

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: April 22, 2026
Time: 1:00 p.m.

In attendance:

Chandra Bealey, Duyen Tran, Erin Weeden, Julie Song, Jon Corr, Esq., Karen Frisella, Kathleen Lozano, Rebecca Lowell, Esq., Sonia Atilano, Thomas Viall

Absent:

Barbara Caulfield, Cassie Valdivia, Emily Albanese, Mark Field, Sheetal Shah

1. Call to order

Erin called the meeting to order at 1:03 p.m. on April 22, 2026.

2. Approval of Minutes

- The Board reviewed and approved the February 11, 2026 minutes.

3. 2026 Conference Debrief

- Costs: \$74,500 in sponsorships. This year we only had 54 paid attendees which totals \$36,325. We have about \$8,000 leftover.
- Some comments/evaluations from attendees: overall positive feedback (4-5 ratings); great and applicable topics; would prefer agenda in PDF format; some comments about not enough protein in breakfast and more snacks; move reception up earlier so that there isn't a big gap between last session and reception.

4. Committee Report

- Treasurer
 - Bank Balances as of 4/22/2026
 - Checking: \$120,205.71
 - CD: \$32,000 - Interest earned not paid \$81.36
 - Starchapter True up of \$112 charged on 4/16/2026
 - New annual rate \$2,365 eff. 11/1/2026 (reminder 2025-26 rate is \$2,178
 - 2026 Conference Cost \$103,124.45 / Revenue: \$110,825 for a credit of \$7,700.55
 - All speakers have been reimbursed, 5 checks remain uncashed

- 5 BOD requested reimbursement & have been paid
- As a reminder - 2025 Conference Cost \$103,459.55 / Revenue: \$136,250 for a credit of \$32,790.45; however, we had 30 more paid attendees in 2025 & \$7,750 more in sponsorship.
- Reminder for all board members to pay their dues, if any issues let me know and I can reset password or extend due date.

5. Election

- Nominations were due 4/6/2026.
- Voting takes place between 4/13/2026 – 5/14/2026.

6. Annual Business Meeting

- Will take place on May 20, 2026 at 1:30PM.
- Jon will send the Zoom link out to the members.
- Karen will take the minutes as Duyen will not be in attendance.

7. Annual Retreat

- Motion to have Board retreat in San Luis Obispo on June 8th. **The Board motioned to approve having the retreat take place in San Luis Obispo on June 8, 2026.**
- Chandra will review and sign the contract.
- Kathy will send the Board lunch options.

8. Marriott Contract

- Erin will review and recirculate the contract before finalizing. She will finalize the contract before she leaves her role as President.

9. Next Meeting

The next meeting will take place on May 20, 2026 at 1:30 p.m. This will be the Annual Business Meeting.

10. Adjournment

Erin adjourned the meeting at 1:42 p.m.

Minutes submitted by: Duyen Tran