

SPS SHRM BOARD MEETING

July 13, 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	E	Melina Mwangi, Treasurer
E	Amber Amantea, Membership Director	X	Michael Holloway, Programs
A	Bak Hashimi, College Relations	E	Michele Zwosta, Hospitality Director
E	Denise Scott Altheimer, DEI	X	Misty Howser, Certification
E	Elisa Baird, Legislative	A	Taylor McFarland, Workforce Readiness
X	Kindra Davidson, Secretary		

Meeting Discussion

Topic

General

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

- Pinnacle Award rough draft being worked on by Cheyanne/Kindra/Holly this month; submission due in September

- 1:1 check-ins still needed with:
 - Amber Amantea
 - Baktash Hashimi
 - Elisa Baird
 - Taylor McFarland

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.
- Registration about 25; we're paying for 50
 - More promotion coming, people often wait until the last minute
 - Open free to non-members? Invite current attendees to bring a guest? Do it now, or one week before the event?
 - Yes - all can invite future members/potential members to come for free, register as "member"
- Register 58?, overbook due to anticipated no shows
- Need more info on gift baskets
 - Melina needs detailed receipts of your gift basket items, if applicable.
- Upgraded menu from last year
- Raffle tickets!
 - We can process credit cards at the event through Event Brite. At least two people will have access at the event.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

-

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:

- Not present
- 341 Members
- 142 Certified Members - Up 5 from June
- Down 2 Members from June

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:

- Not present.

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.

- No updates.

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:

- Focus is getting more Member Appreciation Night blasts out to promote registration for the event
- Working on sponsor social media blasts

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.
- Member Appreciation Event tickets sold update:
 - 22 Members (free)
 - 1 non-member (\$55)
 - 3 Board Members (free)
 - Raffle tickets - 2 x \$10, 4 x \$50
- Emerald Queen
 - My recommendation is we find an alternate location of first choice.
 - It has been difficult to get our October event booked with Emerald Queen, we finally got it booked, and now they are reneging on the event per an email yesterday (Wed. 7/12) and asking us to change dates again.
 - Michael will need to address this as he knows the speaker's availability.
 - If you'd like me to start researching alternates again, I can do so, just let me know.

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:

- August virtual meeting locked-in just waiting on marketing materials to be approved from speaker
- October half-day event moved to October 12th due to scheduling error from Emerald Queen
- Would love to send out year-end survey to gather feedback
- Working on securing donation for gift-basket for upcoming member appreciation event

- Any interest in hosting a team event / board meeting at our Ruston Way office?
 - Potentially September Board Meeting - 9/14/23? Michael will verify.

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:

- We have (5) new certifications within the last 90 days. And a total of (14) so far in 2023.
- I am scheduling a meeting with the Washington State SHRM Certification Director to discuss my experience during my Spring study group shadow experience.
 - Misty and Cheyanne to discuss if a co-chair is appropriate for her position.
 - Other board members are willing to help teach a section(s) as well.
- I have crafted a proposed announcement that I'd like to have posted on our website & Social media outlets recognizing our 2023 certified members & highlighting the certification process. Once a certification study group is finalized we can update this information. If this announcement looks good to everyone I'd like to move forward with having it posted. [2023 1st half Certification Announcement](#)
 - Board approved - well done!
 - Misty will solicit approval for including the LinkedIn profiles of our new certified members to include in the posting. Otherwise will use first name, last initial only.

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.

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

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

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

New Items

7.1 Kindra to confirm if in person events can be held at Federal Way office.

7.2 Michael will verify if a Board Meeting can be held in at his office in September.

Closing Items

Time Adjourned

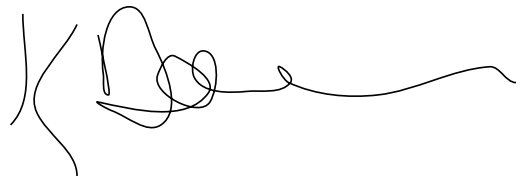
2:20 PM

Next Meeting

- August 10, 2023, 2:00 PM, [Zoom](#)



President, Cheyanne Schaefer



Secretary, Kindra Davidson