

SPS SHRM BOARD MEETING

January 11, 2024

4:30 PM

In Person at One Digital
4041 Ruston Way, Suite 101, Tacoma, WA.



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	Holly Eckert, President	X	Amye Reynolds, Hospitality
X	Alex Ekstrom, Treasurer	X	Lola Ridgley-Wagar, Social Media
X	Elisa Braley, Membership Director	X	Christopher Matthews, College Relations
X	Kindra Davidson, Secretary		Open, DEI
X	Michael Holloway, Programs	E	Margaret Henning, Legislative
X	Cheyenne Schaefer, Past President/SHRM Foundation	X	Sarah Butler, Workforce Readiness
X	Sara Kellerman, Certification Co-Chair		
X	Amy MacDonald, Certification Co-Chair		

Meeting Discussion

Topic

General

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

President's Report (Holly)

Main Focus: Lead chapter in proactive and progressive direction, help set chapter goals and manage accountability

2024 Goals for my position:

Meeting Updates:

- Board member update

- Installation of New Officers!
- Onboarding with SPS SHRM
 - About us and SHRM
 - Website - SHRM National is planning to update all chapter websites.
- Resources
- Sponsorships committee volunteers?
 - One platinum still available! Where to find info on SPS SHRM website.
- Online party
 - Gmail log-ins:
 - 2 business days response to incoming emails
 - Board email vs. personal or work email for Board business
 - Change passwords
 - Register for next week's Chapter meeting
 - LinkedIn: Add Board position
 - LinkedIn: Share Chapter meeting post
 - Chapter events calendar (internal)
- Board retreat agenda brainstorm
 - Eating and drinking
 - Ice-breakers/get to know you - Sarah Butler will lead
 - Team building, comic relief - Amye will lead
 - Vision: What could this chapter be in your wildest dreams?
 - Compile 2024 goals for each position
 - Strategic planning: review documents, decide what we want to bite off!
 - Planning for awards
 - Back-up/buddy system
- Homework
 - Start checking your gmail!
 - Craft 2024 Goals for your position (Holly will send your JD for review)
 - Come to the retreat Jan. 21!

Treasurer (Alex)

Main Focus: Manage and update chapter finances

2024 Goals for my position:

Meeting Updates:

- Change PO Box to manage our PO BOX online through USPS.
 - Current: P.O. Box 998, Gig Harbor, WA
 - Proposed: P.O. Box in Downtown Tacoma, WA - Board approved Size 2-s.
 - Size 2-s 5"x5.5" for \$248.00 for 12 months
 - Holds 15+ letters, 5 rolled magazines, or 1 Small Priority Mail Flat Rate® Box.
 - **OR** Size 3-m 5"x11" for \$388.00 for 12 months
 - Allows large envelopes and magazines to be stacked, and 2 Small Priority Mail Flat Rate Boxes.
 - Benefits: +Apply online: Find, reserve, and pay for a box at a Post Office near you. +Record of payment shown online. +Easy to transfer to a new P.O box if required at a later date or forward mail.
- Business Amendment for Security of State Filing for 2024 (UBI 602 471 240)
 - Principal Office Street Address is currently an old President's address. We will change to current President's address.

- Governors: Holly, Cheyanne, and Alex
- Annual Report and Amendment due by 01/31/2024 at the latest
- We will open a BECU account to prepare for transition.

Membership (Elisa)

Main Focus: Maintenance and approval of all members, membership directory, and supporting website content in regard to memberships.

2024 Goals for my position: Facilitate an easier process to sign up to be a SPS SHRM member. Create a new webpage for membership on the SPS SHRM website.

- Increase membership 5% from 348 members to 366 members (growth of 18 additional members).
- Retain 85% of current members from 2023.

Meeting Updates:

- Took over gmail in January from Amber and actively emailing new members information on dual membership and general information.
- Planning a first quarter invite for coffee with new members. Kindra and Michael would also like to attend.

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.

- New board members should feel free to reach out with questions. We all want to help.

Programs (Michael)

Main Focus: Organize chapter meeting topics, coordinate with speakers, support material development, apply/get HRCI/SHRM credits for upcoming events. Support website maintenance.

2024 Goals for my position:

Meeting Updates:

- Original January speaker dropped out unexpectedly which caused a delay in our promotion. Due to the unexpected change, January's meeting will be virtual.
- Kevin B. Dull will be presenting on AI in the workplace (a highly requested topic from our programs survey), please sign up if you can.
- 18 registrations already for the January chapter meeting!
- Amye and I will work on locking in EQC for the rest of our 2024 meetings.

Past President/SHRM Foundation (Cheyanne)

Main Focus: Organize the annual membership appreciation event and SHRM Foundation fundraiser, support the President, assist President with annual SHRM reporting requirements and award applications

2024 Goals for my position:**Meeting Updates:**

- No updates.

Certification (Sara and Amy)

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

2024 Goals for my position:**Meeting Updates:**

- No updates

Hospitality (Amye)

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)

2024 Goals for my position:**Meeting Updates:**

- No updates.

Social Media (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

2024 Goals for my position:**Meeting Updates:**

- LinkedIn 'follows' have increased by 175.
- Lola will evaluate other social media opportunities.

College Relations (Christopher)

Main Focus: Connect local colleges to SPS SHRM and encourage involvement and focus with HR

2024 Goals for my position:**Meeting Updates:**

- No updates.

DEI (OPEN)

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

2024 Goals for my position:**Meeting Updates:**

- This board position is open for 2024. Know anyone?

Legislative (Margaret)

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.

2024 Goals for my position:

Meeting Updates:

- Not present.

Workforce Readiness (Sarah)

Main Focus:

2024 Goals for my position:

Meeting Updates:

- No updates.

Action Items

Previous Items

New Items

1.1 HOLLY - order a new name tag for Kindra, please.

1.2 ALEX - will follow up with SHRM National re: December payment received, approx \$800.

1.3 VOLUNTEER? - consider downloading current website data in preparation for website update in case data is not backed up.

1.4 ALL - register for Chapter Events.

1.5 ALL - email Holly with ideas for Board Retreat.

1.6 ALL - new members should follow SPS SHRM on LinkedIn and add your board membership to your experience.

1.7 ALL - please begin using your Gmail account for Board business.

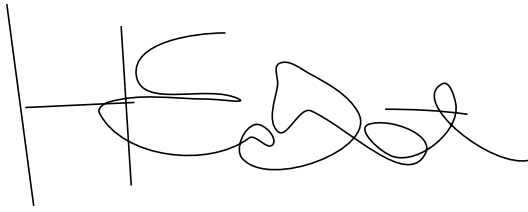
Closing Items

Time Adjourned

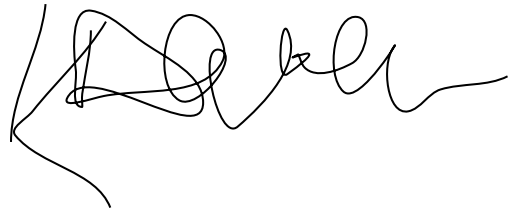
6:33 PM

Next Meeting

- February 8, 2024 via Zoom

A handwritten signature in black ink, appearing to read 'H Eckert', with a vertical line through the 'H' and 'E'.

President, Holly Eckert

A handwritten signature in black ink, appearing to read 'Kindra Davidson', with a large 'K' and 'D'.

Secretary, Kindra Davidson