

## SPS SHRM BOARD MEETING

August 6, 2024, 4:00PM

Via [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                           | E | Amye Reynolds, Hospitality              |
| X | Alex Ekstrom, Treasurer                           | E | Lola Ridgley-Wagar, Social Media        |
| X | Elisa Braley, Membership Director                 | A | Christopher Matthews, College Relations |
| X | Kindra Davidson, Secretary                        | X | Terryl Ross, DEI                        |
| X | Michael Holloway, Programs                        | X | Margaret Henning, Legislative           |
| X | 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): July 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:**

- Hooray! We won a WA SHRM Chapter Leadership Award for the 2023 Springing Ahead 3-chapter ½ day event! We get bragging rights and \$500.
  - Lola, will you please add this award and the 2023 Excel Platinum to the “About Us” page on the website?
- The Board voted to send bereavement flowers, up to \$75, to any Board Member for loss of an immediate family member. Will be added to the operations manual.
- Update on Board Elections for 2025: We will be recruiting for:
  - Secretary
  - Workforce Development
  - Social Media
- Who would like to respond to a masters’ student in Industrial and Organizational Psychology looking to get his foot in the door with a PT position?
- All other Board business (please be brief)
- Reconvene on SHRM dropping “Equity” from the title—hoping to spend an hour on this.
  - SPS SHRM will announce the opportunity for our members to share their thoughts at the next Chapter Meeting.
  - Elisa, Holly, Terryl, Cheyanne and Kindra will form a committee to facilitate a town hall discussion with our members.
  - Board needs to get in alignment with purpose and messaging at the town hall.
  - Schedule a town hall meeting in 2-3 weeks.

**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:**

- Update from Member Appreciation Event in July (Candlebar)
  - \$147 donated in cash during the event
  - \$422.91 received from EventBrite (-\$21.92 in fees)

## 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.
- 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.
- Current Membership 326 current members, Certified Members 132, 6 new 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:

- Created new templates and process of sending emails to current Chapter Members that are expiring.reminding them to renew their memberships.
- Met with Amy Macdonald to create an email template and process of sending out a reminder email to current SPS SHRM Members that are certified reminding them to renew.

## 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: Spotlight: One Digital; 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:

- August meeting is next week, if you haven't registered please do so, we'd love to see the board there.
  - Also, any meeting slides that we should include? Board recruiting & Town Hall meeting.
- October half-day built out on our website, when do we want to open registration? Board agreed to open asap.
- November speaker locked in, working on negotiating rate.
- Can we come together as a board for drinks soon? Michael will poll the group.

## 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 had about 30 attendees at our annual member appreciation event, and folks seemed to have a really great time.
- Donate the full \$1500 + money donated to the SHRM foundation (APPROVED)
- In total, came in \$3,877.42 under budget 😊

## 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:**

- Because we missed giving out scholarships in 2023, we are giving out double this year. Two more scholarships (\$500 ea) planned to be dispersed this Fall!. Amy will begin the process for advertising.

## 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:**

- Not present.

## 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:**

- Not present.
- Working on August meeting advertising.

## 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 (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:**

- No meeting update.

## 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:**

- SHRM is doing an August legislative outreach. Reach out to Margaret if you are interested.

## 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:**

- Provided connection for potential speaker, Aaron Schmookler, to Michael.

### 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. COMPLETE

**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. COMPLETE

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

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

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

#### New Items

**8.1 Kindra** Add process for sending bereavement flowers to board members to the Operations Manual. COMPLETE

**8.2 Lola** Create postings to begin advertising for October half day event.

**8.3 Lola** Add WA SHRM Chapter Leadership Award to website.

#### Closing Items

#### Time Adjourned

5:30 PM

#### Next Meeting

- September 12, 2024, 4:30 PM OneDigital Offices, 4041 Ruston Way, Suite 101, Tacoma, WA

  
Holly Eckert (Aug 21, 2024 13:08 PDT)

President, Holly Eckert

  
Secretary, Kindra Davidson