

SPS SHRM BOARD MEETING

February 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	X	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): January 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:

- We submitted the 2022 Shape Year-End Report
- Working to line up 1:1 meetings with each board member to talk about how roles are going, work on improving our job descriptions, etc.

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:

- I have offered to be the point person for coordinating the annual sponsors and their sponsorship benefits like commercials, raffle, social media post, etc. WE ALL SHARE THE JOY OF FINDING SPONSORS!
- We are signed up for a 50-seat party at Tacoma Rainiers on July 27, 2023.
 - Gate opens 5:30
 - We will have a buffet TBA—still awaiting menu options from them.
 - Game starts at 7:05
 - This will be free to Chapter Members
 - This event is a combination of member appreciation and fundraiser for The SHRM Foundation.
 - Please start thinking if you will be able to procure a gift basket for the raffle.
- We have applied for a Chapter Leadership Award from WA State SHRM. Announced at WA Employment Conference in March.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

Here are our financials for January

We did not generate any revenue for the month of January and had total expenses of \$2,307.12

We had budgeted to receive \$2,156.25 in revenue, \$200 from education series and \$1957 in SHRM Donations, which perhaps may be the deposit we got in December for \$1968.75, which we had not budgeted for.. unless we are expecting another one that I'm not aware of..

With that said, we were under budget on expenses by \$1,190, which puts us just under target by \$965.87

We are budgeted to send the President, President-Elect, Membership Director, Treasurer, and Secretary to the WA SHRM Employment Law Conference - please let Melina know if you wish to attend.

Legislative Director is budgeted to attend SHRM legislative conference as well. Or, could WA SHRM Employment Law Conference instead.

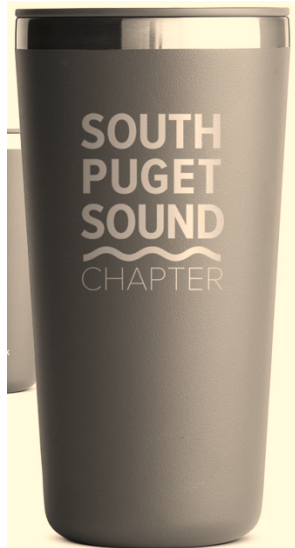
Membership (Amber)

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:

- As of December, SPS is the 5th largest Chapter in Washington State out of 15 Chapters, coming in at 325 members in December.
- 335 Members
- 14 New Members
- 125 Certified Members
- Up 10 Members from December
- During the Leadership meeting, other chapters have done Morning Coffee Onboarding with new members. Thoughts on doing this quarterly and SPS covering the cost of the coffee?
 - Amber will estimate the cost and submit a motion for Board approval.
- New onboarding mugs through Hydroflask would not have the bridge on it. Are we ok with that? These are about half the cost of what a Yeti mug would be. H=18.34 Y=\$42.00
 - The Board supports purchasing the Hydroflask but would like to add the Affiliate of SHRM logo. The cost was budgeted for 2023.



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:

- Targeting: Bates Technical College, Tacoma Community College, Pacific Lutheran and then do an initial introduction.
 - Saturday, Feb 25, Bak will attend HR class at Tacoma Community College.

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:

- Membership survey re: DEI goals and interests. Suggested questions welcomed.
- Add DEI resources on SHRM Chapter page and include in email signatures.
 - DEI Director has access to edit chapter web pages.

Legislative (Elisa)

Main Focus: HR Day on the Hill update for Chapter Meeting

2023 Goals for my position: Learn my position and network with other Legislative Directors

Meeting Updates:

- Attended HR Day on the Hill, reaching out to get presentations from Washington State SHRM
- Attended Virtual Volunteer Summit

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.

- updated 2023 sponsorship guide

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 education sessions, and membership opportunities

Meeting Updates:

- 2/16 Chapter meeting well advertised - suggestions welcome!
- Working on SPS advertising material to provide to Tac Chamber of Commerce
- We will work on communication, perhaps LinkedIn posting about using our SPS SHRM job board.

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:

- Registrations for 2/16/23 WA PFML program:
 - 76 tickets sold, \$1,600 gross sales (as of 11:40 am 2/9/23)
 - 55 x \$20 Member registrations
 - 2 x \$10 Student registrations
 - 12 x \$40 Non-member registrations
 - 7 x \$0 Board member registrations
- Emerald Queen for 4/20/23 meeting: paperwork (contract, deposit) was submitted 1/26/23, receipt received.

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:

- April speaker rescheduled for August, will need new speaker for April, working on options.
- Making good progress on the Springing Forward Event, what is SPS's capacity to help with marketing materials? - Lola has capacity to help and will be included in future committee meetings.
- Thoughts on lining up Jon Orozco as speaker for half-day workshop in October? Topic would be Conducting Effective Workplace Investigations and includes training materials. Would get 4 SHRM/HRCI credits.
 - Michael will provide a cost estimate for him.

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:

- Another chapter Certification Director has offered to mentor or collaborate on teaching a 13-week certification training session.
 - Instructor materials are approximately \$700.
- Misty will review the approved budget for certifications.

Workforce Readiness (Taylor)

Main Focus:

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

Meeting Updates:

- No updates.

Action Items

Previous Items

- 1.1** Please register for upcoming events - ongoing
- 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. COMPLETE
- 1.6** [Kindra] Update the sponsorship slides with the new happy hour sponsor opportunity. COMPLETE

New Items

- 2.1** [HOLLY] Send out calendar invite for baseball event on July 27, 2023.
- 2.2** [BOD + Legislative Director] Notify Melina if you wish to attend the WA SHRM Employment Law Conference.
- 2.3** [Cheyanne and Melina] Add Holly to the bank account and remove Wendy.
- 2.4** [AMBER] Provide estimate for quarterly onboarding coffee events and submit a motion for Board approval.
- 2.5** [LOLA] Send out social media communication about our job board.

Closing Items

Time Adjourned
• 3:10 PM
Next Meeting
• March 9, 2023, 2:00 PM, ZOOM

President, Cheyanne Farr

Secretary, Kindra Davidson