

SPS SHRM BOARD MEETING

September 8, 2022

4:30 PM



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	E	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		
X	Amber Amantea, Membership Director		

Meeting Discussion

Topic

In Person

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): No meeting last month, no minutes to approve.

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:

- Pinnacle Award - submitted successfully for joint event
- Board Recruitment; finalized and ballots will be sent out at noon next Thursday, close Oct 14th. We will have a full Board roster in 2023.
- Certification Scholarship Application was approved to have 1 more this september; Taylor to oversee/update
 - Send Constant Contact

- Blast on social
 - Make survey live at 8am Monday 9/19/22
 - Close survey 5pm Friday 9/30/22
- WA Board meeting in August was well attended; all chapters are struggling with attendance. Many are shifting to either 100% virtual OR virtual learning and networking in-person.
- All please help with sponsorships for 2023; most companies budget sponsorships in the fall for 2023, please send template out (located in drive > sponsorships folder.)
- Bylaws review - Proposed edits were reviewed and approved by the Board.
 - Edits made to allow for succession planning in the President Elect and Past President roles and allowing the Programs Director to be a separate defined role.
- Strategic planning review
 - 2022 desired outcomes were reviewed. All are complete!
 - Added two new items to complete this year.
 - Succession plan for Board
 - Understand member needs by pulse surveys
 - 2023 desired outcomes were reviewed and edited.
 - 2024 and beyond desired outcomes were reviewed.

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:

- Summary of the Member Event (Rainiers Game)
 - Total raised \$2,170 for SHRM Foundation

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:

- Will send a pulse survey to members in October re: programming interests for 2023.
- Board approved to skip January, March, June, December chapter meetings in 2023.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- We will approve 2023 budgets at the October meeting. Please draft budget estimates to Melina before the October meeting.

MTD:

We had another great month in August. We came in over budget on our total income by \$435! Which continues to put us right on target for the year!

We budgeted \$500 and our actual gross income was \$935. Mostly this was from money received from the Bronze sponsorship to UW Tacoma.

We are also continuing to trend low on our expenses, which is great! We thought we would spend \$4,774, and only spent \$4,073, which puts us under budget this month by over \$700.

Income Received this month was:

- \$485.00 from Monthly Education Series
- \$1,000 for the Bronze Sponsorship from UW Tacoma

Expenses were for:

- \$550 was paid for VIP Membership with Tacoma Pierce County Chamber
- \$48.61 paid to Constant Contact
- 57.16 were bank fees charged by Eventbrite for the monthly education series
- \$802.97 paid to the Holiday Inn Express for the Facility fee
- \$32.40 for Intuit QuickBooks which is a monthly charge
- \$1,350 for Speaker Expenses
- \$1,734 reimbursement to Cheyanne for travel to the SHRM volunteer summit event for herself, Amber and Holly

YTD:

Like I said above, we are finally right where we are supposed to be regarding YTD Total Revenue of \$18,300.

Our Total Net Revenue looks fantastic, in that we are \$3,800 more than where we expected to be!

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:

- Now that we are members of Tacoma-Pierce County Chamber, I would like to propose that we buy advertising to promote SPS SHRM.
 - Can purchase ads
- How do we want to bring our involvement to the Chamber?
 - They have started a podcast series. Could a board member participate as a podcast speaker?
- Is it possible for the Webmaster position to take over managing our Chamber page?
- 310 Members
- 117 of those are Certified
- We are down 6 members from our board meeting in July.
- We have an Eblast going out to at-large members Friday, September 9th to enroll in our chapter meeting next week.
 - We are enticing them to come by joining our chapter to receive \$20.00 off.

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 will work together on a certification scholarship for 2023.
- 2022 scholarship awardee was notified. Money will be sent after W-9 received.

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:

- Will do a September event posting and chapter meeting

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:

- 28 people signed up for the HH event 9/15/22.
- 29 tickets sold for the September chapter meeting.
- In 2023 we will plan for 4 networking events, one will be the member appreciation.

Action Items

Previous Items

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

New Items

9.1 ALL Please help with sponsorships for 2023; most companies budget sponsorships in the fall for 2023, please send template out (located in drive > sponsorships folder.)

9.2 HOLLY Send a pulse survey to members in October re: programming interests for 2023.

9.3 ALL Prepare 2023 budget requests to review at the October Board Meeting. Melina will prepare 2023 budget spreadsheets. Add to the spreadsheet Melina emailed out on 9/14/22.

Closing Items

Time Adjourned

- 6:24 PM

Next Meeting

- October 13, 2022, 2:00 PM, via Zoom

President, Cheyanne Farr

Secretary, Kindra Davidson