

SPS SHRM BOARD MEETING

May 11, 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	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): April 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:

- Compared Insurance:
 - B&O Insurance - protects board members from being sued individually AND protects the organization

- Employment practices liability - protects wrongful terminations/etc, and can protect against 3rd parties such as 1099's, caterers, speakers, etc.
- General Liability - this covers if a guest gets hurt when attending one of our events, OR if a social media post results in claim
 - Hired and non-owned Auto: when a board member is traveling on behalf of the organization, the entity could be sued because the person is traveling on behalf of the organization, this coverage protects against that lawsuit.
 - Policy on who is able to drive and that they have a minimum limit policy of \$100k/claim/300k aggregate type requirement
- Physical address is needed to issue the general liability coverage; does a board member feel comfortable using one of their addresses?
 - Holly volunteered her address.
- Typically takes 4-5 days to review and provide a quote

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:

- New business outside of the President-Elect role: Archbright is offering SPS members free pay survey access (price \$450) if we advertise the survey to our members via email and SPS SHRM website.
 - Holly recused herself from the vote. Board voted and approved this benefit for our numbers.
- July 27 event: Gift baskets! Are you/your company/another company you know able to donate a gift basket?
- July 27 event: Please register!

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- April was another great month.
- We generated \$2,570 of income, which came from \$2,000 sponsorship money from Wallingford Financial and \$570 from our Monthly Education Series on April 20th, How to get HR a Seat at the Table with Decision Makers.
- Expenses were also under budget significantly although this may be a timing issue. Looks like we were expecting to spend \$5K in hospitality, catering and facility fees and only spent \$389.20 which was paid to the Emerald Queen Casino. The Emerald Queen Casino total fee was \$989.20 but we had previously paid a \$500 deposit back in January, so the \$389 was the remaining balance. We are significantly under budget. We also had our yearly Zoom fee of \$585.64 and other misc. standard fees, board

meals, bank fees, etc. We only spent \$1,367 of the \$8,839 we expected to pay, placing expenses under budget by \$7,471.89.

- Our Net Revenue for the month of April was \$1,202.89.
- Future process improvement related to expenses and recurring charges was discussed.

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:

- 342 Members
- 134 Certified Members
- Up 1 Member from April
- Hydroflasks are in!



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:

- Bak presenting at Tacoma Community College class next week.

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.

Legislative (Elisa)

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.

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.

- Signage and wayfinding for in person chapter meetings. Cost/options were discussed. Board preferred sandwich board type. Kindra will provide options with graphics for approval by the next meeting.

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:

- Working with Denise on the DEI page on our site, providing relevant resources for folks and looking to draw members to that page educational inspiration
- No other updates

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.

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:

- Springing Ahead was a big success 112 total registrations (78 in-person), thank you to Denise for being our emcee, she did a fantastic job
- SHRM Annual HR Conference coming up from June 11th to June 14th
- Annual Member Appreciation Event coming up on July 27th
- Next Chapter Meeting is August 17th - ERTC
- Strategy meeting scheduled for May 15th with Jon Orozco to start planning October 19th half-day workshop on workplace investigations
- Discussion: how do we best highlight SPS SHRM benefits and initiative progress without necessarily highlighting the board members at events?

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:

- No updates this month.

Workforce Readiness (Taylor)

Main Focus:

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

Meeting Updates:

- No updates this month.

Action Items**Previous Items**

1.1 Please register for upcoming events - ongoing

4.1 Denise will send an e-blast to our members soliciting feedback about their DEI learning goals.

New Items

5.1 Board Members please register for the July 27 member appreciation event!
<https://www.eventbrite.com/e/july-2023-sps-chapter-member-appreciation-tickets-595170439807>.

5.2 Board Members: please prepare a donated basket for the July 27 event. Let Holly know what your theme is so we do not have duplicates.

5.3 Kindra will provide wayfinding signage options for future in person events.

5.4 Cheyanne will solicit B&O GL insurance quotes for the chapter and get a new/updated policy in place.

Closing Items

Time Adjourned

- 2:58PM

Next Meeting

- June 8, 2023, 2:00 PM [Zoom](#)

President, Cheyanne Farr

Secretary, Kindra Davidson