

SPS SHRM BOARD MEETING

October 13, 2022

2:00 PM

[ZOOM LINK](#)



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	A	Melina Mwangi, Treasurer
X	Holly Eckert-Lewis, President-Elect/Programs Director	A	Daniel Smith, Sponsorship Director
X	Wendi Modarelli, Past President/SHRM Foundation Director	A	Taylor McFarland, College Relations Director
X	Michele Zwosta, Hospitality Director	A	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): September minutes are approved and posted.

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:

- Cheyanne/Holly/Amber are registered for VLBM, hotels look to be possibly paid for and registration, so only costs may be airfare/travel/food
- Fall scholarship sent, 50th anniversary scholarship launched and winner selected
- Connecting with the HRM students at TCC; ideas for ways we can support?

- Take away the cost for students to attend if they verify they are a student show student ID in person;
- Create a volunteer code used for those willing to volunteer and help either from the board volunteer pool or student volunteers
- Bylaws are in progress and should be finalized early 2023.
- Closing ballot on Friday!
- Membership meeting Nov 30th - would like volunteers to help with hosting/presenting duties.

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:

- SHRM Foundation fundraiser is wrapped up. Budget is updated. Let me know if I can help anyone with anything!

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:

- Oct. mtg, in person 19 registrants, we are paying for the speaker's hotel
- Nov. 17 mtg, virtual Nancy Maki *Employees Bolt When Supervisors Make these Five Mistakes* (Amber, Cheyanne, and Holly in DC) No networking time this meeting.
 - Michele, do you want a virtual co-host? Wendi has volunteered!
- Jason Barrett (ESD) on deck for 2023: Holly to line him up, hopefully for Feb..
- Member survey, questions about the needs/desires of our members. Kindra and Holly working together on this.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- We will approve 2023 budgets at the November meeting. Please update the spreadsheet in Google Drive prior to November meeting.

YTD Revenue: Budgeted \$21K and we are just shy of \$22K

MTD: It looks like we were expecting a SHRM donation of \$1,925 to come in but we have not seen that.

Expenses:

YTD: Still trending low, currently \$3,600 under budget. Expected expenses \$16,500, actuals at \$14,300

MTD: On target. Budgeted at \$1,590, came in at \$1465

Net Revenue:

Also looking positive, in that we are over what we expected by \$3,000. We budgeted for \$4,300 and we are at \$7,500

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:

- 319 Members
- 121 of those are Certified
- We are up 9 members since our board meeting in September.
- I would like to send another Eblast, would the November event be a good one to send for or any other ideas?
 - We will again send Eblast to promote membership, \$20 off.
- We discussed longevity gifts, new member gifts. Amber will research and report.

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:

- Not present.

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:

- Not present.

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:

- Not present.

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:

- 10/20/22 Chapter Meeting has 19 tickets sold as of 5p 10/11/22
- 09/15/22 Chapter Meeting had 36 tickets sold, \$790 gross, \$694.90 net
 - 19 Members
 - 1 Student
 - 10 Non-Members
 - 6 Board Members
- 09/14/22 Happy Hour had 35 tickets "sold" (maxed out), free event
 - 19 Members
 - 2 Students
 - 10 Non-Members
 - 4 Board Members
- Preliminary research into event spaces for next year:
 - Goal is 50-80 attendees, max budget is \$5,000
 - Silver Cloud Point Ruston was requested as the space at our last Board Meeting
 - Per Point Ruston Silver Cloud's Director of Sales and Marketing, they have a minimum and it will likely cost us a minimum of \$13k-\$14k for 100 people. More information is coming.
 - I recommend we research a handful of other locations as well. Recommendations? Centrally located, parking, audio-visual.
 - The Press
 - Alma Mater
 - Budgeted for 2023 for now:
 - Expenses of \$14,000 in May and \$14,000 in October
 - Not sure where to budget the income, but likely we could not charge \$140+ per person to attend. But maybe \$50 per person? Needs discussion.

- Created a volunteer discount code for volunteers to get a 100% discount for meeting attendance. 2022Volunteer is the code. Also set up 2023Volunteer because we are so close to 2023 now.

Action Items

Previous Items

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

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 November Board Meeting. Melina will prepare 2023 budget spreadsheets. Add to the spreadsheet Melina emailed out on 9/14/22.

New Items

10.1 MICHELE Researching additional meeting spaces for in-person events.

Closing Items

Time Adjourned

- 2:56 PM

Next Meeting

- November 10, 2022, 2:00 PM, via Zoom

President, Cheyanne Farr

Secretary, Kindra Davidson