

SPS SHRM BOARD MEETING

December 6, 2022

4:30 PM

KPG Psomas

2502 Jefferson Ave, Tacoma, WA 98402



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, President-Elect/Programs Director	A	Daniel Smith, Sponsorship Director (Outgoing)
X	Wendi Modarelli, Past President/SHRM Foundation Director (Outgoing)	X	Taylor McFarland, College Relations Director
X	Michele Zwosta, Hospitality Director	E	Hannah Large, Social Media Director (Outgoing)
X	Kindra Davidson, Secretary	X	Michael Holloway, Programs (Incoming)
X	Amber Amantea, Membership Director	X	Misty Howser, Certification (Incoming)
X	Lola Ridgley-Wagar, Social Media (Incoming)	X	Bak Hashimi, College Relations (Incoming)
X	Denise Scott Altheimer, DEI (Incoming)	X	Elisa Baird, Legislative (Incoming)

Meeting Discussion

Topic

General

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

- VLBM was a success - over 800 attendees
- Annual member business meeting was a success with over 20 attendees
- Thank you to the offboarding members and welcome to our onboarding members!

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:

- July 27, 2023, is the Rainiers Game member appreciation event (free) and SHRM Foundation raffle.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- **YTD Revenue:** Budgeted \$21,369.50 and are trending very well at \$22,463.65. Also, we just received 3 deposits which will be reflected in December and not yet accounting in the \$22K #, but we did receive and deposit \$1,000 sponsorships from USI Insurance Services and another \$1000 from Alliance 2020, Inc.. We also received a deposit for \$1,968.75 from SHSRM for dual membership, so we will be finishing up the year strong!
- **MTD:** The only revenue that was booked in the month of November was for the Monthly Education series, where we brought in \$555.49.
- **Expenses:**
- **YTD:** Still trending low, currently \$4305.81 under budget. Expected expenses \$18,677.99, actuals at \$15,941.27
- **MTD:** Also under budget. Budgeted at \$2,100, came in at \$1619, so very well!
- **Net Revenue:**

- Also looking positive, in that we are over what we expected by \$3,830.87. We budgeted for \$2,691 and we are at \$6,522

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:

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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.
- Happy Hour at Brown & Brown office January 17, 2023.

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:

- Absent

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:

- Absent. Will be working with Lola to transition the role.

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:

- Last meeting: \$640 gross sales, 35 tickets: 23 member, 6 board members, 4 non-member, 2 students.
- Emerald Queen is a potential location for in-person board meetings. Tacoma location, new building.

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**Closing Items****Time Adjourned**

- 6:30PM

Next Meeting

- January 12, 2023, 4:30 PM, KPG Psomas, 2502 Jefferson Ave, Tacoma, Washington 98402

President, Cheyanne Farr

Secretary, Kindra Davidson