

SPS SHRM BOARD MEETING
January 10, 2022
5:30pm



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	Cheyenne Farr, President		Melina Mwangi, Treasurer
X	Holly Eckert-Lewis, President-Elect/Program Director		Daniel Smith, Sponsorship Director
X	Wendi Modarelli, Past President/SHRM Foundation Director	X	Taylor McFarland, College Relations Director
	Michelle Zwosta, Hospitality Director	X	Hannah Large, Social Media Director
X	Kindra Davidson, Secretary		Kameil Borders, At Large Member
X	Amber Amantea, Membership Director		

Meeting Discussion

Topic

[Link to Meeting](#)

General

- President (Cheyanne): Call meeting to order
- Secretary (Kindra): Approve last month's meeting minutes

President's Report (Cheyanne)

Main Focus: Lead chapter in proactive and progressive direction, help set chapter goals and manage accountability

2022 Goals for my position: My goal for 2022 is to help organize and update our board structure, and improve the overall board experience.

Meeting Updates:

- Oath of Office:
 - In the presence of honored guests and members - I, NAME, solemnly promise and pledge - that I will discharge the duties of my office to the best of my knowledge and ability.
- Motion passed to add Michele Zwosta as our Hospitality Director for 2022.

- Sabrina Steinback decided to step down from Social Media Director 2022, and Hannah Large has agreed to continue as Social Media Director for 2022.
- Member Appreciation event update: July 15, 2022, gates open 5:30pm, first pitch is at 7:05pm. Wendi can give more information.
- Board onboarding - board members can [view all onboarding materials here](#). If anyone would like to meet with me at any time, please reach out. I am here to help you all be successful.
- We need to all update our SPS SHRM Email Passwords.
- Updating our bylaws - we need a small committee of 3-4 people able to review and confirm the updated 2022 chapter bylaws (once complete, we will review at February board meeting, vote, and upon approval submit bylaws to SHRM for final approval):
 - 1. Cheyanne
 - 2. Kindra
 - 3. Wendi
 - 4.
- Updated Logo has been submitted on 12/16, and am still waiting to hear back from SHRM National. Once Approved, I'll be sending this out to everyone and helping to get it on our website.
- I am submitting both the SHAPE application and Excel Award applications for the chapter this month.
- I have a possible Gold Level Sponsor lined up for \$1,500; Parker Smith & Feek, if approved for sponsorship they would also sponsor an in-person quarterly networking event for us.

Past-President (Wendi)

Main Focus: Organize the annual membership appreciation event, support the President, assist President with annual SHRM reporting requirements

2022 Goals for my position:

Meeting Updates:

- Bylaws Committee
- Review SHAPE reporting
- Member Appreciation Event - July 15, 2022 - first pitch at 7:05pm

Programs (Holly)

Main Focus: Organize breakfast meeting topics, coordinate with speakers, support material development, apply/get HRCI/SHRM credits for upcoming events. Support website maintenance.

2022 Goals for my position: Provide informational and inspirational programs to the SPS SHRM membership and beyond; bring the SPS SHRM membership closer together.

Meeting Updates:

- Alternate compliance topics with culture/prof dev topics?
- Add optional networking 15-20 minutes before meeting? What is our tech for break-out groups?
- Speaker from Tacoma-Pierce County Health Dept: vaccination mandate for companies with 100+ employees?
 - Add an additional lunch and learn for this topic later in January.

Treasurer (Melina)

Main Focus: Manage and update chapter finances

2022 Goals for my position:

Meeting Updates:

- Absent

Secretary (Kindra)

Main Focus: Ensure meeting minutes are recorded correctly, agendas are prepared, and meeting minutes are uploaded to the member website.

2022 Goals for my position: My goal for 2022 is to provide organization and effective communication for board members and chapter members.

Meeting Updates:

Membership (Amber)

Main Focus: Maintenance and approval of all members, membership directory, and supporting website content in regard to memberships.

2022 Goals for my position: to develop a how-to for how to manage the responsibilities of the position and create a corporate membership program for our members. I would like to at some point have a membership orientation for new members, but I think that will depend on the future development of what we decide to offer as a chapter.

Meeting Updates:

- SHAPE application membership goals for 2022 are a retention rate of 90%, plus a 5% growth (this would put us at approximately 320+ members).

College Relations (Taylor)

Main Focus: Connect local colleges to SPS SHRM and encourage involvement and focus with HR

2022 Goals for my position: Hold in-person events and create publicity surrounding the chapter.

Meeting Updates:

- Kameil is college relations “co-pilot”
- Scheduling events is COVID-contingent.

Sponsorship (Daniel)

Main Focus: Build and maintain relationships with sponsors in the area, gain annual sponsorships for the chapter.

2022 Goals for my position: Increase sponsorship dollars to 5-6 sponsors.

Meeting Updates:

- Absent

Social Media Director (Hannah)

Main Focus: Manage social media channels, support website updates, keep job board on SPS SHRM's website up-to-date, support with marketing efforts

2022 Goals for my position: Use social media to try attention to our events and to the chapter.

Meeting Updates:

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At Large (Kameil)

Main Focus: Support the board on an as-needed basis

2022 Goals for my position:

Meeting Updates:

- Absent

Action Items**Item****Action Items (with due dates/deadlines)**

1. ALL All board members to update their SPS SHRM gmail passwords by the next board meeting. DUE 2/7/2022
2. ALL Register for the Chapter meeting - the code will be sent to the Board in a follow-up email. DUE 1/11/2022
3. MICHELE Consider adding additional data inputs on Eventbrite that would capture size of company, industry, etc.
4. HOLLY. Schedule an additional lunch and learn in January on the topic of OSHA ETS mandate. DUE 1/17/2022
5. AD HOC COMMITTEE: Finish and finalize by-laws before the February meeting so we can review and adopt. DUE 2/7/2022

Closing Items**Time Adjourned**

- 6:25 PM

Next Meeting

- Monday, February 7, 5:30 PM, via Zoom

President, Cheyanne Farr

Secretary, Kindra Davidson