

SPS SHRM BOARD MEETING

June 8, 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	A	Taylor McFarland, Workforce Readiness
X	Kindra Davidson, Secretary		

Meeting Discussion

Topic

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): May 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:

- Anyone going to SHRM2023?
 - Just Cheyanne
- Sync on insurance - B&B

- What basket theme is not being done already?
- Pinnacle Award Submission is due by September 1, who is available to help write/edit/proof our submission?
 - Added agenda item for this to 2024 strategic planning session
 - Kindra & Holly volunteered to assist.
 - This is an award from SHRM National. It rewards a chapter for doing something in the community - i.e. making a difference.
 - Links for Resources:
 - [Learn More](#)
 - [Writing Tips](#)

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:

- July 27 member appreciation event:
 - Please register—do you know if you’ve registered?
 - Denise, Misty and Michael volunteered to arrive early (5:00 meet at Will Call) to help setup and direct people.
 - All Board Members should plan to arrive a bit early to help greet.
 - Raffle basket mania: Individual check-ins tomorrow
 - Bring your basket to the event.
 - Street signs available - will be ordered.
- Constant Contact clean-up initiative
 - Want to be on this “housekeeping” committee?
- Archbright survey participation info going out in the next few days via Constant Contact (instead of being posted on the website). Would it also benefit members if we posted it on social media from our chapter?

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- In May our total revenue was \$4,095. This included our \$2,000 corporate sponsorship from Wallingford Financial and \$2,094 from the SHRM donation. We expected to be at \$6,400 this month on revenue. YTD, we are about \$2,800 behind on budgeted revenue.
- May expenses looked great. Other than our monthly ongoing expenses, we had a few reimbursements to board members for the Spring Ahead Conference as well as \$725 payment to Brown and Brown for our insurance. We spent about \$250 less than what we expected for this month.

- YTD: Although we are behind on revenue by \$2800, we are way under budget for expenses, \$13,953 (less than budgeted), so all in we're ahead of our budget by \$11,120.

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:

- 339 Members
- 137 Certified Members - Up 2 from May
- Down 3 Members from May

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:

- Did a presentation about HR & SPS SHRM to HR students at TCC

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:

- DEI Survey provided to chapter members. Not a huge response (only 7).
NOTE: Compiled results provided under separate cover.
1) Is this level of engagement typical? Any ideas on increasing engagement?
- Team discussed bringing QR codes to in-person events and giving away raffle tickets for those who complete the survey.
2) What is the protocol to actualize the results, i.e. speakers, workshops, etc.?
- DEI page on chapter site has been updated (thanks Lola), and includes newly curated content. Check it out!

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:

- Elisa has some 2023 legislative updates to send to our members.
- Team discussed opportunities for sharing information on hot topics, ie ChatGPT.
- Elisa and Lola to work on a legislative section of the website.

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. Team agreed to purchase 2 sandwich board signs, 24x36, approx \$150ea.

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:

- No 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:

- July Member Appreciation event (numbers as of 5p 6/5/23):
 - 12 tickets obtained (3 Board Members)(Holly note: 5 additional board members registered under the member code)
 - Raffle Tickets sold: 1 x \$10, 3 x \$50
- August Chapter Meeting - Virtual meeting will set up event ticket sales once details are received.
- October Half Day Chapter Meeting - still working on finding a facility that will work.

- Issues with getting bookings at Emerald Queen, need to track down other resources for meetings as backup.

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:

- SPS profited \$3,293.62 from Springing Ahead Event
- Challenges scheduling our ½ workshop on workplace investigations
 - Venue is not available for initial October dates
 - EQC is only available the week of Nov. 13th, do we want to move ½ workshop to that week or look at other venues?
- Next year Michelle and I will work on locking down EQC for all in-person events in January 2024 after initial calendar planning.
- If you haven't registered already please do so for the July member appreciation event.

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:

- The SHRM study group just ended and I am now in the process of reviewing what I think will be the most successful way to launch a similar group for our chapter based on my personal experience and my observation from this recent group.
- I am also in the process of developing a plan to acknowledge members that have recently become certified while promoting certification as a whole. I'll need to collaborate with Lola on this project.

Workforce Readiness (Taylor)

Main Focus:

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

Meeting Updates:

- Not present.

Action Items

Previous Items

1.1 Please register for upcoming events - ongoing

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.
COMPLETE

5.4 Cheyanne will solicit B&O GL insurance quotes for the chapter for 2024.

New Items

6.1 Melina will confirm that our board liability insurance was reinstated with B&B.

6.2 Add Pinnacle award preparation to strategic planning. COMPLETE

6.3 Order street signs. COMPLETE

6.4 Elisa and Lola to work on a legislative section of the website.

Closing Items

Time Adjourned

2:59 PM

Next Meeting

July 13, 2023, 2:00 PM, [Zoom](#)



President, Cheyanne Schaefer



Secretary, Kindra Davidson