

SPS SHRM BOARD MEETING

October 9, 2023

2:00 PM

[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	Cheyenne Schaefer, President	X	Lola Ridgley-Wagar, Social Media
X	Holly Eckert, President-Elect/SHRM Foundation	X	Melina Mwangi, Treasurer
X	Amber Amantea, Membership Director	X	Michael Holloway, Programs
A	Bak Hashimi, College Relations	X	Michele Zwosta, Hospitality Director
E	Denise Scott Altheimer, DEI	A	Misty Howser, Certification
X	Elisa Baird, Legislative		
X	Kindra Davidson, Secretary		

Meeting Discussion

Topic

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

2023 Goals for my position: Help us continue to achieve our objectives on the 5-year plan, and support Holly in learning the Presidency role.

Meeting Updates:

- The ballot will be launched no later than November 1, 2023, voting ends Nov 10th. Ballot reviewed with the Board.

- Cheyanne moving into past president role for 2024 and handing more things off to Holly, and also serving as District Director for WA State
- Holly/Cheyanne attending VLBM November 2023
- November 29: SPS SHRM Member Business Meeting
 - Key board members need to be prepared to present updates at this meeting. Only members attend.
- December In-Person Board Celebration location:
 - Let's have it at Michael's office location and cater from Italian.

President-Elect/SHRM Foundation (Holly)

Main Focus: Organize the annual membership appreciation event, support the President, assist President with annual SHRM reporting requirements, organize the annual SHRM Foundation fundraiser.

2023 Goals for my position: Help SPS SHRM run more smoothly by serving as a resource for other board members. Connect SPS SHRM and businesses that serve the HR profession and increase sponsorships. Connect the chapter board, members, and SHRM Foundation with the July 27 event.

Meeting Updates:

- Have paid SHRM Foundation for the July 27 event. We donated \$1670, half raised at the event and half SPS SHRM matched.
- Strategic plan document follow-ups:
 - Schedule another strategic planning session, perhaps half day. Will schedule in January and involve incoming 2024 Board Members. Holly and Cheyanne on point for scheduling.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- During the month of September, we received \$500 in income. This was due to winning the Chapter Leadership Award for the Puget Sound Region!
- Our expenses in September were relatively low at \$662.33 which include all the usual monthly payments to our bookkeeper, QuickBooks and Constant Contact, with the exception of a \$500 deposit to the Emerald Queen Casino.
- Our balance in our checking account is currently at \$23,047 but also includes a couple October charges equivalent to \$1,702.50
- YTD: We have received a little over \$20K in gross profit. Our total expenditures are \$14,886.28 and a Net Revenue of \$5,174.80, which includes interest earned.

Membership (Amber)

Main Focus: Maintenance and approval of all members, membership directory, and supporting website content in regard to memberships.

2023 Goals for my position: To help grow membership by 7%. Rollout quarterly onboarding virtual meetings for new members. Send 2 eBlasts each quarter to drive at large members within SHRM National. Follow up with each non-member from events thanking them for attending and asking how I can assist in them joining.

Meeting Updates:

- 345 Members - down 3 members from September
- 145 Certified Members - down 4 members from September
- Goal for membership was to grow 7% in 2023. We were up 7% in membership for the year in September and now we are at about 6%.

College Relations (Bak)

Main Focus: Connect local colleges to SPS SHRM and encourage involvement and focus with HR

2023 Goals for my position:

Meeting Updates:

- Not present.

DEI (Denise)

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.

2023 Goals for my position:

- Develop and expand awareness, knowledge, and engagement of DEI among members.
- Provide useful, ready-to-benefit systems and strategies that enhance members' DEI efforts at their respective organizations.

Meeting Updates:

- Not present.

Legislative (Elisa)

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.

2023 Goals for my position: Learn my position and network with other Legislative Directors

Meeting Updates:

- Met with BreAnne Johnson an immigration law attorney. We are working on drafting a newsletter for members in mid-November, early December on changes in I-9, Washington Wage changes, and one additional article.
- Elisa will connect Margaret and BreAnne for future meetings/articles.

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.

- At our last meeting, our Board members expressed significant stress. It makes sense to add cross training for board positions. Added to strategic planning for 2024.

Social Media Director (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

2023 Goals for my position: Get more familiar with SPS current presence on social media, find ways to gain more exposure to our website, our educational sessions, and membership opportunities

Meeting Updates:

- Lola will review interaction metrics from LinkedIn and other social media sources. Working on strategy for 2024 events and marketing.

Hospitality Director (Michele)

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)

2023 Goals for my position: Find a home for our in-person meetings.

Meeting Updates:

- Past event: Happy Hour 9/28/23
 - "Sold" out at 45 (free tickets)
 - Fun time was had by all!
- Upcoming meetings/events (as of 12:30p 10/09/23):
 - Oct. Chapter Meeting 10/12/23: 44 tickets sold (net sales \$4,302.55)
 - SPS SHRM Members: 25 (23 early-bird)
 - SPS SHRM Student Members: 1
 - Non-Members: 18 (15 early-bird)
 - Nov. 29 SPS SHRM Member Business Meeting: 3 tickets "sold" (free)

Programs (Michael)

Main Focus: Organize breakfast meeting topics, coordinate with speakers, support material development, apply/get HRCI/SHRM credits for upcoming events. Support website maintenance.

2023 Goals for my position: Bring relevant topics that help elevate our members in their HR knowledge.

Meeting Updates:

- October 12th Half-Day Workshop, who is coming from the board: Michele, Amber, Michael, Holly
- 44 enrolled, 33 in-person, 9 virtual, 2 that did not specify - any response Michele?
- Still scheduling tech check, will likely be the day of
- I should have the deck finalized by EOD tomorrow, any slides I need to add? I-9 event, 11/29 member event, ballot details
- Met with our November speaker this morning, awaiting session summary, speaker bio, picture, and learning objectives. Will build out the event on our page ASAP.

- Will be building out a survey tomorrow for 2024 programs.

Certification (Misty)

Main Focus: Provide members with resources and information to help them obtain SHRM certification.

2023 Goals for my position: To grow my leadership skills under mentorship by our SHRM Board so that I can create a successful resource for our members.

Meeting Updates:

- Not present.

Action Items

Previous Items

- 1.1 Please register for upcoming events - ongoing
- 5.4 Cheyanne will solicit B&O GL insurance quotes for the chapter for 2024.
- 6.1 Melina will confirm that our board liability insurance was reinstated with B&B.
- 6.4 Elisa and Lola to work on a legislative section of the website.

New Items

- 10.1A Cheyanne will update the November and December meeting requests and send.
- 10.1B Elisa will look into catering the December event from Joesepi's Italian Restaurant. COMPLETE
- 10.2 Holly will identify half day retreat date options for January 2024. Likely to be a weekend. Holly will create a poll to send to board members.
- 10.3 Elisa working on a newsletter for mid-November/December with a local immigration attorney.
- 10.4A Holly will send a board member statement of interest request for the November ballot.
- 10.4B Cheyanne will submit Board Member ballot no later than November 2, 2023.
- 10.5 Michael will develop & send out a 2024 programming survey.
- 10.6 Amber and Elisa will review South Sound Business Journal as an advertising option for 2024.

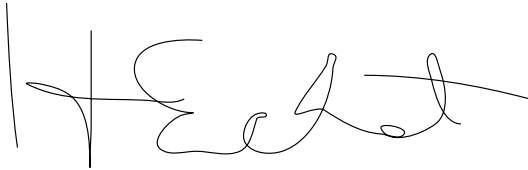
Closing Items

Time Adjourned

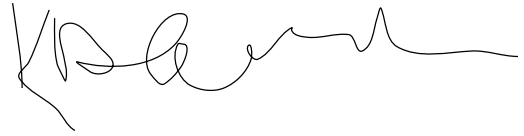
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Next Meeting

- Thursday, November 9, 2023, [Zoom](#)



President, Cheyanne Schaefer



Secretary, Kindra Davidson