

SPS SHRM BOARD MEETING

January 12, 2023

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 Schaefer, President	X	Lola Ridgley-Wagar, Social Media
X	Holly Eckert, President-Elect/SHRM Foundation		Melina Mwangi, Treasurer
X	Amber Amantea, Membership Director	X	Michael Holloway, Programs
X	Bak Hashimi, College Relations	X	Michele Zwosta, Hospitality Director
X	Denise Scott Altheimer, DEI	X	Misty Howser, Certification
X	Elisa Baird, Legislative	X	Taylor McFarland, Workforce Readiness
X	Kindra Davidson, Secretary		

Meeting Discussion

Topic

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): November minutes are approved and posted.

Special Guest Presentation:

Michaele Sein-Ryan, Partnership Development at Next Move Internship Program 501c3 in partnership with Tacoma Public Schools, matching high school juniors and Tacoma-area employers for internships at no cost to the employers.

Ph: 253-219-7848, nextmoveinternships.org
nextmovetacoma@gmail.com

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:

Meeting Updates:

- Onboarding with SPS SHRM
 - About us and SHRM
 - Google Drive
 - Gmail - Board members are expected to respond to emails within 48 hours.
 - Website
 - Resources
- Brown & Brown / USI - sponsorships
 - Solution for USI free business commercial at a meeting - Board Approved.
 - Minimum spend, \$25pp, accommodate at least 40 people for hosting an exclusive sponsor event. - Board Approved
 - Offer a second tier event sponsorship that could have other sponsors.

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:

- Programs has been passed on to Michael
- Annual membership appreciation event will be in the afternoon/evening of Thursday, July 27 at the Rainiers game. Please start thinking about who you might be able to ask for a raffle basket for the SHRM Foundation Fundraiser.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

Absent.

YTD Revenue: Budgeted \$21,369.50 and came in well above that at \$26,347.89. Well done!!

MTD: In December we booked a SHRM donation of \$1,968.75 and two sponsorships, each for \$1,000, for a total of \$3,968.75—This is great since we didn't have any revenue budgeted for the month of December.

Expenses:

YE: We also did great in keeping our expenses below budget. We budgeted \$26,937.99 and were under budget by \$9,039.70, with an actual of \$17,848.29.

MTD: We had some large expenses this month. We had the Volunteers Leader Summit and the End of Year Board Appreciation Event. We also had a large reimbursement made to Holly in the amount of \$1,805.83. However, even with large expenses, we came in under budget for the month by \$3600.

Net Revenue:

Also looking positive, in that we are over what we expected by \$5833.03.

Receipts:

If you make a purchase for SPS SHRM, please email the Treasurer for payment and also upload a copy of the receipt in the appropriate folder on the finance Google drive.

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:

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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:

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

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:

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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:

- 1/19/2023 Happy Hour: 24 registrations thus far (as of 1:53p 1/12/23). Limit of 40 people.
- 2/16/2023 Chapter Meeting: 9 registrations thus far
- If you haven't registered yet for these events, please do!
- Possible new in-person location: Emerald Queen Tacoma (new building/hotel)
 - Likely best breakfast \$22/person + 20% gratuity
 - A/V = \$150
 - Small room charge if minimum not met:
 - Minimum of \$500 for 1 section (at least 23 people to ~40 max)
 - Minimum of \$1,000 for 2 sections (at least 46, max ~80)
 - Beautiful facility (see pictures in Drive > Chapter Meetings > 2023 Meetings > Emerald Queen Hotel pictures
 - Large room, 2 sections, fits about 80 max on rounds
 - Coffee shop near hotel lobby
 - Lots of parking, easy access to I-5

Legislative (Elisa)

Main Focus:

2023 Goals for my position:

Meeting Updates:

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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:

- Currently in the process of the Onboarding PowerPoint for new members. Have first eBlast of the quarter scheduled. We currently have:
- 325 Members
- 11 New Members
- 121 Certified Members
- Up 1 Member from November

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:

- Meetings planned through April.

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.

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:**Meeting Updates:**

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Workforce Readiness (Taylor)**Main Focus:**

2023 Goals for my position: Develop the Workforce Readiness position on the Board.

Meeting Updates:

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Action Items**Previous Items****New Items****1.1** Please register for upcoming events:

- Happy Hour at Brown & Brown office January 17, 2023
- February Chapter Meeting February 16, 2023

1.2 [New Board Members] Visit SPS SHRM website to review onboarding materials: '2023 SPS SHRM' and 'About SHRM'

1.3 [ALL] Review Meetings and Events page on SPS SHRM website and calendar for yourself.

1.4 [ALL] New board members set up or log into your gmail account. Existing board members please update your password for 2023. Log your password into the Admin spreadsheet.

1.5 [ALL] Review the Board Contact Sheet on the main page of the Google Drive and update your contact information and preference.

1.6 [Kindra] Update the sponsorship slides with the new happy hour sponsor opportunity.

Closing Items

Time Adjourned

- 6:30PM

Next Meeting

- February 9, 2023, 2:00 PM, [ZOOM](#)

President, Cheyanne Farr

Secretary, Kindra Davidson