

SPS SHRM BOARD MEETING

December 12, 2023

4:30 PM

In-Person Celebration



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
E	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
X	Alex Ekstrom, Incoming 2024	X	Amy Macdonald, Incoming 2024
X	Sara Kellerman, Incoming 2024	X	Amye Reynolds, Incoming 2024
X	Sarah Butler, Incoming 2024	X	Maragret Henning, Incoming 2024

Meeting Discussion

Topic

General

- President (Cheyanne): Call meeting to order. 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

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:

- Introductions of 2023 - 2024 Board

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:

- Update on ½ Day Board Summit in January - Sunday, January 21st from 9am - 1pm
 - Home in Auburn (9 Votes) OR work location in Federal Way (2 Votes)
 - Mileage covered for the board for special event/retreat
 - Brunch (6 votes) or mexi spread (3 votes)
- Preview of commitment covering Programs
 - 6 hybrid meetings, 2 ½ day events; 3 happy hours, 1 member appreciation event
 - Volunteer Leader Summit
 - Board Meetings, typically 1 in-person

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- Handing over to Alex

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:

Handing over to Elisa

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:

- Becoming involved with Membership and handing over legislative to Margaret

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:

- Handing over to Amye Reynolds

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:

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Certification (Misty)

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

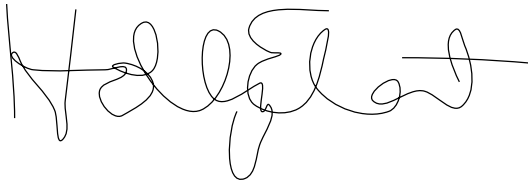
2023 Goals for my position: To grow my leadership skills under mentorship by our SHRM Board so that I can create a successful resource for our members.

Meeting Updates:

- Amy Macdonald and Sara Kellerman taking on role

Action Items**Previous Items****New Items****Closing Items****Time Adjourned****Next Meeting**

- Thursday, January 11, 2024, 4:30 PM In Person at One Digital, 4041 Ruston Way, Suite 101, Tacoma, WA.

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President, Holly Eckert

A handwritten signature in black ink, appearing to read 'Kindra Davidson', with a horizontal line extending from the end of the signature.

Secretary, Kindra Davidson