

SPS SHRM BOARD MEETING

June 11, 2024, 4:00PM

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

Meeting Discussion

Topic

General

- President (Holly): Call meeting to order.
- Secretary (Kindra): May minutes are complete 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:

- Sara Kellerman has resigned her Board position now that she has moved out of an HR role. She expressed appreciation for Amy taking the reins on Certification and an enjoyment of getting to know all of us. Amy is comfortable heading up Certification solo.
- New logo cobranding initiative: We are in the next round!
 - Discussion had about changing the chapter's name. Board agreed to keep South Puget Sound SHRM.
- Something to simmer: What seems to be the age of the attendees of in person meetings with a speaker and PPT? In-person chapter meetings are no longer needed for recert credits. Free webinars from SHRM. Many employers are not paying for these any more.
- Report from WA SHRM meeting 6/6/2024
 - [NHRMA](#) is here to help us! (They started in 1939, and affiliated with SHRM in 1972!) [Conference](#), [Certification Prep](#), undergrad [scholarship](#), grad [scholarship](#), tag them in our social media posts for more shares.
 - July 25 is National Hire-a-Vet Day with a [Job Fair](#) in Lakewood. Employers get a free booth! Contact [Michelle Smith](#) for more information.
 - WA SHRM has \$\$ for membership initiatives; contact [Madison Johnson](#). (Idea: Join SHRM National and our Chapter during a meeting and receive registration at the next Chapter meeting)
 - WA SHRM will promote our social media events! Tag [Teresa Simpson](#), [Lori Morris](#), and [WA SHRM](#).

Sponsorship Committee Update:

- Kindra is actively reaching out to our sponsors to collect on their benefits.

Board Operations Manual Update:

- The committee worked diligently to update and improve the manual!
https://docs.google.com/document/d/1rocCfXECUk8rFILp4-Ei7VpKYmMUK2mK/edit?usp=drive_link&oid=102147995862237236549&rtpof=true&sd=true

Summary of changes:

- Addition of the Past-President instead of President-Elect in alternate years
- Clarification to please submit reimbursement requests within 30 days
- Updates to Officer reimbursements for annual conference
- No more Chapter audits! These are waived for DMR Chapters.
- Formatting updates and minor corrections (We are now a "large" chapter, \$30 from SHRM per member per year, etc.)
- Intention that the manual is reviewed annually by Board Committee.

Award Submissions Committee Update:

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

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.

Security & Data Committee Update:

- Review of Google Drive access

Meeting Updates:

- Winners of our Spring Certification scholarship.
 - Karey and Lori!
 - Develop a PDF Form to request basic information they are willing to share with the board members, our SHRM chapter, and the general public. I suggest coming up with a list of fields needed such as name, certification goals, do you want your name posted on linkedin, etc.
- Banking Membership
 - Excel document created titled "Banking Membership.xlsx" to compare [here](#).
- *Board voted unanimously to open an account with Sound Credit Union.*
 - Treasurer: In favor of Sound Credit Union due to location (large facility in Downtown Tacoma next to our PO Box). Comparable to BECU with a high likelihood to have similar returns on investments for our savings if we invest in short-term CDs.
- *Board voted unanimously to: 1) transfer all but \$2,500 out of our Bank of America Savings account into the new bank we choose. 2) put \$30,000 into a checking account and the remainder into a savings account.* This way we can maintain our Bank of America Checking and Savings without any fees while we transfer to the new bank.
 - \$66,498.22 in our Bank of America Savings account
 - New Checking Account: \$30,000.00
 - New Savings Account: \$33,998.22
 - BoA Savings as of June, 2024: \$66,498.22 - \$2,500 = \$63,998.78
 - **\$63,998.78** to transfer to set up a new bank.
 - **Authorized Signer:** Cheyanne Schaefer, Past President
 - **Authorized Signer:** Holly Eckert, President
 - **Authorized Signer:** Alex Ekstrom, Treasurer
- Treasurer's Report for April and May, 2024
 - **Financial Position**
 - Financial Position as of December 31, 2023: **\$92,061.01**
 - Checking: \$25,584.99
 - Savings: \$66,496.02
 - Financial Position as of May 31, 2024: **\$98,223.19**
 - Checking: \$31,724.41
 - Savings: \$66,498.78
 - SOUNDUCU will support us with guaranteed savings, growth opportunities, and risk adverse ways to invest non-profit funds into our local community bank.
 - **Revenue (Summary)**
 - Total YTD Revenue is: \$17,602.50
 - Total Revenue in April and May is:
 - \$3,140 (April) + \$2,407.50 (May) = \$5,547.50
 - Monthly Education Series being \$1,140.00 in April
 - Sponsorships being \$2,000 in April (Archbright)
 - SHRM Donation being \$2,407.50 in May
 - **Expenditures (Summary)**
 - Total YTD Expenditures is: \$11,406.87
 - Total Expenditures in April \$2,729.38 and May \$353.99.
 - ***Notable Expenditures:***
 - *Emerald Queen: \$1,686 (same cost as the event in February this year) + notable revenue \$1,140 with a difference of -\$546.*
 - *Zoom Business renewal for \$596.29 in May, 2024.*

- **Expenditures by Category in (April & May)**
 - Certifications: budgeted: \$1,200 spent: \$0
 - College Relations: budgeted: \$200 spent: \$0
 - President: budgeted: \$500 spent: \$125.29
 - Hospitality: budgeted: \$5,010.00 spent: \$1,686.00
 - Programs: budgeted: \$500 spent: \$0
 - Social Media & Marketing: budgeted: \$40 spent: \$119.99
 - Sponsorship: budgeted: \$100 spent: \$0
 - Workforce Readiness: budgeted: \$200 spent: \$0
 - Administrative:
 - April: spent \$798.10 in total.
 - EventBrite fee 8.00% for April meeting with 32 people adding \$142.51 to the event cost.
 - In February, the cost was \$233.33 for 56 people averaging to 8.00% fee.
 - May: spent \$353.99 in total on advertising & marketing, board meals, and office software.
- Checking & Savings Reconciliation Report and Bank Statements:
 - Will be submitted to the President and Past President for review.

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. Next one is planned for 7/12 at OneDigital on deck.
- 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:

- Need to move our new member meet and greet to July 12th at 1 pm at One Digital.
- Currently we have 331 Chapter Members, 10 new members, 123 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:

- Submitted NHRMA Excellence Award. TBA at their Fall meeting.

Sponsorship Updates:

- 6/20/24: Sponsor Booths: 1) Archbright
- 8/15/24: Sponsor Booths: 1) One Digital, 2) WA 529, 3) Archbright
- 10/17/24 ½ day event: Sponsor Booths: 1) One Digital, 2) WA 529, 3) Archbright, 4) Alliance 2020
- 11/14/24: Sponsor Booths: 1) One Digital, 2) WA 529

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:

- Please register for the next [Chapter meeting](#)! **No board members have registered yet!** (We need to get the catering counts to the Casino a week in advance.) 3 Board members have registered so far (Sarah, Chris, Amye)
- 13 tickets have been sold.
- Holly is working on speakers for Oct workshop and Nov meeting
- Working on finalizing details for August speaker
- Any slides to include for the 6/20 meeting? Member appreciation event, next new member coffee/ happy hour, etc.
- Registration for member appreciation event

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:

- 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: Kindra/JTM Construction, outdoorsy basket "I Love Peeing Outside"
 - Basket 3: Holly: Night out in Grit City
 - Basket 4: Sarah: Tacoma Coffee Themed Basket
 - Basket 5: Cheyanne: Self Care Basket
 - Basket 6: Terry: Signed Alfredo Arreguin print of one of his most famous paintings, The Dance of the Muses
 - Basket 7: Michael: A basket of sorts
 - Basket 8:
- Cheyanne/Kindra will send information on SHRM Foundation for potential sponsors.
- We need volunteers to help day-of: Michael, Kindra

Certification (AmyMac)

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): Sarah B will think if she wants to head this committee.

Meeting Updates:

- Not present
- We have chosen the recipients for the two Spring certification scholarships and they have been notified (they were both very excited!). We must have the recipients' permission to share their names at member event(s) or social media. The two recipients are Karey Padgett and Lori Sherrill.

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:

- Upcoming meeting 6/20
 - No June meeting last year
 - April 2023 had 29 attendees
- Member Appreciation Event 7/18
 - On sale now
 - Free to attend

- Donation optional for raffle tickets

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 on-going social media posts and with sponsors to utilize their social media blasts.
- Send photos of raffle baskets to Lola for posting.

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:

- Not present.

DEI (Terry)

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:

- Spoke with WA SHRM DEI directors
- Sending out first Constant Contact message to SPS SHRM
- Setting up monthly meetings starting in July
- Researching technology for learning platforms or management systems; ex: Google Classroom. Alex and Terry will connect.

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:

- Not present.

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:

- Kindra, Terry and myself had a meeting with Victoria Skinner- Goodwill Director of Vocational Schools 5/10. She would love to speak at an upcoming meeting to discuss ways organizations can utilize non-profit/government resources in the community to benefit organizations. Volunteered to speak with our chapter members to provide a 30 minute presentation on content specifically how to connect job seekers to job providers, and a 30 minute Q&A based on top 10 questions that chapter members may have to get more understanding from a job seekers lens. Hoping to schedule this in Fall.
- SHRM Conference launches the HR Tomorrow Leadership Program. For any board members attending, please forward any information my way you learn about this program, as it relates to employee readiness.
- Volunteer Leader Connection Webcast recording emailed out to board May 22nd. Highly encourage watching the recording to get a better understanding of the direction of SHRM in the future.

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.
COMPLETE

4.3 Alex - Team created a note to increase the 2025 budget for WA SHRM Conf to \$2600.COMplete

4.4 Michael/Holly/Cheyenne - meet to confirm calendar of events for 2024 and tracking mechanism. Send updated master calendar out to the Board. COMPLETE

4.5 Michael - send out Constant Contact email blast for certification scholarship.Holly will send for Michael 5/7/24.COMplete

5.1 Holly - Send updated meeting request for December business meeting. COMPLETE

5.2 Alex - Alex will add Kitsap Bank and Qualstar to the banking vendor comparison. COMPLETE

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. COMPLETE

5.5 Sarah B, Amy Mac and Christpher - 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.

5.8 Margaret - Margaret, Elisa, and Terryl will work together on accessibility and inclusion opportunities for our own chapter meetings.

New Items

6.1 Elisa - send out meeting request for new member appreciation event on July 12.

6.2 Cheyenne - send out invite for Member Appreciation Event.

6.3 Holly - verify that scholarship recipients are OK with sharing on social media and at chapter events.

6.4 Terryl - Holly, Michael and Terryl will get a DEI Constant Contact message out to our membership.

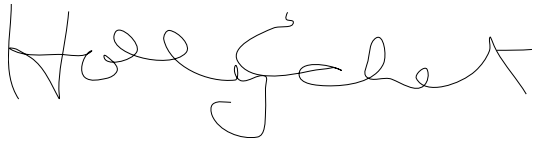
Closing Items

Time Adjourned

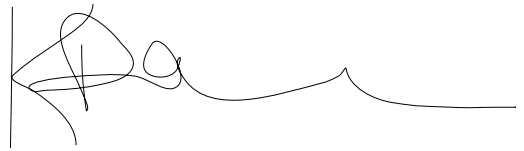
5:26 PM

Next Meeting

- July 11, 2024, 4:30PM, One Digital Office, 4041 Ruston Way, Suite 101, Tacoma, WA.

A handwritten signature in black ink, appearing to read "Holly Eckert". The letters are cursive and fluid, with a prominent "H" and "E".

President, Holly Eckert

A handwritten signature in black ink, appearing to read "Kindra Davidson". The signature is more stylized and elongated, with a large "K" and "D".

Secretary, Kindra Davidson