a

SPS SHRM BOARD MEETING AGENDA

March 13, 2025
4:30 p.m. – 7 p.m.
In Person at One Digital
4041 Ruston Way, Suite 101, Tacoma, WA.

AFFILIATE OF SHRM
BETTER WORKPLACES BETTER WORLD™

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

X	Holly Eckert, President	X	Amye Reynolds, Hospitality
A	Elisa Braley, President-Elect/SHRM Foundation	A	Amber Sferrazzo, Social Media
X	Alex Ekstrom, Treasurer	X	Breanne Johnson, College Relations
X	Sarah Butler, Membership	X	Terryl Ross, Diversity, Equity, & Inclusion (DEI)
X	Denise Altheimer, Secretary	X	Margaret Henning, Legislative
X	Michael Holloway, Programs	A	Ana Armas-Rullan, Workforce Readiness
A	Amy MacDonald, Certification		

Meeting called to order by President at 5:04 p.m.

Icebreaker/Check-in (All)

President's Report (Holly)

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

Celebrations:

- What a great chapter meeting in February, the Employment Law Update with Ben Eckhart. It was the largest registration for any chapter meeting (excluding the ½ day workshops) since pre-covid!
- The Excel Gold Award is in great shape for an on-time submittal tomorrow, thanks to Elisa, Denise, and Sarah.
- Scholarship application form is live! (To be used for test fees and/or materials. Due date April 30.)
- New Inclusion email! spsshrm.inclusion@gmail.com to be managed by Margaret.
- SHRM is giving our website a Security Upgrade! Alex will run a few functionality checks on Friday, 3/21, or that weekend.
- We may have one or two WA SHRM conference (March 27) tickets. Who is interested?

Motions

1. Motion to purchase a laptop for use in Chapter Meetings.
    a. Holly motioned and Amy Reynolds seconded. All in favor. No-one abstained. The laptop will be assigned to the Programs Director.

2. Motion to add an IT Director to our Board, effective immediately.
    a. Holly motioned and Denise Altheimer seconded. 9 in favor/1 not in favor. Discussed and requested job description be reviewed further to consider potential overlap with other positions. – concern about access to our security systems. Wants to plan it out more. An expert would want to be compensated. May not get someone qualified and would likely open it up for recruiting as we do with general board members.
    b. Re-motioned – canceled the initial motion and re-motioned to revisit at the next meeting when Elisa is present to discuss and review the job description in more detail. Amy Reynolds seconded. All in favor.

Treasurer's Report (Alex)

Main Focus: Manage and update chapter finances.

- Three (3) main topics: **Sponsorship, Reports,** and **Bank Transfer.**
- **Sponsorships** include Platinum: *One Digital* ($0), *WA529* ($3,060), Gold: *Archbright* ($0), and Silver: TBD.
- Treasurer Reports '25 for January and February will be completed in March, 2025 and sent to our President and President-elect for review. There is a delay with reports due to closing Bank of America as of Friday, March 7th, 2025. All assets are now in our Sound Credit Union Checking Account ($16,373.11) and 10 Month CD ($20,000) that will mature April 28th, 2025 and turn into a 12 Month CD with a likely yield of 4%.
    - **BOA** Savings of $2,500.39 moved to **BOA** Checking giving it a balance of $36,373.11.
    - Deposited $16,373.11 into **SOUNDCU** Checking and $20,000 into our existing CD.
    - 03/07/25 New Balance for Checking is **$40,397.21** and CD is **$30,334.37**
    - **Quickbooks** Reports are delayed please check the Treasurer Reports Folder for updates.
- The only unreconciled funds in the SOUND CU Money Market and Savings accounts are pending dividends.

General Discussion

- Board Structure: Members at large – Discussed future structure of the board. **Alex will do additional research on other chapters and advise**. Holly explained the history of the board make-up and the difficulty recruiting members to join the formal board. Board sizes increased and when members at large were added, discussions were difficult to manage/facilitate. Moved to workgroups to manage engagement.

Workgroups (All)

Workgroups reports: No Report.

1. **Programs, Hospitality, Social Media:**

2. Workforce Readiness, College Relations, Certification:

3. DEI, Legislative, Membership:

4. President, President-Elect, Secretary, Treasurer:

ACTION ITEMS
PREVIOUS MEETINGS ITEMS
• **Sarah B, Amy Mac** - work on a proposal to allow working professionals who are also students to be eligible for the certification scholarship. **In Process.** • **Chapter annual sponsors:** We need help finding one more gold sponsor ($2000) and two more silver sponsors ($1000). **In Process** • **2026 Board:** If you are interested in the President-Elect position for 2026, talk to Elisa or Holly. **In Process**
CURRENT MEETING ITEMS
• Holly will forward to Alex the link to the new website to conduct functionality test. • Holly will find the registration code for the conference and provide it to Amy Reynolds who will register for the SHRM conference. • The Inclusion email, formally entitled Accessibility, will be added to the Board email spreadsheet. Margaret will monitor the Inclusion email box.
CLOSING ITEMS
TIME ADJOURNED
Meeting adjourned 7 p.m.
NEXT MEETING
April 10, 2005 – 4 p.m. via Zoom

Holly Eckert

President, Holly Eckert

Secretary, Denise Altheimer