

SPS SHRM BOARD MEETING

February 8, 2024, 2:00 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 E = Absent/Excused

X	Holly Eckert, President	X	Amye Reynolds, Hospitality
E	Alex Ekstrom, Treasurer	X	Lola Ridgley-Wagar, Social Media
X	Elisa Braley, Membership Director	E	Christopher Matthews, College Relations
X	Kindra Davidson, Secretary	E	Terryl Ross, DEI
E	Michael Holloway, Programs	X	Margaret Henning, Legislative
X	Cheyenne Schaefer, Past President/SHRM Foundation	X	Sarah Butler, Workforce Readiness
X	Sara Kellerman, Certification Co-Chair		
X	Amy MacDonald, Certification Co-Chair		

Meeting Discussion

Topic

General

- President (Holly): Call meeting to order.
- Secretary (Kindra): January minutes are approved and posted.

President's Report (Holly)

Main Focus: Lead chapter in proactive and progressive direction, help set chapter goals and manage accountability

2024 Goals: 1. Empower Board members to fulfill their goals for the chapter. 2. Review and update documents and processes for efficient operations. 3. Increase sustainability of the President role by limiting the role to 20 hours/month.

Meeting Updates:

- Compile 2024 goals for each position
 - Please review [Strategic Plan](#) and your [position description](#)
 - You can also see the [budget](#) for your position (New link for budget)
 - From those, create a short statement of your main focus for the year (1 sentence is fine, max 3 sentences!)
 - Sample (this was my president-elect goal for 2023): Help SPS SHRM run more smoothly by serving as a resource for other board members. Connect SPS SHRM and businesses that serve the HR profession and increase sponsorships. Connect the chapter board, members, and SHRM Foundation with the July 27 event.
- [Onboarding](#) sheet: please update with your progress
- New DEI Director Terryl Ross, voted in by the Board unanimously, He needs a nametag!
- 2023 SHAPE report was submitted, making us eligible to apply for SHRM awards this year.
- WA SHRM Chapter Leadership Award submission almost ready. Does anyone want to give feedback? - Kindra and Elisa volunteered.
- Three important places to find info!
 - [Board contact list and onboarding tracking](#)
 - [Board meeting minutes from the last few years](#)
 - [2024 Budget](#): there may be money for your position to spend! If not, you can make a proposal to the Board.

Sponsorship Committee Update:

- One Platinum Sponsor is open. Any ideas?
- Invoices have been sent.
- Archbright will have Sponsor Spotlight for the February chapter meeting.
- Still working on reaching out to sponsors to sign up for their benefits.
- Tricia Summers, a chapter member volunteer, will be a liaison for sponsors at the in-person meetings.

Board Operations Manual Update:

- Committee to kick off in February.

Treasurer (Alex)

Main Focus: Manage and update chapter finances.

2024 Goals for my position:

Security & Data Committee Update:

Meeting Updates:

Alex not present, Holly presented:

- Treasurer's Report for January - 2024
 - All Board Members should be able to access the drive using their Google account. The link to the report can be found by going to SPS SHRM -> 04.

Finance -> Treasurers Report -> Treasurer Reports '24 -> 1.January ([Link is here](#))

- Items to review for January, 2024: *Statement of Financial Position, Statement of Activity, January YTD Budget vs. Actual, and Checking/Savings Statement.*
- This report will be compiled and sent to Holly, Cheyanne, and myself to sign through Adobe sign by end of the month. The report is completed just awaiting signatures.
- Reimbursement requests for Mileage in January are delayed due to transitioning account holders with our bank account. The plan is to process these by the end of the month.
- Moving forward we do want any reimbursement requests completed within 30 days (sooner is preferred).
- Moving forward we will use Adobe Sign to make it so you can type in the expense, upload a receipt, and sign it without having to print it.
- If you already submitted one you won't need to submit it again unless something is missing on the form.

3. Review the Financial Responsibilities section of the SPS SHRM Resources Guide - Operational Manual - [located here](#).

- Just a reminder of the following excerpt, *"All Board Members have the fiduciary responsibility to review these documents."* (pg. 11)
- *"Our Chapter President, President-Elect, and Treasurer each have access to the bank accounts. All expenses must be pre-approved and accompanied by a receipt."*
- The second paragraph reads, *"If an approved expense is generated on behalf of the chapter that needs to be reimbursed, an expense reimbursement form should be completed and submitted to the Treasurer no later than 30 days from the date the expense was incurred. Once the Chapter Treasurer approves the expense, the Chapter President or President-Elect should approve the reimbursement form."*

4. The 2024 Budget should be up to date as of January 31, 2024. Budget items approved in 2023 should all be accounted for in the excel document. Please note if you see any discrepancies. [Budget located here](#).

Membership (Elisa)

Main Focus: Maintenance and approval of all members, membership directory, and supporting website content in regard to memberships.

2024 Goals for my position:

- Facilitate an easier process for signing up to be a SPS SHRM member.
- Rollout quarterly onboarding in person coffee meetings for new members.
- Send 2 eBlasts each quarter to drive at large members within SHRM National.
- Increase membership 5% from 335 members to 361 members and 85% retention of past members.
- Work on a webpage for membership on the SPS SHRM website.

Member Onboarding Committee Update:

Constant Contact Cleanup Update:

Meeting Updates:

- Currently we have 322 Chapter Members, 8 new members, 130 Certified Members
- Coffee meeting for new members scheduled for Saturday February 17, 2024, details to be announced.

Secretary (Kindra)

Main Focus: Ensure meeting minutes are recorded correctly, agendas are prepared, information is stored and shared in an efficient manner, and meeting minutes are uploaded to the member website timely.

2024 goals for my position: Identify additional ways to administratively support our chapter and President.

Sponsorship Updates:

- Archbright February Chapter Meeting Sponsor Spotlight

Programs (Michael)

Main Focus: Organize chapter meeting topics, coordinate with speakers, support material development, apply/get HRCI/SHRM credits for upcoming events. Support website maintenance.

2024 goals for my position:

Meeting Updates:

Michael absent, and Amye filling in.

- Feb. 22 meeting: please register if you haven't already. Use the code in your outlook invite to get it for free.
- Topic: Employment Law Update with Ben Eckhart from Archbright
- 36 Tickets have been purchased—27 in person and 9 virtual
- \$970 gross sales though the fees are ridiculous (we'll get a new system with the SHRM chapter website redesigns). Budgeted gross sales was \$480, so we're already doubled!
- Can anyone help with tech for the hybrid format? Elisa volunteered.
- FYI to the Board: We are able to get one free speaker per year from SHRM National.

Past President/SHRM Foundation (Cheyanne)

Main Focus: Organize the annual membership appreciation event and SHRM Foundation fundraiser, support the President, assist President with annual SHRM reporting requirements and award applications

2024 Goals for My Position: Support the new President, Put on a great member event, Raise at least \$2000 for SHRM Foundation through the event.

Award Submissions Committee Update:

Meeting Updates:

- No Updates

Certification (Sara and Amy)

Main Focus: Provide members with resources and information to help them obtain SHRM certification

2024 Goals for my position: For the first half of 2024, our goal is to document the due dates for SHRM testing and compile the information from the sources (WA state certification and the chapter member status). Communicate that to chapter members, remind them and announce it at meetings. Look at chapter information for certification status for our chapter members and inform the board. Come up with a plan to update members on their status and when renewal. Promote the benefits of certification to the chapter.

Community Connections Committee Update (Sara):**Meeting Updates:**

No updates.

Hospitality (Amye)

Main Focus: To increase member experience through supporting organization of events, locations, registrations; manage Eventbrite (for both virtual and in-person events); greet members upon arrival (in-person)

2024 Goals for my position: Ensure meetings happen smoothly for our members, including the new hybrid process. Help provide meetings and topics that are engaging and meaningful for our members.

Meeting Updates:

- Finalizing contract with Emerald Queen Casino for Feb, April, and June

Social Media (Lola)

Main Focus: Manage social media channels, support website updates, keep job board on SPS SHRM's website up-to-date, support with marketing efforts

2024 Goals for my position:**Meeting Updates:**

- February meeting was posted 2/7/24 on LinkedIn, will be on other social media sites this week.

College Relations (Christopher)

Main Focus: Connect local colleges to SPS SHRM and encourage involvement and focus with HR

2024 Goals for my position:

Meeting Updates:

- Not present.
- College Relations programming will begin Q2.

DEI (Terry)

Main Focus: Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community

2024 Goals for my position:**DEI Committee Update:****Meeting Updates:**

- Terry will begin attending meetings in March.

Legislative (Margaret)

Main Focus: Monitor and update the board and chapter members with any changes to Washington state and Federal Laws and compliance. Attend Washington state legislative board meetings regularly. Lead efforts in awareness around what issues are being discussed by employers and lawmakers in Washington state.

2024 Goals for my position:**Meeting Updates: Updates from HR Day on the Hill**

- Short session:
- January 8th to March 7th 2024 - [Legislative Calendar](#)
- Now: Short session - 60 days - all days count - weekends and holiday

Still opportunity to join SHRM's A-Team

- [Take Action](#)
- Sign up for action notices
- Track policy priorities

or reach out to your legislator

- [Find your district](#)
- Schedule a time to meet with them
- Reach out to the bill author
- Search for Stakeholder Opportunities

AND

Five mistakes employers' keep making - from the WSHRC

1. **Not knowing what it means when an employee has a service animal.** Employers must know that an "individual with a services animal" is its own protected class
2. **Not guarding against unconscious bias when hiring-** Unconscious bias can cause a person to reinforce stereotypes unwittingly/ affinity bias.

3. **Not maintaining a flexible work** – Employees can be productive even when they aren't in the same room
4. **Not fostering strong relationships** between managers and employees- Emphasis in relationships
5. **Not creating a culture of recognition in the workplace** – Employers must know that recognition helps employees see that their organization values them and their contributions

Workforce Readiness (Sarah)

Main Focus: Plan and encourage chapter involvement and activities impacting the workforce readiness arena based on local needs.

2024 Goals for my position:

Start building the foundation for SPS-SHRM to provide collaborative workforce readiness resources to underserved and underrepresented groups in the community. Build partnerships with 2 organizations in 2024 that work with targeted untapped labor pools within the South Puget Sound.

Meeting Updates:

- SHRM Volunteer Meeting Workforce Readiness breakout updates.
- Identify specific underserved group SPS SHRM wants to partner with to enhance workforce readiness (seniors, veterans, at risk young adults, people with criminal history)
 - Sarah mentioned that high school students that do not plan to pursue college education may be an opportunity - alternate career path opportunities: HR or otherwise.
- Looking for volunteers to help support students from the Goodwill Digital Skills Program to prepare them to enter the workforce, please reach out to Sarah Butler for more information.

Action Items

Previous Items

1.2 ALEX - will follow up with SHRM National re: December payment received, approx \$800.

1.3 VOLUNTEER? - consider downloading current website data in preparation for website update in case data is not backed up.

1.4 ALL - register for Chapter Events. ONGOING

1.6 ALL - new members should follow SPS SHRM on LinkedIn and add your board membership to your experience. COMPLETE?

1.7 ALL - please begin using your Gmail account for Board business. COMPLETE

SP1 HOLLY: Connect with each buddy/coverage group, for a 30 minute call prior to the next Board meeting.

SP2 Committee Leads: Establish cadence of meetings and initiative tracking method. Can use the provided template in 00.Board Meetings/Committees

New Items

2.1 ALL - Review SPS SHRM Board Contact and update onboarding columns as completed.

2.2 Kindra - Order Terryl a SHRM Name Tag IN PROGRESS

2.3 Kindra and Elisa - Review WA SHRM Chapter Leadership Award Submission and provide feedback. COMPLETE

2.4 All Committee Leads - convene your committees!

2.5 All - Complete 2024 Goals for My Position in minutes above if the section is blank.

Closing Items

Time Adjourned

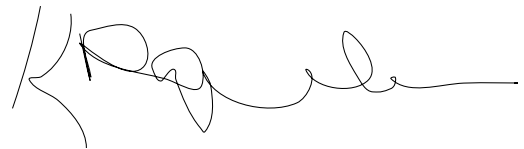
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Next Meeting

- March 7, 2024 via Zoom



President, Holly Eckert



Secretary, Kindra Davidson