

SPS SHRM BOARD MEETING

February 13, 2025, 4:00-5:30 pm

[ZOOM](#)



MEETING MINUTES

SPS SHRM Mission Statement

We develop and connect South Sound Human Resource professionals by providing strategic and practical tools and resources. We actively engage our members to ensure our services are timely, innovative, and relevant.

ATTENDEES

X = Present A = Absent

X	Holly Eckert, President	X	Amye Reynolds, Hospitality
X	Elisa Braley, President-Elect/SHRM Foundation	X	Amber Sferrazzo, Social Media
X	Alex Ekstrom, Treasurer	X	Breanne Johnson, College Relations
X	Sarah Butler, Membership	X	Terryl Ross, DEI
A	Denise Altheimer, Secretary	X	Margaret Henning, Legislative
X	Michael Holloway, Programs	X	Ana Armas-Rullan, Workforce Readiness
X	Amy MacDonald, Certification		

MEETING DISCUSSION

General

- President (Holly): Call meeting to order at 4:05.
- Secretary (Breanne standing in for Denise): January minutes are approved and posted to the website.

Meeting Kick-Off (Holly)

- Ice-breaker: What did you want to be when you grew up (that you didn't become)? Amy Mac, next time.
- Debrief from WA SHRM Volunteer Leader Summit
 - SPS SHRM Board members attended: Holly, Ana, Breanne, Amy, Elisa, Margaret, Alex, Sarah, Amber. Thank you!
 - Thoughts from group: great speaker; good breakout sessions. Good to make connections to people and resources. People felt inspired by the speaker. Lots of possibilities for collaboration.
- SHAPE report was submitted on time, and through the process we learned that we are not allowed to host any chapter events 30 days before SHRM National
 - Submitted at the end of every year to SHRM national to be eligible for certain awards.
- Celebration of January Social Event
 - Yay! Great success! Well attended and good venue.

- Celebration of upcoming Feb. 20 Chapter Meeting, Employment Law Update
 - 87 people registered as of today. Up to 125 possible registrations. Some virtual attendance too. This is the highest registration in the past 2 years. Woo!
- Who has the power to do what?!
 - Directors CAN make decisions
 - Within the scope of their role/JD (reasonable person standard)
 - When budget is already approved
 - When decisions are operational or administrative
 - Directors need Board approval
 - If a policy change is needed
 - If not pre-approved in the budget
 - If the decision affects the long-term strategy of the organization
 - For any legal or contractual agreements
 - **Ask if need clarification*
- Do we want to be co-branded with SHRM? Next deadline from 3/1/25?
 - This is optional at this time. We're being invited to co-brand.
 - Holly moves to sign up to be co-branded w/ SHRM national by the 3/1/25 deadline. Amy Mac seconds. Discussion: it's boring, but more nationally recognizable for marketing. We like our logo and want to keep our identity (Alex, Michael, Bre like our logo). Can we co-brand but keep our logo and use it in other ways? The throwback logo!
 - Vote: Favor: 4, Opposed: 6
 - Motion doesn't pass. Keeping our same logo.
- Sarah let us know that student members can be added manually as chapter members, we just need to email her who will send them to Madison at the state level.

Workgroups (all)

Workgroups reports:

1. **Programs, Hospitality, Social Media:** Michael: worked on deck for Thursday's chapter meeting. Delegated to Amber to get tentative dates for rest of events into the chapter website. Emailing speaker for April. Margaret is investigating Ocean 5 to suss out the venue for the May joint chapter event with WSHRMA.

2. **Workforce Readiness, College Relations, Certification:** Ana: talked about what our challenges have been, how to collect info, what info we can put into spreadsheets into Google Drive. Talked about cross functional work between our three areas and how the three of us can work together.
3. **DEI, Legislative, Membership:** Sarah: had technical issues getting into the break-out group! Margaret talked about legislation coming up, working out how students can join our chapter, working on new member coffees.
4. **President, President-Elect, Secretary, Treasurer:** Alex gave an update that taxes are filed! Woo! He is closing our bank of america account and we're moving to an interest bearing account. Chatted about various member appreciation event ideas in July.

Meeting wrap up (Holly)

- Who can help find 2025 annual sponsors for our 3 remaining slots? 1 Gold (\$2000), 2 Silver (\$1000)
 - Please help w/ recruiting a sponsor if you can. On the annual year.
- Who would like to serve on the Accessibility Committee? Committee will convene outside of the Board meeting time. See appendix for additional information.
 - Awards submission: Pinnacle Award due date Sept. 1—let's do it.
 - Anyone can join. Meetings will be outside the normal meeting times. Anyone is invited.
- Who would like to help on the Award Committee?
 - Excel Award Application (SHRM National) is due 3/15
 - WA SHRM Chapter Leadership Award Application is due 4/30
- Thinking ahead to the 2026 Board
 - Holly will not be continuing as the Past President in 2026, so we will need a President-Elect for 2026. That person will get to go to the National Volunteer Leaders Business Meeting in Cancun (on SHRM National's dime) in November, so please talk with Elisa or Holly if you are interested in serving in this role.

ACTION ITEMS
PREVIOUS MEETINGS ITEMS
5.5 Sarah B, Amy Mac - work on a proposal to allow working professionals who are also students to be eligible for the certification scholarship. 8.3 Holly/Lola Add WA SHRM Chapter Leadership Award to website. 10.3 Amye Confirm 2025 event costs at Emerald Queen Casino. Results will inform sponsorship levels for 2025.

11.1 Accessibility Proposal See action items in Accessibility Committee Notes.

CURRENT MEETING ITEMS

1. **Chapter annual sponsors:** We need help finding one more gold sponsor (\$2000) and two more silver sponsors (\$1000).
2. **Accessibility committee:** Everyone is welcome to join Margaret and Holly and others in making our chapter as inclusive as possible. Committee will meet at a mutually agreeable time monthly outside of the board meeting. For additional info on our projects, scroll down to the bottom of [last night's minutes](#).
3. **Award committee:** We need a person or two who like to write, edit, and organize our award submissions. We meet or correspond by email on 5 awards throughout the year, upcoming award submissions are 3/15, 4/30, 9/1.
4. **2026 Board:** If you are interested in the President-Elect position for 2026, talk to Elisa or me.

CLOSING ITEMS: Holly will email out email w/ action items and opportunities

TIME ADJOURNED

5:32pm

NEXT MEETING



President, Holly Eckert



Breanne Johnson, Notetaker

Appendix: Previous discussion of Accessibility Initiative

Accessibility Committee Update:

- We have met and have a series of recommendations to make to the Board.

Why improve accessibility?

- To be inclusive and welcome as many people as possible
- To provide education and inspiration to other chapters, WA SHRM and SHRM on improving accessibility
- To provide education and inspiration for speakers to improve accessibility of their materials and practices
- This is a great option to submit for a Pinnacle Award at SHRM National!

Accessibility Committee Proposal, Goal for Rollout is Feb 2025 Chapter Meeting

Key Action Items:

- Update operations manual with accessibility process.
- Create speaker “contract” and checklist.
- Create tipsheet for getting buy-in from your company on reimbursing SHRM events. Ex:
<https://www.shrm.org/topics-tools/news/making-business-case-shrm-certification#:~:text=Simply%20describe%20these%20benefits%20of,of%20exam%20development%20for%20certification.>

No cost items, relatively low-effort:

1. Change “Happy Hour” to “Social Hour” in all communications.
2. Require that all events are at an ADA-compliant location. Locations should be able to tell us if they are ADA-compliant or not. Publicize this with our sponsors for Social Hours.
3. Use closed-captioning on slide presentations for participants in the room and on zoom. Elisa will experiment with minimizing the slide interference. Speakers will be notified that closed-captioning will appear on the screen with the slides.
4. Invite a NAWA (Nonprofit Association of WA) presenter at one of our 2025 Chapter meetings to speak on creating a more accessible workplace. Fee unknown.
5. Multiple options in food and drink: vegetarian, alcohol-free, others by request as catering can accommodate. Add to event registration.
6. Offer a separate Zoom new member “coffee.”
7. Improve accessibility during introductions. Provide a checklist for presenters to follow. We will include a slide or verbally introduce this new practice at the top of our meetings. NAWA Example: My name is XX. I use she/her, he/him, or they/them pronouns. (Describe oneself) I am a black, light skinned, white, etc. person with short brown hair wearing a pink shirt with blue flowers. Behind me is a wall with pictures hanging on it and a bookshelf.
8. In events where multiple people are speaking, such as questions from the attendees, have them state their name before speaking.
9. On Zoom meetings, encourage the use of the chat box.

No cost, but high effort:

We are already planning to create a contract with our presenters that outlines many operational items for greater efficiency. Part of the contract will be about improving accessibility for the presentation, providing the presenter resources on doing so.

1. Before the presentation: Use the accessibility checker built into PPT for alt-text and contrast checking. Accessibility Committee action item.
2. Before: Receive the finished slides one week in advance to send out to those who request them (e.g., a blind person who uses a screen reader may want to read them in advance). Accessibility Committee action item action item.
3. During the presentation: Read text on slides aloud and describe visual images. Add to presenter checklist.

Items with possible financial implications:

1. Offer ASL interpreters at meetings upon request. For chapter meetings: \$380 for two hours x 5 meetings = \$1900. \$1,140 (estimated) for a 4-hour workshop. Total: \$3,040

2. On the event registration page, state that we will do our best to provide accommodations as needed, and that we'll have the best chance of providing accommodations if we receive the request 3 weeks in advance of the event. The Hospitality Director will need to check registrations to identify any requests.
3. Add wording to our website that we are a welcoming community and that anyone needing accommodations to participate in our community can contact the Accessibility Committee Chair (Margaret?) to discuss their needs.
4. Offer fee-reduction scholarships for those with financial barriers.
 - a. One reduced-price SHRM membership per quarter, must join our chapter: \$299 each. We pay \$225 (75%); they pay \$75. Total = \$900/year
 - b. One reduced-price ticket per event, for chapter members: We pay \$20 (67%), x 5 = \$100, 1 @ \$75 Total= \$175
 - c. Total for both: \$1075
 - d. Process for distribution: Statement on event registration pages and on website stating that these scholarships are intended for those who do not have other resources for covering these costs (employer, personal funds, other?). Then people apply once per year, and we draw recipients from that pool. (Committee will develop a tipsheet to sell reimbursement of professional development to their employers if they wanted help doing so.)