

SPS SHRM BOARD MEETING

July 11, 2024, 4:30PM

One Digital Office

4041 Ruston Way, Suite 101, Tacoma, WA

AFFILIATE OF



BETTER WORKPLACES
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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	X	Christopher Matthews, College Relations
X	Kindra Davidson, Secretary	X	Terryl Ross, DEI
X	Michael Holloway, Programs	X	Margaret Henning, Legislative
E	Cheyenne Schaefer, Past President/SHRM Foundation	X	Sarah Butler, Workforce Readiness
X	Amy MacDonald, Certification		

Meeting Discussion

Topic

General

- President (Holly): Call meeting to order.
- Secretary (Kindra): June meeting 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:

- Mid-year check-ins with all board members are in process.
- 2025 SPS SHRM Calendar is under construction, so prospective Board members can check against their previous commitments.
 - Discussion: 2025 Board meetings: 4 in-person, whole group (Jan, March, Oct, Dec). June via Zoom, whole Board. Other 6 months via Zoom, for workgroups.
 - Chapter meetings are currently 8 am on Thursday
 - Board meeting poll consensus: 4 pm on 2nd Thursday of the month
 - Board discussed retreat planning for 2025: would prefer to hold the retreat during a regularly scheduled meeting time.
 - Programs and new member meet-ups will be added to this calendar. Any other additions? Submit to Holly asap.
- Making Board member updates for WA SHRM and SHRM National has been taken over by the Secretary role, thanks Kindra!
- WA SHRM Board meeting (Holly and Cheyanne to attend on August 2): We are eager to hear more about the new websites provided to Chapters by SHRM National. Are we on track to get the new website in 2024?
- Board gmails? Forwarding or ccing a work or personal email address? (Alex)
 - Board members are allowed to auto forward their board gmail account to a personal/work email address. Best practice is to still initiate official board emails from your gmail account.

Sponsorship Committee Update:

- Kindra is actively reaching out to our sponsors to collect on their benefits. See below for an update.

Board Operations Manual Update:

- We want to add one more section to the manual before finishing: scholarships.

Award Submissions Committee Update:

- No outstanding award submissions at this time.

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:

- Google Drive - anyone with a link has access to our Board Meeting minutes. If a member of the South Puget Sound SHRM would like to access our meeting minutes they can login to our website, go to the Member Hub link and select board meeting minutes on the left of the page.
- Adobe Sign is being used to ensure oversight and compliance into the chapters financials. I propose an additional license be given to the Secretary. The cost would be a good investment on our volunteers if found useful. Board approved the cost.

Meeting Updates:

- The 2024 budget has been revised to include Total Other Revenue. As we transition from Bank of America to Sound Credit Union, we anticipate an increase in revenue that will enhance our current asset position. Here is the update:
 - Interest Incoming - Savings from Bank of America.
 - Return for June: ¢0.23; a ¢0.33 drop from May.
 - Minimum balance kept in previous savings to avoid fees.
 - No anticipated revenue from our SoundCU savings account.
 - Interest Income - Interest Checking from Sound Credit Union
 - Return for June: \$7.98 (from 6/14 - 6/30)
 - 0.25% interest if the account stays above \$25,000.
 - 0.20% if the account drops below (unlikely to go do the .15% bracket).
 - Net expenditures per month may allow us to move future funds from our checking account into savings. For now, this will provide the chapter with resources to plan and pay for events for the fiscal year.
 - Interest Income - Money Market from Sound Credit Union (2.00%)
 - Return for June: \$3.93 (from 6/28 - 6/30)
 - Deposited \$23,898.78 to High yield Bus. Money Market (6/28)
 - No minimum balance required
 - Interest Income - 10 Month CD
 - Return for June: \$4.02 (from 6/28 - 6/30)
 - Deposited \$10,000 on 06/28/24 will mature 04/28/25
 - Notice: 10 day notice not always given to renew under Agreement v1.2022.
 - Future plan to create an excel spreadsheet that coincides with the budget to monitor maturity dates. Open up the discussion on any big expenses we may plan for in 2025 or 2026.

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:

- Reminder this Friday is New Member Happy Hour 1-4 pm at One Digital
- Tentative plan for 2025 New Member events:
 - February 14th 9-10:30
 - May 16th 11:30- 1p
 - August 15th 9-10:30
 - October 17th 11:30 - 1p
- Currently we have 329 Chapter Members, 7 new members, 130 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:

- No update

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:

- Speakers for August (are we ok to approve a \$1,000 budget for travel/logistics), already budgeted.
- October (½ day workshop) is locked in, awaiting final details so we can start promoting the event.
- Details received from November speaker, Holly and I will connect on budget
- Apologize for the short runway on chapter meetings, my goal is to be further planned out going forward so we have more time to prepare
- Gather thoughts from the board in investing in some technology? (right now everything is being driven by free programs and personal/work laptops)
 - Elisa will get a tech bid for one laptop, 2 ipad.

- Michael will reach out to Jeremy Johnson from Olympia for potential purchase.
- Input from the team on things I can be doing better as programs director, coordinating with other team members, etc.?

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 Culinary Trip Around the World
 - Basket 8:

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

- Not present

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.

Meeting Updates:

- Currently working with Chris/Sarah/Kindra on the concept of student scholarship program.
 - Scholarships originally slated for working professionals.
 - The committee would like to propose that SPS SHRM add a scholarship for diverse students upon graduation:
 - Propose graduation package: Certification scholarship, study books, board member mentor, national/chapter membership.
- Additionally working with Elisa to review Constant Contact and send out reminders to those in our Chapter to renew certifications.
- Next scholarship award in September. Will work with Lola to post online and Programs to include in slides.

- Putting together a “Summer Fun Day” themed basket for the member appreciation event next week.

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:

- Locked in Emerald Queen Casino for rest of year.

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:

- There is a survey from SHRM national about local website. Due 7/19. Please share your thoughts if you received it or send it to Lola for your thoughts to be shared.

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:

- Could / should SPS SHRM sponsor professional membership dues for current students or other needs? See notes above under Certification.
- I am hoping to have the first presentation to colleges starting Fall 2024 (goal is one in person presentation and one virtual presentation per a month - virtual will be open to any colleges).

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:

- 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:

- We are scheduling our meeting for August. A special thanks to Alex for helping me find a forum system to conduct our DEI pods..

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:

- Will have the first gathering of chapter meeting accessibility/inclusion committee in August. Currently interested are Teryl, Elisa and Holly. Please contact me if interested in joining

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:

- When could we schedule to have Victoria Skinner present on how organizations and HR professionals can utilize non-profit and government resources in the community to the organizations advantage and to improve employer connectivity to job seekers.

Action Items

Previous Items

1.4 All - register for Chapter Events. ONGOING

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. DONE

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

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

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

New Items

7.1 ALL - submit 2025 calendar additions to Holly as soon as possible.

7.2 Elisa and Michael - research tech options for board purchase.

Closing Items

Time Adjourned

6:46 PM

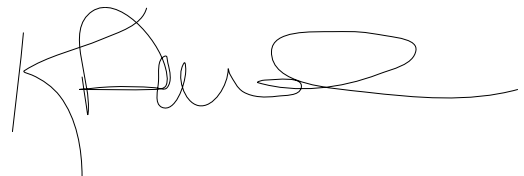
Next Meeting

- August 6, 2024, 4:00 PM .[Zoom](#)



Holly Eckert (Aug 6, 2024 11:54 PDT)

President, Holly Eckert



Secretary, Kindra Davidson