

SPS SHRM BOARD MEETING

March 7, 2022

5:30pm



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	Cheyenne Farr, President	X	Melina Mwangi, Treasurer
X	Holly Eckert-Lewis, President-Elect/Programs Director	A	Daniel Smith, Sponsorship Director
X	Wendi Modarelli, Past President/SHRM Foundation Director	X	Taylor McFarland, College Relations Director
X	Michele Zwosta, Hospitality Director	X	Hannah Large, Social Media Director
X	Kindra Davidson, Secretary	A	Kameil Borders, At Large Member
X	Amber Amantea, Membership Director		

Meeting Discussion

Topic

[LINK TO MEETING](#)

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): Approve last month's meeting minutes

President's Report (Cheyanne)

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

2022 Goals for my position: My goal for 2022 is to help organize and update our board structure, and improve the overall board experience.

Meeting Updates:

- Budget for 2022 was approved - thank you all for your work on that!
- Thank you to Michele, Kindra, Amber, Holly, and Kameil for attending VLS - it was excellent this year!
- Working on updating the events overview and sending out to the board so we all are aware of which events we should be attending and when.
- Employment Law & HR Conference is Friday - who else is attending?

- Update on Bylaws - pre approved by SHRM National, they are pending final approval and signature and are expected to be signed off on this week, mailed to PO box (Melina will pick them up & scan them in)
- Holly & I are currently working on a very special joint chapter event with WSHRMA. Holly will probably touch on this so won't say too much, but I am extremely excited for this event and to help elevate our chapter.
 - Wednesday, May 11th from 9am-1pm
 - We will send out a coupon code to get \$10 off the event to our Members;
 - Coupon code for Board Members to attend for free will also be coming
 - Do we want to do a free entry give-a-way for attendees in March/April events?
 - *Board Vote: Passed - all in favor.*
 - Social Media/Marketing - FYI for Hannah: materials have been drafted, waiting approval for WSHRMA, then I'll send them to Hannah for posting.

Past-President (Wendi)

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

2022 Goals for my position: Support Cheyanne and the full Board to be as successful as possible.

Meeting Updates:

- **Member Appreciation Event and Auction:** I'm brainstorming ideas for the upcoming auction and would love some input. One idea is to go back to doing raffle tickets (as done 2+ years ago) as a way to fundraise, and the prizes would be randomly selected.
 - Start selling the raffle tickets a week prior at a discounted rate?
- **Auction Donations:** Please start thinking about items/prizes you can donate for our annual SHRM Foundation fundraiser! Does your company want to help out? Or do you know of anyone in your life who wants to contribute? Both? Yay! A few ideas:
 - *Events or experiences, such as museum tickets, gift card to Wild Waves, Point Defiance, the trampoline park, or other fun events. (Can you tell I have adorable small people in my life???)*
 - *Gift cards for a fun treat, such as ice cream, cupcakes, pizza, a great local restaurant, etc.*
 - *Baskets, such as coffee goodies! (This was super popular last year.)*
 - *Cover meeting fees for a year?*

President-Elect/Programs (Holly)

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

2022 Goals for my position: Provide informational and inspirational programs to the SPS SHRM membership and beyond; bring the SPS SHRM membership closer together.

Meeting Updates:

- May 11 Joint event looking great!
- New protocol: Poll question to verify attendance during chapter meetings to verify attendance for recert credits

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- Actual-to-budget reports

Secretary (Kindra)

Main Focus: Ensure meeting minutes are recorded correctly, agendas are prepared, and meeting minutes are uploaded to the member website.

2022 Goals for my position: My goal for 2022 is to provide organization and effective communication for board members and chapter members.

Meeting Updates:

- Add your SPS Board position on LinkedIn - had great results when I recently did.

Membership (Amber)

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

2022 Goals for my position: to develop a how-to for how to manage the responsibilities of the position and create a corporate membership program for our members. I would like to at some point have a membership orientation for new members, but I think that will depend on the future development of what we decide to offer as a chapter.

Meeting Updates:

- I have cleaned up the active accounts on our Chapter site. Active accounts are accurately reflected in the system.
- I have scheduled a SHRM national e-blast to go out to at-large members in our area for March 11th. This will hopefully draw in those who are SHRM National members to become SPS Chapter members.
- It was suggested to have an in-person event called "Wine Down Wednesday." This is where we meet at a local restaurant and invite lots of people and offer free appetizers and two drink tickets (good for 2 glasses of wine or beer). Other SHRM Olympia said this event usually netted 5 or so new members and it was lots of fun and is a great benefit for members and board members alike.

College Relations (Taylor)

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

2022 Goals for my position: Hold in-person events and create publicity surrounding the chapter.

Meeting Updates:

- Planning college-relations mixer(s).
 - May target high school age students for HR as a career path.

Sponsorship (Daniel)

Main Focus: Build and maintain relationships with sponsors in the area, gain annual sponsorships for the chapter.

2022 Goals for my position: Increase sponsorship dollars to 5-6 sponsors.

Meeting Updates:

- Absent

Social Media Director (Hannah)

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

2022 Goals for my position: Use social media to try attention to our events and to the chapter.

Meeting Updates:

- March event is posted to social media - like and share.

Hospitality Director (Michele)

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

2022 Goals for my position: support and facilitate set up and running of monthly meetings. Possible determination of location for in-person meetings once that is back on the table.

Meeting Updates:

- February Meeting:
 - Gross sales \$980.00
 - Tickets sold: 53
- How they reached us:
 - Direct traffic - 142
 - Automated email promotion - 51
 - Event Discovery Platform - 5

In person meetings - budgeted and plan for in-person in 2022:

- Networking events (we have 1 potential sponsor for 1 event)
 - Tentative dates: Wed 6/22/22 & Wed 9/14/22
 - 2 drink tickets per person plus finger foods
 - For budget, estimated 24 people @ \$50 ea = \$1,200 per event
- Chapter meetings
 - Tentative dates: 8/18/22 & 10/20/22
 - Breakfast meetings
 - For budget, estimated 40 people, using rates quoted last year from Cheney Stadium and The Landmark, approximately \$1,500 per event
- Would like feedback on whether to get quotes and reserve now or wait for pandemic settling down.
 - *Board gave approval to proceed with getting quotes and booking.*

At Large (Kameil)

Main Focus: Support the board on an as-needed basis

2022 Goals for my position:

Meeting Updates:

- Absent

Action Items**Previous Items**

1.1 COMPLETE All board members to update their SPS SHRM gmail passwords by the next board meeting. DUE 2/7/2022

Update 3/7/2022: Cheyanne will login and change the passwords this week if you have not yet done so already.

1.2 COMPLETE - Consider adding additional data inputs on Eventbrite that would capture size of company, industry, etc.

Cheyenne will send updated bylaws to WASHRM, and then on to SHRM national for official approval. DUE 3/7/2022

1.3 COMPLETE. Michele - Consider adding additional data inputs on Eventbrite that would capture size of company, industry, job title. Will start for the February chapter meeting.

2.1 COMPLETE. Submit annual budget requests for 2022. DUE 2/18/22.

2.2 COMPLETE. Board members required to attend Volunteer Leaders Summit on 2/24/22.

2.3 COMPLETE. Holly. Add WA SHRM employment law and HR conference event information to chapter slides for the February meeting.

2.4 COMPLETE. Prepare actual-to-budget financial reports for March board meeting. DUE 3/7/2022

New Items

3.1 Begin thinking of raffle items for the member appreciation event (July). All board members should plan to donate or solicit a donation.

Closing Items

Time Adjourned

- 6:27 PM

Next Meeting

- April 4, 2022, 5:30 PM, In Person
Kpg (2502 Jefferson Ave, Tacoma, WA 98402)

President, Cheyanne Farr

Secretary, Kindra Davidson