

SPS SHRM BOARD MEETING

April 11, 2024, 4:30 PM, In Person

[& on 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

E	Holly Eckert, President	E	Amye Reynolds, Hospitality
X	Alex Ekstrom, Treasurer	X	Lola Ridgley-Wagar, Social Media
X	Elisa Braley, Membership Director	X	Christopher Matthews, College Relations
X	Kindra Davidson, Secretary	X	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

- Past President (Cheyanne): Call meeting to order.
- Secretary (Kindra): March 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:

- Please start thinking about the pros and cons of changing our name. Having the South Puget Sound chapter and the South King County chapter next to each other has created confusion in the community. And if I look at a map, the southern tip of the Puget Sound looks like Olympia to me. I talked with Art Gloria, Divisional Director of the SHRM Membership Community, and he suggested “Tacoma - Pierce” but we can probably do whatever we want. Let’s discuss at the next meeting.
- Finding the best Board mtg times (Zoom meetings only). Survey results (as of April 5):
 - Only 5-6 people could make it to the 9 am or 2 pm slot each month
 - 11-12 people could make it to the 4 pm slot each month
 - 1 person could never make it to the Thursday 4 pm slot but could make it to Tuesday 4 pm.
 - Those who have said yes to Tuesday, 4 pm: Holly, Lola, Amye, Elisa, Cheyanne (except Oct), Michael, Sarah B, Kindra. No “no” responses yet.
 - Let’s poll everyone else at the meeting and make the switch if we can.
 - Dates are: May 7, June 11, Aug 6, Oct 8, Nov 12 - **Group agreed to change to Tuesdays on these dates.**
 - Holly will resend mtg invites upon return, late April.
- Report from March WA SHRM Board meeting: The WA SHRM Board consists of its own set of Officers and Directors as well as the President from each chapter. We meet quarterly for a ½ or full day. Learnings:
 - Each person on our Board has a corresponding person on the state Board to serve as a resource. For example, our membership director Elisa can go to the state membership director Madison with questions and requests. If you don’t know who your state person is, ask Cheyanne or Holly.
 - HR Day on the Hill in January was a big success, netting nearly \$20k to WA SHRM. Our chapter will get a “cut” of this. There will be increased opportunities to influence legislation. Reach out to Mike Church or our own Board’s Margaret Henning if you’d like to get involved.
 - The Volunteer Leader Summit that some of us attended in early February (via Zoom) was well received with the suggestion people can choose their own break-out groups in the future.
 - Art Gloria and Mike Aiken came to give a report on SHRM. Current initiatives include a restructure, gathering requirements and choosing a vendor for the new websites, and \$8M being spent on advertising this year. Whatever we can do to align our chapter with SHRM, we can ride their coattails! For example—let go of our current wonderful and local chapter logo, and change to a simple one that is based on the SHRM logo. They will be providing samples and support for this. We are one of 575 SHRM chapters in the US! And WA is a strategic state, meaning that SHRM will be giving WA SHRM and the WA chapter additional support.
 - Chapter Leadership Awards that we applied for will be announced at the August Board meeting.
 - Membership at the state level: 8,023 members in WA, ½ are not affiliated with any chapter.
 - This is not a SHRM-sponsored event, but FYI, there will be a Disrupt HR event June 5 in Bellevue. <https://disrupthr.co/city/seattle/>
- Report from WA SHRM Annual Conference: Each chapter’s president gets to attend at no charge. Instead of attending the break-out sessions, I spent the time networking for our chapter! I got interest from two potential sponsors for our chapter for next year. I also had a chat with Art Gloria from SHRM. We talked about the free, updated websites to come to the chapters (not much is known yet), the dual membership

release program, and potentially changing our chapter name. GREAT NEWS: The conference was SOLD OUT!

- There is now a spreadsheet of committees on the chapter Board contact list (separate tab). We have the committees spread them out to launch at different times of the year; some are on hold, some are completed, others will start later in the year.

Sponsorship Committee Update:

- One Platinum Sponsor is open. Any ideas?
 - Elisa has someone interested –
- Otherwise, everyone knows their duties and we are chugging along.

Board Operations Manual Update:

- Review is still in process. Goal is to finish the review and bring suggested changes to the May Board meeting.

Award Submissions Committee Update:

- Kindra will report on our success.

Treasurer (Alex)

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 March, 2024.
- Sponsorship Tracking
 - Excel document updated. All sponsors have paid.
- Treasurer's Report for March, 2024.
 - **Revenue (Summary)**
 - Total YTD Revenue is: \$12,055.00
 - Total Revenue in March, 2024 is: \$6,600.00
 - Corporate Sponsorship being \$4,000.00
 - SHRM Donation being \$2,600.00
 - **Expenditures (Summary)**
 - Total YTD Expenditures is: \$8,323.50
 - Total Expenditures in March, 2024 is: \$4,609.81
 - *Notable Expenditures:*
 - WA SHRM Annual Conference was: \$2,575.51
 - MOTION: spend was \$575.51 over budget; we had the highest engagement and involvement of all time. Making a motion to approve additional \$575.51 for the budget. Board Approved.
 - Note: 2025 budget for this expense should be increased to \$2600.
 - New Board kick-off retreat (Jan) was: \$336.67
 - Facility Fees was: \$1,045

- **Expenditures by Category in (March)**
 - Certifications: Budgeted \$1,000 on scholarship; spent: \$0
 - College Relations: No budget for Mar.
 - President: Budgeted \$1,000 on Board Kick-Off; spent \$336.67
 - Budgeted \$2,000 on WA SHRM Conf. spent \$2,575.51
 - Membership Director: No budget for Mar.
 - Hospitality: No budget for Mar.
 - DEI: Budgeted \$200 on marketing; spent: \$0
 - Legislative: Budgeted \$500 on WA Employ. Conf. spent: \$0
 - Budgeted \$100 in Jan. Reimbursement processed in Mar.
 - Membership Appreciation: Budgeted \$7,000 on Catering & Facilities for July; spent: \$1,045 in Mar.
 - Programs: No budget for Mar.
 - Social Media & Marketing: Budgeted \$20 on advertising; spent \$0
 - Workforce Readiness: No budget for Mar.
 - Administrative: Budgeted \$579.41; spent: \$532.87
- Checking Statement Reconciliation Report:
 - TBD
- Checking Statement: Saved in Drive.
- Savings Statement Reconciliation Report:
 - TBD
- Savings Statement: Saved in Drive.

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: Holding for a few months then will set up the first meeting.

Constant Contact Cleanup Update: Last month we had a meeting. Made good progress setting action items and discussing the importance of the project. Met with the Washington state Membership Board Director Madison discussed emailing members and rules.

Update we don't need permission to email members, but we do need to allow an option for people to opt out of emails. I am working on building a link and spreadsheet for individuals that want to opt out of communication.

Meeting Updates:

- Want to plan the 2nd New Member Coffee? Ideas on location, date, time?
- Currently we have 321 Chapter Members, 9 new members, 125 Certified Members

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.

Meeting Updates:

Our 2023 SHRM Excel Award was submitted on 3/11/24. We applied for a platinum award level.

Sponsorship Updates:

- 2/2024: Archbright February Chapter Meeting Sponsor Spotlight
- 4/2024: Washington College Savings Plans - WA529 April Meeting Sponsor Spotlight
 - Sponsor Booths: 1) Captrust, 2) Alliance 20/20 and 3) WA529

Is the list of in person meetings accurate? Can I begin filling the sponsorship attendees? Is the tracking spreadsheet the best place?

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:

- April meeting booked - The Good, The Bad, The Ugly of Workers Compensation, technology issues resolved (hopefully)
- No luck getting engagement from WSHRMA on Springing Ahead, may pivot to a happy hour this year in May. May try to get a joint event planned for 2025.
- June speaker locked in with GSBA
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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.

Meeting Updates:

- Locked in the Member Appreciation Event for July 18, 2024, 4:00pm – 8:00pm at The Candle Bar in Puyallup. The cost includes up to 40 people, the venue, every attendee gets to make and take home a candle.
 - The Candle Bar offers seltzers and light beer:
 - Get a banquet permit and bring wine/etc. YES
- We need baskets for the raffle; who is able to contribute and do you have a theme for your basket?

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:

- SHRM Certification Scholarship application is live now and open until 4/30. Did a post on LinkedIn and hope to do a second one. If we do that I would love to have you share it if you can. Have a Constant Contact email ready, Michael will send out the drafted email. Currently have no applicants.
 - Will also pursue a student scholarship for membership dues.
- Sara and I met with Heather Smith, the WA State Certification Director. Got some great information on purchasing SHRM Certification study materials and selling it to our chapter members at a discount. We would also get a study guide, but neither Sara or I are quite ready to lead a study group yet. I will shadow a study group Heather is having this Fall.

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:

- Not present.

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:

- Working on social media blasts for sponsors and scholarships.
- Will send another media blast regarding the April chapter meeting.

College Relations (Christopher)

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

2024 Goals for my position: Connect with colleges in the area to introduce SHRM and encourage engagement from students in the chapter.

Meeting Updates:

- Kick off the program in May 2024 (April 2024 to prepare presentation information).

DEI (TerryI)

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:

- Continue on-going DEI related communication with our membership and other chapters
- Continue providing DEI related resources to our membership
 - Glossary of terms
 - Speakers bureau
- Create an active DEI learning community for our chapter
 - Establish a pilot project with monthly learning pods
 - Establish a DEI workshop series

DEI Committee Update:

- Committee will launch April 25, 2024 and welcomes additional members
- Plans to implement a list of available DEI speakers.

Meeting Updates:

- First meeting, welcome!

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: Send end of session updates and quarterly legislative newsletter to encourage knowledge of and comfort with the changing employment landscape in WA.

Meeting Updates:

Signed into law

- [SHB 1905](#) (*pay equity*): Expands Washington's existing pay equity law beyond gender to also include membership in a long list of protected classes - Effective July 1, 2025.
- [ESSB 5778](#) (*employer communications on religious or political issues*): The "Employee Free Choice Act" prohibits employers from requiring workers to attend employer-sponsored meetings, listen to verbal communications, or view electronic or other communications when the primary purpose is to share the employer's opinion on religious or political matters. Effective June 6, 2024.
- [ESSB 5793](#) (*paid sick leave expansion*): Expands the definition of family member under Washington Paid Sick Leave to match the definition in Washington Paid Family and Medical Leave (WPFML). Effective January 1, 2025.
- [SB 5979](#) (*paid sick leave clarifications for construction industry*): Clarifies the definition of construction workers who are entitled to receive a payout of their accrued but unused sick pay if they terminate employment before reaching their 90-day eligibility period for Washington Paid Sick Leave. Effective March 13, 2024.
- [ESSB 6069](#) (*mandatory employer-facilitated retirement savings*): Establishes Washington Saves, which will require most employers that don't offer a retirement plan to automatically enroll workers in a state-administered retirement savings plan. The bill takes effect on June 6, 2024, but it will take time to get the program up and running. The program is scheduled to launch by July 1, 2027, although the governing board is authorized to stagger implementation in phases after that date.
- [Final overtime rule clears White House review 4/11/2024](#)- DOL's proposed rule, if adopted, would increase the minimum annual salary threshold that determines overtime pay eligibility under the Fair Labor Standards Act from \$35,568 to \$55,068. Projected to be published this month.

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.
- Resources are minimal for this position on VLS. She is gathering information and making a game plan.

Action Items

Previous Items

1.4 ALL - register for Chapter Events. ONGOING

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

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

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

New Items

4.1 Holly - resend updated Board Meeting invites with new Tuesday dates.

4.2 Elisa - confirm that Brown and Brown is OK with a potential competitor as the other platinum sponsor.

4.3 Alex - Increase the 2025 budget for WA SHRM Conf to \$2600.

4.4 Michael/Holly/Cheyenne - meet to confirm calendar of events for 2024 and tracking mechanism.

4.5 Michael - send out Constant Contact email blast for certification scholarship.

Closing Items

Time Adjourned

5:54 PM

Next Meeting

- May 7, 2024, 4:00PM, [Zoom](#).



Past President, Cheyanna Schaefer



Secretary, Kindra Davidson