

**DULLES SHRM BOARD OF DIRECTORS
MEETING MINUTES FOR NOVEMBER 4, 2024**

Board Members Present:

1. President – Nicole Davis
2. President Elect – Mary Khattak
3. Secretary & Certifications Advisor – Tricia Kleber
4. Vice President, Membership – Rochelle Fashaw
5. Vice President, Registration – Charlan Cornwell
6. Past President/Treasurer – William Seidler
7. Director, Diversity, Equity & Inclusion – Nakisha Dixon
8. Student/Emerging Professional Liaison – Cindy Parker
9. Student/Emerging Professional Liaison – Christine Sullivan

Board Members Absent:

1. Vice President, Programs – Hudaidah Bhimdi
2. Director, Marketing & Communications – Pamela Palmer
3. Legislative Liaison – Matt Nieman
4. Student/Emerging Professional Liaison – Trace-Ann Green
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 – 5:36 pm

Nicole Davis called the meeting to order.

Secretary's Report – Tricia Kleber sent out the October minutes on October 28, 2024. There were no changes sent to her. Mary Khattak made a motion to accept the October minutes and Christine Sullivan seconded the motion. The motion was passed, and Tricia will upload the minutes to the website.

Treasurer's Report – William Seidler – Balances as of 11/4/2024

- Truist checking - \$8,000.96
- Truist savings - \$19,730.90
- PayPal – \$4,933.50

Programs' Report – Hudaidah Bhimdi

Programs for 2024

- November – Risk You Never Knew: HR in the Bullseye
- December – Holiday party TBD

Membership Report – Rochelle Fashaw

- Active Members – 154 active members

Sponsorship Report – Vacant

- Yearly Sponsor – Sentara Health Plans is our annual sponsor for the rest of the year.
- Monthly Sponsors –

Registration Report – Charlan Cornwell

October Fall Meeting

- Registered – 36 people – 4 people did not attend who had registered and paid; 4 people did not attend who had registered but not paid (Mary will follow up with them)
- Attended – 32 people attended, including 1 person who had not registered but showed up and paid

November Meeting

- Registered – 9 – we will need to work with Pamela to get information out about it.

Community Outreach Report – Vacant

We received 4 gift cards from the Fall Conference and Mary will drop them off.

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	Oct
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 talked about a program called Mason Mentors, where professionals can volunteer and set up a profile and can be set up with a student who has similar interests. It is a low-commitment program. The link is <https://masonmentors.gmu.edu/v2/>. She will also share a document to the Board. It is a year-round program. The Board will review the program and will decide if we should send it to the Dulles SHRM group.

From the event from last month – they had 6 students who attended. Christine shared her career journey. The students mentioned that they would find mentoring most useful for them, and one of them connected Cindy with the Mason Mentors. They did talk about the programs,

but they aren't as involved in attending them because of timing of the programs. We did have 1 student attend the Fall conference.

Christine received a list from Nicole on who are student members are, and she and Cindy would like to reach out to them to see how Dulles SHRM could help them. Will stated that he would make sure there was money in the budget for 2025 for them.

Diversity, Equity & Inclusion – Nakisha Dixon
No new information

Certification Report – Tricia Kleber

- SHRM Approval – November meeting
- HRCI Approval – November meeting
- Waiting for HRCI Approval –
- Waiting to Obtain –

Mary sent out the October certificates on October 6, 2024.

Tricia submitted the application to both SHRM and HRCI for recertification for 2025. SHRM has approved our application; we are waiting on approval~~HRCI We have been approved for 2025 certifications from both SHRM and HRCI.~~

Fall Conference – 10/23 Hidden Creek Country Club.

Mary thanked everyone at the slides. Feedback was asked for – everyone loved Monique but were mixed on the other two. One person complained about the food and the temperature.

President's Report – Nicole Davis

- Board Transition Dinner – this is for those who are leaving the board and staying on the board. Nicole asked people to look at December 2 or December 5. She will send out a message to the Board asking for when everyone can attend. Please respond to the e-mail when you receive it.
- December Holiday Happy Hour – Nicole is looking at the second week in December to secure our Holiday event. We would like to do something to thank our members, so Nicole and Charlan would work on raffles. Christine suggested Parallel; Will suggested the Deck at Reds. There is a new brewery off Route 7, called Route 7, that Nicole suggested. Once we know the dates, we will invite Sentara to attend.
- Nicole thanked everyone who has been on the board for this year. We do need to work on membership and growth – we've been steady for the last few years, but it would be nice to get new members.

New Business

- Mary is meeting with a few new people this week for the Board, but we do need more people on the Board. We will also need volunteers to help with the fall conference in the fall.
- Christine did ask about SHRM credits for being on the Board. Nicole let her know that they are self-reported.

Next Board Meeting: TBD

Meeting adjourned: 6:06 pm

Respectfully submitted,
Tricia Kleber

Last edited: November 4, 2024