

SPS SHRM BOARD MEETING

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

Meeting Discussion

Topic

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): February 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 ran a background check on Holly and were able to add her to the BofA account, as well as remove Wendi
- Holly and I will be attending the WA SHRM Board Meeting on Thursday,

- Member Appreciation Event has been put on the website by Holly
- Springing Ahead is now on the 3rd/4th - motion to move May Board Meeting to May 11th - Approved
- Schedule conflict in December for Holly; motion to move December Board Meeting to Tuesday, December 12th – Approved
- Holly and I are working on getting the Excel Award submission completed by this weekend.

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:

- Not present

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- We generated \$1,657.21 in revenue which came from the February Monthly Education Series on WA Paid FMLA but had expenses that superseded our revenue for the month. Expenses were \$2,577.88, which gave us a net operating revenue of \$-677.88
- We had budgeted to receive \$540 in revenue from the education series and we outperformed, which is great!
- We budgeted \$4,438.25 in expenses and we came in under budget by \$1,860. This is due to budgeting \$1,000 for marketing, which we did not use, so that could just be a timing issue.
- YTD, we are short of what we expected on net revenue by about \$2,200 dollars.

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:

- 341 Members
- 132 Certified Members
- Up 6 Members from February
- Motion to utilize \$400.00 for Morning Coffee for new members per event. April & October. - Board Approved this cost.
- Tumblers ordered for new member swag.

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:

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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:

- Not present
- Still working on the survey questions and timeline
- Curating resources

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:

- Not present

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: 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:

- Created graphics / ran posts for:
 - Events: WA SHRM Employee Law Conference Mar 17 - and - Save the date for Springing Ahead - Joint event with SHRM Oly and WSHRMA May 3 & 4

- Join SPS, call for New Members - will be posting once per week, sharing with Tac Pierce County Chamber of Commerce for their share to followers
- Job board - notice to followers re submitting new job listings with our site free of charge (side note: I recently found that Seattle SHRM charges for this service, so I suspect others do too. Smart to keep ours free to get folks to the site.)

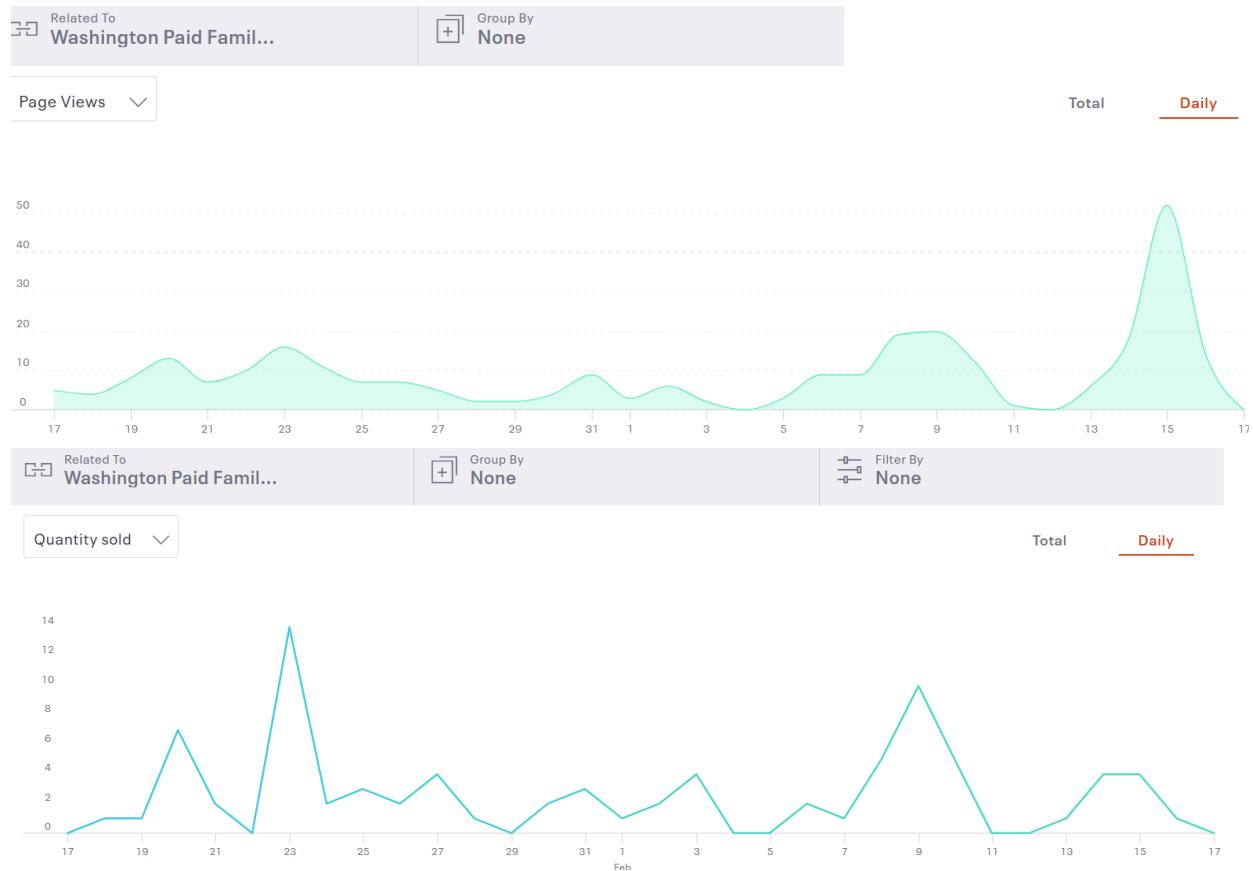
Hospitality Director (Michele)

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:

- Not present
- 2/16/23 Chapter meeting data:
 - \$1,900 Gross Sales
 - \$1,657.21 Net Sales (\$242.79 in fees)
 - 91 tickets sold
 - 64 Member
 - 2 Student
 - 15 Non-Member
 - 10 Board Member
- Analytics -
 - Attendee locations:
 - Farthest attendee was in Chicago! We also had attendees (1 each) from Springfield OR, Boardman OR, and Pasco WA.
 - I think it is also of note that we had 12 attendees from Seattle, 3 from Kirkland, and a couple from Bothell and Bellevue. It seems we are increasing our range with virtual meetings, at least with this compliance topic.
 - Page views and sales:
 - It would be interesting to see if page views and sales increased in correlation to our social media posts. Below is the graph of page views from 1/17-2/17/23, and then below it is the graph of tickets sold per day for the same time period.



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 20th program details to be finalized March 16th (speaker has been out of town)
- Update on Springing Ahead
 - All 3 speakers locked in, location is Ocean5, May 3rd is happy hour and bowling, May 4th is main event
 - We have secured 3 sponsors (Trutina, Aflac, Muckleshoot Bingo)
 - If you have potential sponsors please let me know
 - Michael to provide prospectus

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:

- Working through the SHRM certification program so that she can be an instructor in the future.
- 77 people were interested in study group - when we initiate ours, there should be a lot of interest.

Workforce Readiness (Taylor)

Main Focus:

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

Meeting Updates:

Action Items

Previous Items

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

New Items

Closing Items

Time Adjourned

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Next Meeting

- April 13, 2023, KPG Psomas, 4:30 PM, 2502 Jefferson Ave, Tacoma, Washington 98402

President, Cheyanne Farr

Secretary, Kindra Davidson