

SPS SHRM BOARD MEETING

October 8, 2024, 4:00PM

[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	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	E	Terryl Ross, DEI
X	Michael Holloway, Programs	X	Margaret Henning, Legislative
E	Cheyenne Schaefer, Past President/SHRM Foundation	E	Sarah Butler, Workforce Readiness
X	Amy MacDonald, Certification		

Meeting Discussion

Topic

General

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

- 2025 ELECTIONS!

- I messed up the ballot then Elisa corrected it. Sharing for transparency.
- We had 34 unique voters
- All current Board members were voted in!
- New Officer, Secretary: Denise Altheimer
- New Director, Social Media: Amber Sferrazzo
- New Director, College Relations: Breanne Johnson
- New Director, Workforce Readiness: Ana Armas-Rullan
- Any concerns? The Board approved the new slate of 2025 Board Members.
- Future steps:
 - 10/9: Holly to notify those elected, ask them to officially accept, if they will work with those not elected as volunteers, and for a photo and permission to be announced on social media and a slide at the 10/17 workshop.
 - 10/10 or as soon as Holly has connected with all new 2025 Board members: Holly to notify those not elected, ask if they are still interested in volunteering, and to give their contact info to the Board members.
 - 10/17: Introduce new Board members at SPS SHRM workshop
 - Week of 10/21: Send Constant Contact out with 2025 Board.
 - All current and 2025 Board members will be invited to our End of Year Board celebration. 12/10/24, 4:30-7:00. Please hold your calendars!
- 2025 Budget: We will vote on the 2025 budget at the November Board meeting. I will send an email between now and then with instructions on how to fill this in. This will require current Board members to participate in the planning process prior to the November Board meeting.
- SHRM has assumed full ownership of CEO Action for Diversity & Inclusion from PwC.
 - [Info on the change](#)
 - [Webinar on the roll-out](#)

Sponsorship Committee Update:

- Kindra is actively reaching out to our sponsors to collect on their benefits. See below for an update.
- Let's get rolling with 2025 sponsorships.
 - Poll: which do you prefer, sponsorships or partnerships? - Board agreed that these vendors are our sponsors.
 - Shall we offer the same benefits as 2024? Board agreed to keeping the same benefit offering, pending confirmation of Emerald Queen costs for 2025.
 - Two sponsors at each level, same as 2024.
 - Who has time to help?
 - 2024 sponsors—do they want to continue?
 - New (Holly and Elisa each have leads). One Digital confirmed 2025 sponsorship.
 - Lola: will be ready for social media and website updates.
 - I've already put dates on the 2025 calendar for Happy Hours (available as an add-on to annual sponsors only); let's try to get those sponsored also!

Board Operations Manual Update:

- We want to add two more sections to the manual before finishing: scholarships and flowers for Board members who have experienced the loss of a family member.
- Kindra / Amy Madonald will finish up.

Award Submissions Committee Update:

- No outstanding award submissions at this time.

DEI (Terry)

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:

- The Board briefly reviewed the results of the survey, 27 people responded. The Board feels that the DEI committee should review, make a suggestion and bring back a recommendation to the Board. More information to come.

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:

- Accessibility committee met! Next meeting 10/28/24. The committee will bring a proposal back to the Board.
- NAWA is willing to do a breakfast presentation on On to Make Presentations more Accessible for your Workforce
- Cost for in-person interpretation at a breakfast meeting would be approximately \$380. Board supports having vendors "on-call"
- Board discussed a couple of opportunities:
 - Add a question on our annual programming survey regarding how we can better serve our members who may need accessibility accommodation.
 - Add information on our Event Brite regarding what kind of accessibility accommodations are available.
 - Will confirm that our happy hour or new member welcome events are held at accessible locations. Will include information in our sponsorship guide.

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:

- Not present.

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:

- Future discussion for incoming new board members on how the exchange and release of My Account information is handled on Google. Suggestion to review current Personal Info and Data & Privacy tab for future edits.
 - Incoming Secretary,
 - Denise Altheimer (spsshrm.Secretary@gmail.com)
 - Kindra, any support needed?
 - Outgoing Secretary,
 - Kindra Davidson (spsshrm.Secretary@gmail.com)
 - Incoming Social Media Director,
 - Amber Sferrazzo (spsshrm.Webmaster@gmail.com)
 - Lola, any support needed?
 - Outgoing Social Media Director,
 - Lola Ridgley-Wagar (spsshrm.Webmaster@gmail.com)
 - Incoming College Relations,
 - Breanne Johnson (spsshrm.CollegeRelations@gmail.com)
 - Who will contact Christopher Matthews?
 - Incoming Workforce Readiness,
 - Ana Armas-Rullan (EmployeeReadiness@gmail.com)
 - Sarah, any support needed?

Meeting Updates:

- Net Revenue Year to Date (up to September, 2024) is \$2,198.37
 - Total Expenses: \$20,408.87
 - Total Revenue: \$22,325.91
 - Total Other Revenue: \$282.33
- Treasurer's Report for August, 2024 is signed and filed in our Google Drive
- Treasurer's Report for September, 2024 is under review with a detailed report under 04. Finance -> Treasurer's Report.

- 9. Statement of Financial Position (PDF Document)
 - Funds in Checking (6770) - Bank of America is \$28,672.28
 - Funds in Savings (7814) - Bank of America is \$2,500.29
 - We need to close this bank account and move funds to our new account with Sound Credit Union.
 - Funds in Checking (2407) - Sound Credit Union 10 \$28,855.57
 - Average Incoming per Month from Other Revenue (Dividends) is \$88 with half (>\$41 from our 10 months CD now at \$10,127.83).

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 325 current members, Certified Members 126, 10 new members
- Work on a webpage for membership on the SPS SHRM website.

Constant Contact Cleanup Update: Constant Contact Membership was updated with all active members at the end of September

Meeting Updates:

- New Member Coffee 10-11:00 Friday Cutter Point Coffee October 18
- Concern that we are not meeting our membership goal for 2024
- Ordered iPad for membership account to help facilitate member sign up at Chapter Events
- Consistent requests for the Zoom Meetings info prior to the event when they sign on EventBrite.

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. Reminded to register.
- 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:

- Oct 17: Half-day Leaves workshop
 - 84 registrations! (15 are virtual) as of meeting time
 - Current gross: \$6,989; current net: \$5,122
 - Speakers are pro bono
 - EQC around \$1,800
 - Do we want to consider moving the 2025 ½ day workshop to a less busy time of the year? Q4 is typically a busy time for HR professionals.
- Nov 14 Chapter meeting ready for your registration: [Stress-Busting Practices for HR: Staying Centered during the End-of-Year Crunch Time](#)
 - Speaker cost is \$750
 - Constant contact to go out this week
 - Any additional slides/announcements from the team?
- Speaker packet in-development
 - Accessibility
 - Chapter liability release
- 2025 Chapter Event Survey planned for October ½ day event so we can take advantage number of registrants
- OneDigital can commit to sponsor in 2025 at the Platinum level again

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.
- Not present.

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:

- Currently we have 2 applicants for the Fall Scholarship. Suggestion to add a line to the application to gather information about where they found out about scholarship.
- Looking into Lake WA SHRM to see if I can join their certification prep program. It will be a little late, it started 9/21 and they meet every Saturday from 9-1 until 11/23. It costs \$1320. I'd get the most current prep material as well. Hopefully this will assist us in starting our own study group next Fall. I do see funds in the budget for Certification under Educational Program for \$2,400 for 2024 which haven't been touched. Having our own prep class would be a big push, and I'd ask for support from the board members.
 - Board discussed and approved Amy attending the Lake WA SHRM prep course if it works out. This will inform our decision to take on our own prep course or not.

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:

- No updates.

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:

- Currently promoting both the October Chapter Mtg on 10/17 and the scholarship applications with deadline coming up.
- Will start working on new posts: November Chapter Mtg, Sponsors Needed or a welcome post for all upcoming new board members in 2025, out-going board members (Nov).

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.

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

8.3 Holly/Lola Add WA SHRM Chapter Leadership Award to website.

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

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. COMPLETE

New Items

10.1 Holly Holly to notify those elected, ask them to officially accept, if they will work with those not elected as volunteers, and for a photo and permission to be announced on social media and a slide at the 10/17 workshop.

10.2 Holly Holly to send Constant Contact out with 2025 Board Announcement, week of 10/21/24.

10.3 Amye Confirm 2025 event costs at Emerald Queen Casino. Results will inform sponsorship levels for 2025.

10.4 TerryI Prepare a report/recommendations/topics of discussion related to the DEI survey results.

10.5 Michael Prepare the 2025 programming survey for deployment at 10/18/24 event.

10.6 Lola New posts: November Chapter Mtg, Sponsors Needed or a welcome post for all upcoming new board members in 2025.

Closing Items

Time Adjourned
5:32 PM
Next Meeting
November 12, 2024, 4:00 PM, via Zoom

Holly Eckert
[Holly Eckert \(Nov 8, 2024 08:30 PST\)](#)

President, Holly Eckert

Kindra Davidson

Secretary, Kindra Davidson