

SPS SHRM BOARD MEETING

June 9, 2022

2:00pm



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	Cheyenne Farr, President	X	Melina Mwangi, Treasurer
E	Holly Eckert-Lewis, President-Elect/Programs Director	E	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
E	Kindra Davidson, Secretary		
X	Amber Amantea, Membership Director		

Meeting Discussion

Topic

[Zoom Meeting Link](#)

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:

- WA State Board Meeting Report
 - WA State Employment Law Conference - Friday March 17, 2023
 - **Free** career fair for employers to attend on June 23rd:
<https://www.seahawks.com/community/military/resource-fair>
- Confirmed One Strategic Capital as our Networking Event in September
 - Outdoor venue

- Board structure and planning for 2023:
 - Plan for 2023 is:
 - Cheyanne as President
 - Holly as President-Elect/Programs
 - Kindra as Secretary
 - Amber as Membership
 - Melina as Treasurer
 - Michele as Hospitality
 - Taylor staying but flexible
 - Daniel - still trying to meet with to confirm, past-president/shrm foundation?
 - Wendi & Hannah will be transitioning out
 - We need 5 new members:
 - Social Media/Web
 - Certification
 - College Relations
 - DE&I
 - Legislative
 - Workforce Readiness
 - Potential candidates:
 - Board position overviews have been put together and can all be [viewed here](#)
 - Please review the position overview and let me know any edits/questions/comments
 - Advertising/Recruiting new board members:
 - Jon Orozco, previously served on the board will share at June event
 - Please help recruit potential board members by sharing with other professionals
- Final overview of Springing Forward:
 - Brought in a total profit for our chapter of \$7,749.95
 - Great feedback, we will do another one in 2023, hybrid setup
 - Happy hour 1 hosted by WSHRMA - 5/9/23 - 3-5pm
 - Happy hour 2 hosted by SPS SHRM - 5/10/23 4-6pm
 - Virtual event on thursday 5/11/23 from 9am - 1pm
- Sponsorship Update:
 - UWT would like to become a platinum sponsor via in-kind sponsorship by fully sponsoring the space costs for holding chapter meetings, up to 6-meetings over a 12-month period (they value this at \$2,600).
 - Check-in, Holly did go by and check out the space and say that parking was limited/not ideal for our group, not thrilled
 - Taylor will check with daniel, but yes parking is not good here
 - Michele - we moved forward with EQC, and they have a great venue - Michelle confirmed this, the contact is on vacation
 - Michele update as of 4:53p - received word back from Tina at Emerald Queen (EQ) that the reason it took so long to get an answer on room rental cost (or waiver) is the Tribal Council was reassessing if they want to have in person events on site due to pandemic, and they have decided not

to open it back up again yet. “They share their apologies and when the decision is made to reopen this activity, hope that you will seek us out again.” I will follow up quarterly with Tina to check for updates.

- Other option to partner with them?
 - Melina - What about a speaker at an event?
 - Michele - perhaps for supplemental meetings we could use it?
 - Update from Michele as of 4:53p:
 - We may want to look at UWT again, get pricing from the caterer. Parking issue remains.
 - Seven Seas may be another option although parking is still not ideal (but likely better than UWT), and we'd still have to hire a caterer.
 - I can revisit the Landmark option. They never emailed me back. Will try to call.

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:**
 - July 15 at Baseball Game Event, raffle tickets will be sold in advance via Event Brite.
 - To-do item still includes menu
- **Auction Donations:** Please start thinking about items/prizes you can donate for our annual SHRM Foundation fundraiser!
 - Wendi to finalize by July 1, please send any/all donations to Wendi prior to that.
 - Taylor is going to reach out to his contact and see if we can bring alcohol in our gift baskets
 - Wendi needs a few more volunteers:
 - Amber
 - Taylor
 - Wendi/Cheyanne
 - Kindra
 - Daniel
 - Hopefully college students (taylor to reach out)
- **Logistics at game:**
- **Raffle Basket Commitments**

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:

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

We received our bylaws!!

Sent out financials, all looked good

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.

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:

Working with Taylor on college relations

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:

- Working with amber on college relations
- Working to support with Rainiers to get wine allowed in gift baskets
- Supporting HR people with joining the board and attending the rainier

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:

- Have taylor help with working to schedule a time to meet.

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:

- Reached out to sponsors for Springing Forward! And has only heard back from 2 so far. & did follow-up

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:

- 7 seas is a venue option; parking is a bit of an issue but its only \$50/event; food is limited to outside caterer (in-house limited food vendor apparently has left now)
- Moving forward well with EQC, hopefully getting it for free - see note above, it will not be an option for now, but for possible future events.

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.

5.1 CHEYANNE will update Boarding meeting requests and the website calendar.

5.2 KINDRA and DANIEL to send check-in meeting availability to Cheyanne.

5.3 COMPLETE Wendi to schedule an ad hoc meeting to plan for the Rainiers event.

5.4 TAYLOR line up some student members to perform volunteer duties at upcoming in-person events.

5.5 ALL register for in-person events so we can get an accurate headcount.

5.6 COMPLETE. MICHELE will reach out to former Board member who works at Emerald Queen re: potential event meeting space.

5.7 COMPLETE. Cheyanne to send out updated meeting requests for all Board events, noting new days and times.

New Items
• Cheyanne to add referral area to application for board members • Cheyanne to add Rainiers Game slide to June Chapter Event Slides • Taylor to coordinate a meeting for Cheyanne/Daniel • Taylor to work with Amber on college relations, find a student volunteer to help us with our event
Closing Items
Time Adjourned
• 2:32 PM
Next Meeting
• July 14, 2022, 2:00 PM, via Zoom

President, Cheyanne Farr

Secretary, Kindra Davidson