

SPS SHRM BOARD MEETING

April 4, 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
A	Wendi Modarelli, Past President/SHRM Foundation Director	X	Taylor McFarland, College Relations Director
X	Michele Zwosta, Hospitality Director	A	Hannah Large, Social Media Director
X	Kindra Davidson, Secretary	A	Kameil Borders, At Large Member
X	Amber Amantea, Membership Director		

Meeting Discussion

Topic

In-Person Meeting at KPG Psomas

2502 Jefferson Ave

Tacoma, WA 98402

General

- President (Cheyanne): Called meeting to order
- Secretary (Kindra): Approved 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:

- Update on Sponsorship
 - Embright is now a 2022 Silver Sponsor with our chapter
 - Springing Forward! Event has lined up several sponsors as well

- Check-in with Melina - have we received the updated bylaws? They were officially approved last month and are being mailed to our PO box.
 - Have not yet arrived.
- Updated 2022 Events Calendar
 - Please review and advise of potential conflicts.
- My next lift:
 - Resources Guide/Operations Manual for our Chapter
 - Chapter Charter (this will be signed off by SHRM National)
 - Ad Hoc Committee to help me review docs. 1-2 volunteers:
 - 1 - Kindra
 - 2 - Melina
- Wrapped up Q1 of 2022 - I will be reaching out to schedule 15-minute, virtual, 1:1's with board members to hear:
 - How you are doing
 - Goal you are working on
 - Any questions/confusion

Past-President (Wendi) [update via phone]

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:**
 - July 6 -14 Silent Auction via Giftsmart
 - July 15 at Baseball Game Event
- **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!
- Who wants to join in the HR improv comedy skit at the 4/21 chapter meeting at 7:45 am?

- Holly will send out all chapter meetings via Outlook save the date.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- Actual-to-budget reports.
- Net revenue for March 2022 is approximately \$1900.
- Chapter Financial Support Program (CFSP) for Q4 brought in \$2,081.25 from SHRM National

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:

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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:

- Slogan Contest
 - Received 10 responses.
 - Board selected, "Sound People, Sound HR"
 - The winner will be sent a \$50 gift card to a company of their choosing.

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).
- Thurston County SHRM would like a joint networking event. Taylor and Amber will work together to find a good time, utilizing the +events calendar.
- High school opportunity (Taylor and Kindra)
 - Resume and interview support. We have a handful of volunteers. May push this to next school year so that we can adequately prepare.

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:

- Absent

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:

- March Meeting:
 - Gross sales \$460 (net \$395.83)
 - Tickets sold: 29
- How they reached us:
 - Direct traffic - 11
 - Automated email promotion - 16
 - Event Discovery Platform - 60
- April meeting ticket sales thus far:
 - Gross sales of \$180 for 10 tickets
- May 11th joint event thus far:
 - Gross sales of \$1,436 for 34 tickets

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 9/21/22
 - 2 drink tickets per person plus finger foods
 - For budget, estimated 24 people @ \$50 ea = \$1,200 per event
 - We tentatively have sponsors for both
 - Cheyanne & Michele meeting with one (Parker, Smith & Feek, Inc.) on Thurs 4/7
- Chapter meetings
 - Tentative dates: 8/18/22 & 10/20/22
 - Breakfast meetings
 - For budget, Cheney Stadium has increased their prices over last year.
 - Cheyanne and Michele will tour the Cheney stadium venue on Thurs 4/7/22.
 - Landmark, Michele will get information on hosting at this venue.

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

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

- Procurement plan submitted to Wendi by June 1.
- Collection of donated items by July 1.

New Items

4.1 Review the updated events calendar and advise of any conflicts (future meetings). Attendance by our Board is what makes these events, you are encouraged to attend.

4.2 HOLLY Send save the date to all Board members for all remaining 2022 Chapter Meetings.

4.3 CHEYANNE Send out updated meeting requests for all Board events.

Closing Items

Time Adjourned

- 6:55 PM

Next Meeting

- May 2, 2022, 5:30 PM, via Zoom

President, Cheyanne Farr

Secretary, Kindra Davidson