

SPS SHRM BOARD MEETING

September 12, 2024, 4:30PM

One Digital Offices

4041 Ruston Way, Suite 101, Tacoma WA



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		OPEN, 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
E	Amy MacDonald, Certification		

Meeting Discussion

Topic

General

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

- Christopher Matthews (College Relations Director) has resigned from the Board, effective 8/16/2024. Board agreed to leave his position vacant for the rest of 2024.
- Elections updates: We have 11 great applicants for 4 positions (Secretary, College Relations, Social Media, Workforce Development). Interviews are underway. We are letting all candidates know that we will work with all candidates not voted in to find a great volunteer position for 2025.
 - Board applications closed Sept 10
 - Interviews close Sept 18
 - Holly to send ballot Sept 18
 - Close voting Oct 4
 - New Board Members notified and announced at Board Meeting Oct. 10
 - New Board Members announced at half-day workshop on Oct. 17 (introduced there if comfortable)
 - Lola will remove the links from our website.
- Anyone going to NHRMA in Portland, Sept; 23-25? Holly and Michael are attending.

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.

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:

- Report from 9/10 Community Conversation.
 - A common theme was disappointment among attendees.
 - Disappointed in SHRM and concerned how their decision/announcement would affect them individually and their work.
 - A feeling of abandonment by National SHRM.

- Many felt that the decision was politically motivated.
 - Timing of the announcement was suspect.
- Disenfranchisement.
- Board feels like we did not hear from our actual membership at the community event.
 - Terry will draft a survey to be sent to our members within the next week.
 - Have they heard about SHRM's decision to go to ID versus DEIAB?
 - Ask their opinion and thoughts about our DEI strategy going forward.
 - Expectation for potential response from SPS SHRM.
- Ultimately, the community event ended up being a great springboard into DEI work, creating a new sense of urgency and passion among our Board, our members and the HR community around us. We intend to use the momentum to further our initiatives and support in this arena.

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:

- The State Legislative Director has requested me to find out if any of you have had claims, lawsuits or class actions filed against your organization as a result of the posting requirements under the EPOA. Please let me know.
- Spoke with a rep for Senator Maria Cantwell last week on behalf of SHRM for expanded IRS deductions for education and training.
- Next three months:
 - Begin work on accessibility committee (Denise Altheimer is joining!)
 - Send legislative newsletter focusing on Jan 2025 changes (70 % written)

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:

- Is it possible to have an expert in this field attend as a “spotlight” at a chapter meeting? Holly mentioned we want to be careful of giving away for free what our sponsors pay for. Also that other chapters allow non profit vendors to speak at their chapter meetings and include a chapter donation to the nonprofit.

- Perhaps have Sarah as Workforce Readiness Director do the presentation on resources available.
- Holly and Sarah will connect further on this topic.
- Sarah requests that the Board further define our goals for Workforce Readiness

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:

- TBD

Meeting Updates:

- Eventbrite payout details for Engaging Leaders in DEI.
 - 2 Students, 15 Members, and 4 Non-Members purchased a ticket.
 - \$680 in revenue minus \$62.76 in fees with \$617.24 deposited. 10.8% fees (correction to budget tab on fees per event). June had a high of 12.5% on fees for events.
 - Donation for Raffle Tickets for our July 18th Annual Member Appreciation Event!
 - \$411 in donations! \$400.98 paid out from Eventbrite. \$147 donated at the event to total \$558 in donations! To double the donations it will mean sending $558 * 2 = \$1,116$ to the SHRM Foundation.
 - Board approved donating the full \$1500 that was budgeted plus all of the funds donated at the event to SHRM Foundation. The link to submit our donation was sent to the Treasurer.
 - Eventbrite did charge \$21.93, 5.3% in hosting fees. Holly mentioned that Eventbrite will no longer charge the \$10 service fee for free events.
- Treasurer Report for July, 2024 has been completed. Awaiting a final review by the President.

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 331 current members, Certified Members 133, 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:

- Current Membership 331 current members, Certified Members 133, 6 new members
- Training to President-Elect and learning the Board recruitment process and participating in interviewing candidates.
- Reminder - New Member Coffee on Friday, October 18th at 10:30 am at Cutters Point Coffee 2209 N Pearl St #104 Tacoma
- Learning Zoom to better use tool
- Reach out to Sarah to discuss when/how she wants to train to Membership position
- Board discussed opportunities to create funnels to recruit more members into our chapter.
 - College relations, transitioning service members, workforce readiness
 - Events
 - Additional membership scholarships?
- Technology update:
 - In 2013/2014 the Board purchased three laptops and we now have access to them. We will test for now before moving to purchase replacements.
 - In preparation for the half day event in October
 - MOTION: Purchase an iPad to use for registration at events. Board approved spending up to \$1200.

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:

- See sponsors for Oct. Half Day event below.

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:

- No chapter meeting in September due to the NHRMA conference.
- October 17 half-day Leave Laws Workshop
 - 40 registrants so far, gross \$3,746
 - Speakers are pro bono
- November speaker is also set

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:

- Most of my duties are complete, I am continuing to transition to the State Council and just support Holly and questions as needed.

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:

- Not present
- Holly to open the scholarship application Sept. 16 for the fall application window.
 - We will put a slide into the October meeting.
 - Lola will work on 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:

- Notes from Zoom meeting (AI enhanced?). Could be a good accessibility tool for our chapter members.
- The Board feels it is a good idea to add a note on the event confirmation from Eventbrite alerting the attendees (hybrid or virtual) how and when the attendance link will be sent. Eventbrite requires the two-step process: registration and then link to attend sent at a later time. We will continue to evaluate other technology to support our events, signups and virtual meetings.
- October ½ day event meal. We did not provide breakfast last year, we provided lunch. Same plan for 2024. We will take a short break at 11:00 for everyone to grab lunch and then continue with the event.
 - Already have 40 registrations. We will update the venue reservation.
 - Sponsor tables will be placed in the hallway adjacent to the check in table.

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:

- Nothing new to report.
- Regularly posting to social media.
- Will begin transitioning role to Amy M

College Relations (position vacant)

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:

- Board confirmed that we will not replace this position prior to 2025. Have several candidates.

Action Items

Previous Items

1.4 All - register for Chapter Events. ONGOING

5.5 Sarah B, Amy Mac - work on a proposal to allow working professionals who are also students to be eligible for the certification scholarship.

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

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

- 2013/2014 the Board purchased three laptops and we now have access. We will test these for now before moving to purchase replacements.
- Requests that we should purchase an iPad or two

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.

New Items

9.1 TerryI will draft a DEI survey to be sent to our members within the next week. COMPLETE

9.2 Lola will remove the links for board member applications on our website.

9.3 Amye will add a note on the event confirmation from Eventbrite alerting the attendees (hybrid or virtual) how and when the attendance link will be sent.

Closing Items

Time Adjourned

6:25 PM

Next Meeting

- October 8, 2024, 4:00 PM, via [Zoom](#)

Holly Eckert

[Holly Eckert \(Oct 7, 2024 16:39 PDT\)](#)

President, Holly Eckert

Kindra Davidson

Secretary, Kindra Davidson