

SPS SHRM BOARD MEETING

July 14, 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
X	Holly Eckert-Lewis, President-Elect/Programs Director	X	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
X	Kindra Davidson, Secretary		
E	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 - I will be attending Aug 5th in Walla Walla
- Update for September Networking event:
 - Start time will be 5pm
 - Location McCallum & Sons Whisky Co
- Sponsorship Update:

- UWT voted no on the partnership via professor; elected to be a 2022 Bronze Sponsor (\$1,000).
- Cheyanne working on a 2023 sponsor
- Holly working on a 2023 sponsor
- Updating sponsorship guide for 2023 and focus on 2023 sponsors moving forward
- Bylaws update - has been signed, and mailed back to SHRM.
 - Final version has been added to our Google drive and on our Board of Directors resources page on our website

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 updates. We are prepared!
- No dress code - be comfortable.
- Wear your SPS SHRM Name Tag

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:

- Aug. 18: (in person) Expanding Your Recruitment Pool (2nd chance, youth, those with disabilities)
- Sept. 15: [Interrupting Unconscious Bias in HR Processes: From Hiring to Retention](#)
[Seconde Nimenya, MBA](#)
- Oct. 20 (in person): tentative Randy Boek on "What is a Boss in 2022?"
- Nov. 17: not yet booked

WA Long Term Care - Michelle Z has contact information for a potential presenter.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

MTD:

We had another great month in June. We came in slightly over our budgeted total income by about \$241. We budgeted \$400 and our actual gross income was \$641.54, which all came from our monthly education class.

Our expenses were under budget by \$1,116.48. We anticipated spending a little over \$1,290, but only spent \$173

Income Received this month was:

- \$641.54 from Monthly Education Series

Expenses were for:

- \$98.46 were bank fees charged by Eventbrite for the monthly education series
- \$27.00 for Intuit QuickBooks which is a monthly charge
- \$48.61 paid to Constant Contact

YTD:

We are under budget on our total gross revenue for the year by \$2,945. We budgeted for \$15,719 and our actual revenue year to date is \$12,775

On the positive side, our expenses are pretty close to budget. We budgeted \$5,484 and actual is at \$3,954

On our total net revenue, we are under budget by \$1,415.16. Looks like this is mainly due to sponsorship money, which we hope to get caught up with!

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: I would like to propose that we partner with the Pierce County Chamber to get those involved in becoming SHRM members and becoming SPS Chapter members. Holly introduced me to Michelle Matheson, the director of Member Engagement and Operations, and we discussed ways that the Chapter could become involved in the Chamber through their monthly meetings and networking events by bringing HR topics to light. They recently held a networking event and had over 400 attendees. By becoming a member of the Chamber, we could potentially drive our monthly meeting participant numbers up. This would allow those who are not interested in being a SHRM national member to still participate in our meetings and

hopefully show them the benefits of what SHRM has to offer. As SPS members, you would be a member of the Chamber through the SPS Chapter and attend monthly events and networking for free. They could also run us a list of HR professionals that we could connect with. Their membership is currently at 1250 members. We have the ability to advertise on their website and on their eNews.

The annual fee is \$500.00.

ACTION - the Board approved proceeding with Amber joining the Chamber on behalf of SPS SHRM.

We currently have 316 members.

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:

- Taylor and Cheyanne will work together on a certification scholarship for 2023.

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:

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:

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:

- Confirmed venue for August and October events - Holiday Inn Express & Suites in downtown Tacoma. Approx \$53 per person, which is a lot more than what we paid before.

- Parking is included if it is available in their parking lot. Michele will confirm parking (voucher? validation?) details and share with this group and registered attendees.
- Catering is by Georgio's.
- AV bundle does not include a microphone. Cheyanne and Michele pursuing solutions.

The Board decided to maintain the in-person meeting costs that we have been utilizing for virtual meetings + \$60 for walk-ins.

For clarity, last in-person meetings had VIP, early bird, and other non-applicable prices. Prices for 2022 in-person meetings: \$30 member, \$50 non-member, \$15 student, \$60 walk-in, and \$0 for Board Members.

Action Items

Previous Items

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

6.1 COMPLETE Cheyanne to add referral area to application for board members

New Items

7.1 AMBER Join Pierce County Chamber on behalf of SPS SHRM.

7.2 MICHELE Provide live chapter meeting location details: parking, wayfinding.

Closing Items

Time Adjourned

- 3:00 PM

Next Meeting

- August 11, 2022, 2:00 PM, via Zoom

President, Cheyanne Farr

Secretary, Kindra Davidson