

**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, Registration – Charlan Cornwell
6. Legislative Liaison – Matt Nieman
7. Student/Emerging Professional Liaison – Cindy Parker
8. Student/Emerging Professional Liaison – Christine Sullivan

Board Members Absent:

1. Vice President, Membership – Rochelle Fashaw
2. Vice President, Programs – Hudaidah Bhimdi
3. Director, Diversity, Equity & Inclusion – Nakisha Dixon
4. Director, Marketing & Communications – Pamela Palmer
5. Student/Emerging Professional Liaison – Trace-Ann Green
6. 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 – 5:33 pm

Nicole Davis 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. Charlan Cornwell motioned to accept the September minutes and Matt Nieman 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 - \$ 8,719.24
- Truist savings - \$19,730.73
- PayPal – \$8,1000.63

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

Sponsorship Report – Vacant

- Yearly Sponsor – Sentara Health Plans is 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 – this was very unusual for this meeting to have such small participation numbers. We’ll need to review what we want to do here.

Fall Seminar

- Registered – 23 registered so far; can hold up to 50 people

Community Outreach Report – Vacant

We are Collecting \$25 gift cards from Target and Wal-Mart for fall conference. If you would like to make a donation and cannot attend the fall conference, you can send the card(s) to Mary, and she will drop them off. Matt found three \$25 gift cards from Amazon from when he was president; he will donate them to the cause.

Discussion Group Report – Vacant

Social Media/Communication Report – Pamela Palmer

Our tracking for the year on LinkedIn is as follows:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
Followers	89	89		107		112	123	136	142
Posts	0	5	3	5		2	12	5	5
Members	1053	1054	1054	>1000		1057	1057	1054	
Impressions	47	339		208		78	1087	744	475
Visitors	35	40		45		17	86	49	17
New Followers							9	10	6

Student/Emerging Professional Liaison – Trace-Ann Green/Christine Sullivan/Cindy Parker
 Cindy has a meeting at 6:30, hybrid, to provide an overview of National SHRM and the resources available to students, and then Dulles SHRM and how to assist them and support them. Christine will be there as well and will share her background. They are expecting 8 students. They will debrief us next month on how this went.

Diversity, Equity & Inclusion – Nakisha Dixon

Certification Report – Tricia Kleber

- SHRM Approval – 2 Fall Seminar sessions
- HRCI Approval – 2 Fall Seminar sessions
- Waiting for HRCI Approval –
- Waiting to Obtain – 3rd Fall Seminar Session

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

Fall Conference – 10/23 Hidden Creek Country Club.

Please share posts about the seminar so we can increase our registration. Mary will touch base with the speakers this week. 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. Registration will be concluded by Monday, October 21 so we can give HCCC the final numbers. Mary will let us know on Friday the updates. Cindy will continue to promote this to the students at GMU.

President's Report – Nicole Davis

- Strong focus on the Fall Seminar – please keep getting that out on Social Media! And if you can help, please let Mary and Nicole know.
- Please complete the “returning to board” form and send to Nicole.

Old Business

- Mentor Group 25th anniversary September 19. It was extremely busy and sold out quickly.
- 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: 5:55 pm

Respectfully submitted,
Tricia Kleber

Last edited: October 7, 2024