

SPS SHRM BOARD MEETING

May 7, 2024, 4:00 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	X	Christopher Matthews, College Relations
X	Kindra Davidson, Secretary	X	Terryl Ross, DEI
E	Michael Holloway, Programs	X	Margaret Henning, Legislative
E	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): April Minutes are pending approval and will be posted in near future.

President's Report (Holly) 4:05-4:10

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.

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Meeting Updates:

- Dec. 12 End of year meeting: Holly and Amye unable to attend. Move to Tuesday, Dec. 10. Host at One Digital? Holly will update and send a meeting request.

Sponsorship Committee Update:

- One Platinum Sponsor is open. Any ideas?
 - Elisa has someone interested –
- Do all the committee members have what they need?

Board Operations Manual Update:

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

Award Submissions Committee Update:

- Submit for [NHRMA Chapter Excellence Award](#)—Kindra will submit based on our Excel Award application (we won platinum).

Treasurer (Alex) 4:10-4:15

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.

Security & Data Committee Update:

- Review of Google Drive access

Meeting Updates:

- Treasurer's Report for April will be completed before the end of May.
- Recommendation to open a Sound Credit Union account although pending a comparison of BECU and a possibly another credit union local to Washington State.
 - Board suggested Kitsap Bank and Qualstar. Alex will add to the comparison.

Membership (Elisa) 4:15-4:20

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: Set a meeting to reconnect with the group on next steps and action plan for making updates. Will send email out after this meeting.

Meeting Updates:

- Check the date of June 14th at 1 pm for the next new member meet and greet? One Digital volunteered to host. I can bring Starbucks and/or offer an assortment of drinks and a few snacks from the Membership budget. Will send a meeting invite.
- Currently we have 327 Chapter Members, 8 new members, 124 Certified Members
- I would like to partner with Certifications Directors and see if they would like to create an email template that I can send to Chapter Members that are expired or getting ready to expire. Maybe something with a reminder of the benefits of SHRM.

Secretary (Kindra) 4:20-4:25

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:

- Review previous action items below, any updates?

Sponsorship Updates:

- 4/2024: Washington College Savings Plans - WA529 April Meeting Sponsor Spotlight
 - Sponsor Booths: 1) Captrust, 2) Alliance 20/20 and 3) WA529
- 6/20/24
- 8/15/24
- 10/17/24 ½ day event (could have more than one sponsor spotlight)
- 11/14/24

Programs (Michael) 4:25-4:30

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:

- OneDigital is happy to sponsor a happy hour in May in lieu of a joint event as originally planned - I am proposing May 23rd, we have a few options but are leaning towards a deck party at Ruston Way office.
 - Concern this date may be too close to Memorial Day weekend. Could May 30th work

- June 20th speaker locked in - The GSBA - LGBTQ in the workforce, website promotion coming soon along with constant contact campaign. Hybrid at Emerald Queen.

Past President/SHRM Foundation (Cheyanne) 4:30-4:31

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:

- We need baskets for the raffle; who is able to contribute and do you have a theme for your basket?
 - Basket 1: Elisa, wine basket
 - Basket 2:
 - Basket 3:
 - Basket 4:
 - Basket 5:
 - Basket 6:
 - Basket 7:
 - Basket 8:

Cheyanne/Kindra will send information on SHRM Foundation for potential sponsors.

Certification (Sara and Amy) 4:31-4:35

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:

- Applicants for scholarship? We've had 1 scholarship application. What is the review process after the closing date next Friday (Holly?)
 - We will push out the deadline to 5/31/24.
- Scholarship—how do we publicize?
 - Constant Contact will be sent asap and social media postings will be updated.

Hospitality (Amye) 4:35-4:40

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:

- Meeting attendance numbers for April meeting:
 - 46 registered
 - 42 attended
 - 36 in person
 - 6 virtual (2 board members)
 - Total sales \$1050.00
 - LY topic Insider Secrets: How to get HR a Seat at the Table
 - 20 attended
 - Total sales \$360.00
- Tech issues seemed to be corrected for this meeting

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 our sponsors.

College Relations (Christopher) 4:40-4:45

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:

- Do any board members have connections at nearby colleges? Please send to Christopher.
 - Margaret teaches at Green River, Cheyanne teaches at Tacoma Community
 - Amy Macdonald may have one for PLU, Elisa has connection at UW.
- Reached out to TCC Business Dept about doing an intro there
- Do we have any "fun" SHRM branded things to hand out like stickers or pens?
- Do we have any SHRM branded PowerPoint for presentations?
 - Christopher can use templates from our chapter meetings and/or look at what is on the Volunteer website.
- Sarah Butler, Amy Mac and Christopher work on a proposal to allow working professionals who are also students to be eligible for the certification scholarship.

DEI (Terry) 4:45-4:50

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:

- Establish on-going communication with SPS SHRM membership
- Create new DEI resources (speakers bureau, glossary of terms, etc.) for SPS SHRM membership
- Create volunteer learning pods for SPS SHRM membership

DEI Committee Update:

- Committee launched April 25.
- Will create 2 pilot learning pods
 - DEI in the Workplace
 - Intro to DEI
- Will establish monthly meeting schedule

Meeting Updates:

- Speaking at the SHRM State DEI Directors meeting 5/9.

Legislative (Margaret) 4:50-4:55

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:

- Suggestions for inclusion/accessibility for State SHRM
 - How can we make our own meetings more accessible and inclusive? Holly, Elisa and Terryl volunteered to help Margaret on this target.
- DOL's new exempt level minimum wage rule raises the rate first to \$844 a week (\$43,888 annualized), then to \$1,128 (or \$58,656 a year)
- Unincorporated King County voting soon on new minimum wage, \$20.29/hr.

Workforce Readiness (Sarah) 4:55-5:00

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:

- Tentative meeting scheduled with the Goodwill Director of Vocational Schools-Victoria Skinner for this week. Goal is to gather information on how Goodwill Programs (SCSEP, Workfirst, Life launch GO, NEXT-out of school youth, Veteran Services) connect jobs to organizations hiring.

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. 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. Send updated master calendar out to the Board. 4.5 Michael - send out Constant Contact email blast for certification scholarship. Holly will send for Michael 5/7/24.
New Items
5.1 Holly - Send updated meeting request for December business meeting. 5.2 Alex - Alex will add Kitsap Bank and Qualstar to the banking vendor comparison. 5.3 Elisa - Elisa will send a meeting invite for June 14th at 1 pm for the next new member meet and greet. 5.4 Lola - Will update the scholarship marketing on website and post something to social media, extending the due date to May 31, 2024. Everyone share the social media postings. 5.5 Sarah B, Amy Mac and Christopher - Sarah Butler and Christopher work on a proposal to allow working professionals who are also students to be eligible for the certification scholarship. 5.6 Holly - get with Christopher about his access to board budget. 5.7 Elisa - Elisa and Michael confirm May happy hour event date. 5.8 Margaret - Margaret, Elisa, Terryl will work together on accessibility and inclusion opportunities for our own chapter meetings.
Closing Items
Time Adjourned
5:08 PM
Next Meeting
June 11, 2024, 4:00PM, Zoom.

President, Holly Eckert

Secretary, Kindra Davidson