

SPS SHRM BOARD MEETING

November 10, 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	X	Melina Mwangi, Treasurer
X	Holly Eckert-Lewis, President-Elect/Programs Director		Daniel Smith, Sponsorship Director
X	Wendi Modarelli, Past President/SHRM Foundation Director	X	Taylor McFarland, College Relations Director
X	Michele Zwosta, Hospitality Director	E	Hannah Large, Social Media Director
X	Kindra Davidson, Secretary	X	Pam Gibbons, WA State SHRM
X	Amber Amantea, Membership Director		

Meeting Discussion

Topic

In Person

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): October 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:

- Member Business meeting is on Nov 30th from 12-1pm;
 - Confirm attendees are all members (Amber/Cheyenne to confirm)
 - Send \$25 UberEats to each attendee (Michele/Cheyenne to confirm)
 - Cheyanne/Melina/Holly/Amber presenting; anyone else have items they would like to update our members on?
- Not selected this year for a pinnacle award

- I submitted the CLIF for 2023
- D&O Insurance is up for renewal; it costs \$701 for 2023 and protects the board of directors from personally being liable in the event of a claim/lawsuit against us/the chapter. Melina will be issuing payment
- 2023 Calendar is up to date; [click here to view](#)
- End of the year celebration reminder for Tuesday, December 6th, special guest speaker and welcoming our 2023 board.
 - Any food requests/thoughts?
 - Indochine?
 - Taco tuesday from Red Star with margaritas - Kindra purchased a banquet permit (share instructions with Michele).
- Renewed our chapter as a SHRM provider; Holly - are you able to do this with HRCI when moving Michael over?
- 2023 Sponsors are so far:
 - USI at a Bronze Level (\$1K)
 - Wallingford Financial at Silver level (\$2k)

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:

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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:

- 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 and Wendi will be co-hosts. Do you need anything else?
 - Holly will make the slide deck but hasn't done it yet.
- 2023 programs calendar (thanks to those who participated in the survey)
 - 44 responses, results were inconsistent
 - See resulting plans in the 2023 calendar linked above.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- We reviewed 2023 budget requests.
- The 2023 budget was approved.

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

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:

- 324 current members
- 120 of those are certified
- We are up 5 members since our board meeting in October.
- Received a quote for new member 20oz.gift. Tumblers with our logo engraved - 96 \$1800.00 - we will start with 48.

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 connect with Bak to begin transitioning his role for the 2023 board year.

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.
- Hannah is working with Lola to transition her role. She will continue to work with Lola through January to make sure she is comfortable.

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:

- Nov 17th Meeting has 9 people signed up as of 2p 11/9/2022
- Oct 20th Meeting had 27 tickets sold (7 free)
 - \$470 gross, \$413.83 net
- 2023 budget:
 - \$5,000 for expenses in both April and October
 - Continuing to research locations
 - Request out to Tina Shields at Emerald Queen
 - \$2,000 in revenue in April and October (left other months as they were already entered by someone else)

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.)

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

New Items

11.1 December Board Meeting tasks:

- Cheyanne order Tacos from Red Star
- Taylor bring margaritas

Closing Items

Time Adjourned

- 2:57 PM

Next Meeting

- December 6, 2022, 4:30 PM, KPG Psomas (2502 Jefferson Ave, Tacoma, WA 98402)

President, Cheyanne Farr

Secretary, Kindra Davidson