

SPS SHRM BOARD MEETING

March 7, 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
X	Alex Ekstrom, Treasurer	E	Lola Ridgley-Wagar, Social Media
X	Elisa Braley, Membership Director	X	Christopher Matthews, College Relations
X	Kindra Davidson, Secretary	E	Terryl Ross, DEI
X	Michael Holloway, Programs	X	Margaret Henning, Legislative
X	Cheyenne Schaefer, Past President/SHRM Foundation	X	Sarah Butler, Workforce Readiness
E	Sara Kellerman, Certification Co-Chair		
X	Amy MacDonald, Certification Co-Chair		

Meeting Discussion

Topic

General

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

President's Report (Holly 2:05-2:15)

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:

- All Board members: I want to make sure everyone has the information and tools they need! Please update the onboarding fields on the contact list. You can always schedule a meeting with me anytime for help and questions.
- Officers attending the WA SHRM Annual Conference (formerly Employment Law Conference) March 14: Holly, Cheyanne, Elisa, Alex. Kindra is not able to attend, so her ticket was raffled and AmyMac won. The chapter also budgeted for Legislative Director to attend (Maragaret).

Sponsorship Committee Update:

- One Platinum Sponsor is open. Any ideas?
- Kindra working on reaching out to sponsors to sign up for their benefits.

Board Operations Manual Update:

- Individual reviews by each committee member has begun, not yet complete. (Holly hasn't done it yet!)
- Next step: Holly will overview the changes, estimate the time the changes will take to discuss and decide, and schedule a virtual meeting with the committee.

Award Submissions Committee Update:

- Kindra and Holly (and Amy Mac for part of the time) met to make a plan. We will apply for platinum level for the Excel award (SHRM national) for the following 2022 initiatives:
 - Dual Membership: Increase membership (Holly to write)
 - Enhancing the SHRM Community: Chapter Culture (Kindra)
 - Enhancing the SHRM Community: Strengthen Board (Holly)
 - Serving HR Professionals: Events (Holly)
 - Advancing the HR Profession: DEI survey, statement and curated resource page (Holly)
- We are in great shape to have these reviewed by AmyMac then Kindra will submit before the 3/15 deadline.

Treasurer (Alex - 2:15-2:25)

Main Focus: Manage and update chapter finances.

2024 Goals for my position:

- To contribute to the Chapter's efforts of generating revenue to operate our chapter as a successful 501(c)(6) for the 52nd year as the South Puget Sound SHRM.
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Security & Data Committee Update:

- Review of Google Drive access

Meeting Updates:

- Treasurer's Report for February, 2024.
 - **Revenue**
 - Total YTD Revenue is: \$5,455.00
 - Total Revenue in February, 2024 is: \$2,865.00
 - Corporate Sponsorship being \$1,000
 - Monthly Education Series being \$1,865
 - Total Revenue in January, 2024 was: \$2590.00
 - Corporate Sponsorship in January \$2,060
 - Monthly Education Series in January \$530

- **Expenditures**

- Total YTD Expenditures is: \$3,713.69
- Total Expenditures in February, 2024 is: \$2,008.63
 - *Notable Expenditures:*
 - Bank Charges & Fees from Edu Series: \$233.33
 - 12.51% of revenue from Edu Series.
 - Member Catering: \$1,686.00
- Total Expenditures in January, 2024 was: \$1,705.06
 - *Notable Expenditures:*
 - Bank Charges & Fees from Edu Series: \$93.30
 - 17.60% of revenue from Edu Series.

- **Revenue (Jan-Feb)**

- Total YTD Budgeted (Jan-Feb) is: \$9,960.00
- Total YTD Actual (Jan-Feb) is: \$5,455.00
 - Monthly Edu Series is +\$1,435 over budget
 - Sponsorship is -\$5,940 under budget
 - Missing Sponsorship Payments:
 - Archbright and Alliance sponsorship
 - OneDigital processed March 1st, 2024
- Total YTD Interest on Savings Account
 - Interest Earned on BoA Savings: \$1.09
 - Proposing next meeting on investment strategy for savings account with BECU or another bank.

- **Expenditures (Jan-Feb)**

- Certifications: Budgeted \$500 on scholarship; spent: \$0
- College Relations: No budget for Jan-Feb
- President: Budgeted \$1,000 on Board Kick-Off; spent \$69.55
 - Reimbursements are being processed in March.
- Membership Director: Budgeted \$2,250; spent: \$0
- Hospitality: Budgeted \$2,010; spent: \$1686.00
- DEI: No budget for Jan-Feb
- Legislative: Budgeted \$100; spent: \$0
 - Reimbursement is being processed in March.
- Membership Appreciation: No budget for Jan-Feb
- Programs: Budgeted \$600; spent \$0
- Social Media & Marketing: \$540; spent: \$23.75
 - Reimbursement is being processed in March.
- Workforce Readiness: Budgeted \$200; spent: \$0
- Administrative: Budgeted \$1,056; spent: \$1,934.39
- Checking Statement Reconciliation Report:
 - Complete. Sending for signatures to President, Past President, & Treasurer.
- Checking Statement:
- Savings Statement Reconciliation Report:
 - Complete. Sending for signatures to President, Past President, & Treasurer.
- Savings Statement:
- Previous report for January, 2024 awaiting review by Chapter President, Past-President, and Treasurer.

- Budget items

- Reimbursements will be processed in March, 2024 for all of those received in January and February of 2024 (*12 to be processed*) and November of 2023 (*1 to be processed*).
- Katie Layton, Firm name is Elevate Administrative Services, LLC, has completed her commitment to SPS SHRM as acting Bookkeeper for in the previous years 2021, 2022, 2023. As of March 2nd, 2024 her access to our Google Drive and QuickBooks will be removed.
 - Google Drive: the 04. Finance has been updated.
 - General Access is set to Restricted "Only people with access can open with the link"
 - Quickbooks is limited to one User being spsshrm.treasurer@gmail.com

Membership (Elisa - 2:25 - 2:30)

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: Solidifying a date to have our first meeting.

Constant Contact Cleanup Update: First meeting was yesterday. Made good progress setting action items and discussing the importance of the project. Looking into the legalities

Meeting Updates:

- First New Member Coffee tomorrow at 9 am Cutters Point - I'm planning on getting there early to reserve some area to meet new members. Hoping for a few to turn out.
- Other than that just trying to get organized in this new role and committees I'm a part of.

Secretary (Kindra - 2:30 - 2:35)

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:

Should we follow up on sponsorship benefit usage before the company has paid for their sponsorship? Team agrees on tactic.

- 2/2024: Archbright February Chapter Meeting Sponsor Spotlight
- 4/2024: Washington College Savings Plans - WA529 April Meeting Sponsor Spotlight

- One Digital, Trutina Financial & Alliance 20/20 will have booths

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: Provide high value programs to our membership. Lock-in our venue well in advance.

Meeting Updates:

- The February 2024 chapter meeting was a big success, highest participation since pre-pandemic
- Technical issue arose with the hybrid setup so we have a dry run scheduled with EQC on March 19th at 4pm (Holly and Elisa to join, Holly to bring camera, Elisa to bring mic)
- Big thank you to Elisa for managing the chat and for taking notes on how we can improve
- Working on locking in our speaker for April next week
- 1st Pinnacle Steering Committee meeting scheduled for March 22nd
- Springing Ahead 2024 - WSHRMA is interested in this but does not want to include Olympia again - thoughts on this?

Past President/SHRM Foundation (Cheyanne - 2:35-2:36)

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.

Meeting Updates:

- For more efficient communication, please use spsshrm.pastpresident@gmail.com rather than combining with the president gmail as previously announced.
- Soliciting venue quotes for our summer appreciation event. Will summarize to the Board for voting.

Certification (Sara and Amy - 2:36 - 2:40)

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:

- We are working on posting the scholarship application on our website and Lola will also push out to social media. Currently have 2 - \$500 scholarships. The applications will be open until 5/30 and then we'll close it and start the review. Attending the coffee social to put out the word as well.

Hospitality (Amye - 2:40 - 2:45)

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:

- 2/22 meeting: 16 virtual, 43 in person (20 and 50 signed up)
- \$1865.00 ticket sales, budget \$480.00
- Total expenses (room and food) \$1686.00 (+\$179.00)
- Last year 2/16/23 Topic: What's new in PFML, 91 registered, 75 attended

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:

- Not present.

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:

- College Relations programming will begin Q2.

DEI (Terry - 2:45 - 2:55)

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:

- Expand DEI communication with SPS SHRM
- Establish a DEI learning community with SPS SHRM & WA SHRM

- Establish a SPS SHRM DEI speakers bureau
- Provide more DEI resources for SPS SHRM

DEI Committee Update:

- New members

Meeting Updates:

- Not present

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:

- Today is the last day of the legislative session, expect an update next meeting.

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:

- No updates.

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

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

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

2.2 Kindra - Order Terry! a SHRM Name Tag IN PROGRESS

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.

New Items

3.1 Holly - send out a survey regarding potential change in meeting time. COMPLETE

Closing Items

Time Adjourned

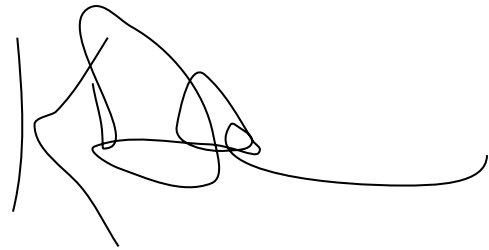
2:55 PM

Next Meeting

- April 11, 2024 4:30-6:30 PM, One Digital Office.



President, Holly Eckert



Secretary, Kindra Davidson