

SPS SHRM BOARD MEETING

November 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	A	Melina Mwangi, Treasurer
X	Amber Amantea, Membership Director	X	Michael Holloway, Programs
X	Kindra Davidson, Secretary	X	Michele Zwosta, Hospitality Director
X	Denise Scott Altheimer, DEI	A	Misty Howser, Certification
X	Elisa Baird, Legislative	A	Bak Hashimi, College Relations

Meeting Discussion

Topic

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

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:

- Member Business Meeting on November
- No certification scholarships awarded in 2023, lets double up on this in 2024
- Update on Member Appreciation Event for 2024
- 2024 Budget review and approval - formally approved 2024 budget
- 2024 Board Ballot closes tomorrow;

- Final prep for December Meeting at Micheal's work.
- CLIF update - Cheyanne and Holly

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:

- Who is interested in the Sponsorship committee?
 - Holly, Michael, Elisa, Kindra, Lola Volunteered, see action items below.
- 2024 Kick-off retreat tentative HOLD date: Sunday, Jan. 21, 9-1 (to be confirmed after new board members are polled)
- New bookkeeper needed:
 - Michael can ask at Rotary Club. Michele also knows someone from her spiritual center—we'll check with Michele's contact first.
- Volunteer Leaders Business Meeting: Cheyanne and Holly attending next week. Questions or feedback to give?

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- Not present.

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:

- Met with Elisa and went over membership processes for her to take on as of January 1st, 2024. I have updated my How-To's as well.
- 344 Members - down 1 member from October
- 144 Certified Members - down 1 member from October
- 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%.

Total growth across Washington is 1%. 6 Chapters in Washington are in the negative for percentage growth. We are coming in 4th place for percentage of growth as of September. We are the 5th largest Chapter in our state.

Chapter Name	Dec-22	Mar-23	Jun-23	Sep-23	Growth Sept 23 v Dec 22
Seattle Chapter	627	637	662	698	11%
Apple Valley HR Assn.	115	113	112	112	-3%
Yakima Valley Chapter	152	158	155	154	1%
West Sound HRM Assn.	123	119	112	110	-11%
INSHRM Chapter	486	468	459	465	-4%
Blue Mountain SHRM	43	40	35	33	-23%
South Puget Sound Chapter	325	335	335	349	7%
Snohomish County	222	223	228	235	6%
SW Washington SHRM	367	385	382	397	8%
Columbia Basin Chapter	191	205	206	199	4%
Skagit-Island HRMA	91	91	94	104	14%
SHRM Olympia	196	212	214	202	3%
Mt. Baker Chapter	206	211	217	222	8%
South King County Chapter	254	247	235	235	-7%
Lake Washington HR Assn.	821	807	771	766	-7%
Total	4,219	4,251	4,217	4,281	1%

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:

- No updates.

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:

- Still working on a legislative newsletter by Mid December.

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.

- No updates.

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:

- No updates.

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: Essentials of Workplace Investigations 10/12/23
 - Sold 48 tickets (gross=\$5,261, net=\$4,833.39):
 - 23 early-bird member
 - 15 early-bird non-member
 - 4 member
 - 4 non-member
 - 1 each student and at-the-door walk-in
- Upcoming meetings/events (as of 2:00p 11/9/23):
 - Nov. Chapter Meeting (11/16): 27 tickets sold (gross=\$610, net=\$526.78, one-time ticketing fee=\$9.99)
 - 17 member
 - 7 non-member
 - 1 student
 - Nov. 29 SPS SHRM Member Business Meeting: 5 tickets "sold" (free)
- ISSUE with Eventbrite - changed their fees. They allow you to sell up to 25 tickets without a subscription or event fee, but for 26-100 tickets you have to either subscribe (\$29/month) or pay a 1-time event fee of \$9.99 per event.
 - I recommend going with the per event fee as financially the subscription does not make sense.
 - Costs go up for more than 100 tickets. Here's a link to the new fees:
<https://www.eventbrite.com/help/en-us/articles/193833/eventbrites-new-pricing-plans/>
- Budget updated with attendance of 20 members and 2 non-members per event, and expenses following the same pattern for the months as this year (2023). Difficult to estimate without knowing what our plan is (how many virtual, how many in-person, etc.).

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:

- Half-day workshop was a success with good feedback from members. Lots of value at a low cost, I think we should bring back Jon in 2024
- I-9 workshop is next week
- Programs survey pushed out and will close tomorrow, will work on slide for business meeting
- OneDigital has agreed to sponsor our chapter again in 2024

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. IN PROGRESS

6.1 Melina will confirm that our board liability insurance was reinstated with B&B. COMPLETE

6.4 Elisa and Lola to work on a legislative section of the website.

10.1A Cheyanne will update the November and December meeting requests and send. COMPLETE

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. COMPLETE

10.3 Elisa working on a newsletter for mid-November/December with a local immigration attorney. IN PROGRESS

10.4A Holly will send a board member statement of interest request for the November ballot. COMPLETE

10.4B Cheyanne will submit Board Member ballot no later than November 2, 2023. COMPLETE

10.5 Michael will develop & send out a 2024 programming survey. COMPLETE

10.6 Amber and Elisa will review South Sound Business Journal as an advertising option for 2024.

New Items

11.1 Elisa offered to get a proposal for website hosting and creation for SPS SHRM.

11.2 Sponsorship Committee: (Holly, Elisa, Michael, Kindra, Lola) will meet by the end of November.

- Updated sponsorship materials on website.
- Connect with existing sponsors to finish their 2023 benefits and ask for 2024.

11.3 Send questions or feedback for Cheyanne and Holly to present at the Volunteer Leaders Business Meeting by 11/14/23.

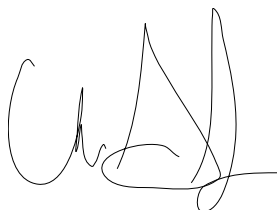
Closing Items

Time Adjourned

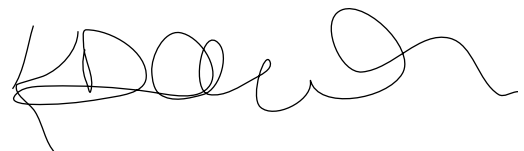
3:00 PM

Next Meeting

- Tuesday, December 12, 2023, 4:30 PM In Person at One Digital, 4041 Ruston Way, Suite 101, Tacoma, WA.



President, Cheyanne Schaefer



Secretary, Kindra Davidson

