to offer a \$25 rate for Board members and Tricia seconded this. This was approved by everyone in attendance. Registration will be concluded by Monday, October 21 so we can give HCCC the final numbers.
- A Theragun has been ordered for the main prize, but some smaller prizes need to be bought; this will be done when the attendance improves. Board – please make sure to register for this event, and we all need to promote it. Mary is looking for someone to help with set-up, selling raffle tickets for the 50/50 for the SHRM Foundation, and someone to welcome and check in the attendees. She would also like help with making the nametags. Nicole, Charlan, Cindy and Pamela will help; Tricia will help is she is able to attend the conference. Mary did have a question about speaker gifts and what to give. Nicole stated that we usually did a \$25 SHRM Foundation donation. For Monique, what is the amount to donate the SHRM Foundation? Will thought it was a \$250 donation.

Old Business

- Mentor Group 25th anniversary September 19. Sentara will represent the Dulles SHRM chapter.
- New Board recruitment. Nakisha offered to work with Nicole on a flyer to advertise openings for next year.

- Jackson Lewis is having their Government Contractor Employment Law Symposium on October 24 at the Capital One Hall in McLean

Next Board Meeting: November 4, 2024

Meeting adjourned: 6:06 pm

Respectfully submitted,
Tricia Kleber

Last edited: October 7, 2024