

SPS SHRM BOARD MEETING

September 14, 2023

4:30 PM

In-Person



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

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

Meeting Discussion

Topic

General

- President-Elect (Holly): Call meeting to order 5:58 PM.
- Secretary (Kindra): July minutes are approved and posted.

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:

- Raised \$835 for the SHRM Foundation at the Rainiers game. We plan to match this amount from Board funds.
- Board elected to reschedule the October 12 meeting to Monday October 9.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2023 Goals for my position:

Meeting Updates:

- Not present.
- Melina is not returning to the Board in 2024.

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:

- 348 Members - up 7 from July
 - 149 Certified Members - up 7 from July
 - SHRM e-blast going out on 9.25.23 to drive membership
 - Goal for membership was to grow 7% in 2023. We are up 7% in membership for the year.
- Amber is not returning to the Board in 2024. Elisa will take over this role in 2024.

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:

- Met with Michael to discuss a calendar of DEI events and speakers. Anticipate inviting Kristen Eskew to present a DEI topic in February 2024.
- Denise will return to the Board in 2024.

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:

- Meeting with Amber to learn the Membership Director position in October. Planning a time to meet with Breanne, an attorney that Cheyanne introduced me to. To see if she wants to partner on a Q4 newsletter for members.
- Recruiting for new legislative Director for 2024.

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.

- Kindra will return to the Board in 2024.

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:

- Lola will return to the Board in 2024.

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:

- Past meetings/events update:
 - Member Appreciation 7/27/23 - \$835 gross revenue (all in raffle sales)
 - 30 chapter member tickets, 3 board members, 12 prospective members and guests
 - CARES Act 8/17/23 - 22 tickets sold, \$350 gross revenue
 - 11 member tickets, 1 student, 3 non-member, 7 board members
 - Upcoming meetings/events (as of 4p 9/14/23):
 - Happy Hour Networking event 9/28/23 - 23 tickets sold (free)
 - Oct. Chapter Meeting 10/12/23 - 15 tickets sold:
 - 11 Early Bird Member tickets
 - 3 Early Bird Non-Member tickets
 - 1 Student Member ticket
 - How they heard of event:
 - 2 Other: boss
 - 1 Speaker/Verk Vibe
 - 11 SPS SHRM
 - 1 both SPS SHRM & Speaker
- Michele will like a co-director to serve with her so that she can transition out of the Board.

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:

- Half-Day Workshop: The Essentials of Conducting Workplace Investigations - event is all set up, if you can join please register. Other ideas to help promote this event?
 - November speaker locked in - I9 Update with Breanne Johnson. Nov 9, Zoom.
 - Working on programs survey, will get this out soon.
- Michael will return to Board in 2024.

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:

- Not present.
- We are looking for a co-director for Certification.

Workforce Readiness (Taylor)

Main Focus:

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

Meeting Updates:

- Not present.
- Taylor is not returning to the Board in 2024.

President's Report (Cheyanne - Hosted by Holly)

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 have 9 amazing candidates to join our board, and have lined up interviews with each of them over the next few weeks. We should be on track to fill all our vacancies, including the 2 new positions we are adding for co-directors!
- 2023 focus was Leadership, Efficiency and Awareness.
 - Reviewed 2023 goals and progress
 - The group felt we could not discuss this in detail as fundamental participants were not present.
 - Pinnacle Award - we elected not to submit this year but focus on 2024.
- The group felt we could not discuss this in detail as fundamental participants were not present.
 - Look at 2024, does this sound doable? Are there other fundamental items that we are missing and should be focusing on instead?
 - Visit 2025 in a general sense; does the general direction still align with our current output and goals?

Action Items

Previous Items

1.1 Please register for upcoming events - ongoing

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

9.1 Please register for our networking event on 9/28/23.

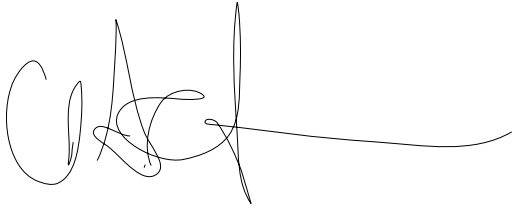
Closing Items

Time Adjourned

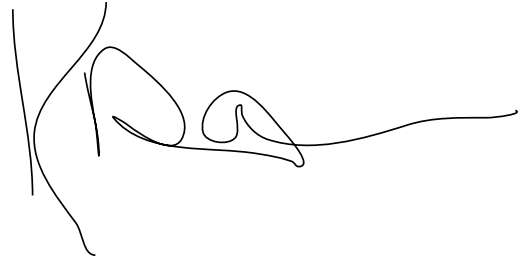
6:53 PM

Next Meeting

- Monday, October 9, 2023, 2:00PM-3:00PM , [Zoom](#)



President, Cheyanne Schaefer



Secretary, Kindra Davidson