

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: August 12, 2026
Time: 1:00 p.m.

In attendance:

Sonia Atilano, Cassie Valdivia, Chandra Bealey, Barbara Caulfield, Emily Albanese, Mark Field, Julie Song, Karen Frisella, Thomas Viall, Sandy Bryant

Absent:

Duyen Tran, Kathleen Lozano, Rebecca Lowell, Erin Weeden, Mary Kusber

1. Call to order

Barbara called the meeting to order at 1:01 p.m. on August 12, 2026.

2. Approval of minutes from last meeting

The Board reviewed and approved the July 8, 2026 minutes.

3. Treasurer's Report (Chandra)

- Chandra reported a checking balance of \$109,196.90 and CD \$32,343.64
 - If anyone has outstanding BOD retreat expenses, send to Chandra for reimbursement
 - The only other potential outstanding or upcoming expenses are pending MCLE application costs and need to order new checks
 - Tax filing is pending, not due until May, 2027
- Discussion was had re: the possibility of sponsors paying online. Per Chandra, check payments are preferred, as e-payments incur a transaction fee. For context, we paid \$3K in cc transaction fees for the 2026 Conference. Mark asked if we should consider a credit transaction fee to recoup costs. As an alternative, we can look into ACH payments or possibly Zelle.

4. Website Management (Sonia)

Next step is to reschedule an education session with StarChapter but also starting a preliminary search to compare current web host to other options. Example: GlueUp integrates QuickBooks and can generate certificates. Downside is pricing starts at \$3K (we currently pay \$2K), according to their website. We don't know if it includes a payment portal (StarChapter does). Tom will forward contact info for demo. Julie found another potential competitor and will turn over to website team to f/u.

5. Education Certification

Four courses have been submitted so far for MCLE approval (three from March Conference and one for August webinar). It takes 4-6 weeks to process. Once we have six qualifying approvals, there is a separate application process to qualify as a multi-activity provider.

6. SLO Conference Update

- All topics have been decided
- Aug 19 is deadline for speaker submissions
- Hotel deposit is paid (~\$6K). Tickets \$99
- Discussed whether to limit sponsorships to a select few targeted sponsors to avoid cannibalizing from March Conference resources vs casting a wider net for sponsorship. Proposal made to limit to three targeted sponsorships and remove others from the website. Motion approved.
- Limit swag to leftover water bottles with CSHRM stickers and pads of paper.

7. 2027 Conference

- A few speaker proposals have come in; nothing on sponsorship yet.
- Should we host a pre-conference session on Risk Management 101? Discussion tabled.
- Consider a mental health focus? Dedicate a day to focus on related topics or sprinkle throughout? Bring ideas to next meeting.
- Barbara will f/u with Jon Corr about a possible golf tournament.
- Consider a scholarship or fundraising effort with recognition of those who contribute, to benefit a local-to-Napa community organization?

8. Membership

- Numbers declined in July as a result of clearing out defunct members, etc.
- Currently stands at 157
- Cassie is working on next newsletter. Send her any items for inclusion.

9. Next Meeting

The next meeting will take place on September 9, 2026, at 1:00 p.m.

10. Adjournment

Barbara adjourned the meeting at 1:51 p.m.

Minutes submitted by: Karen Frisella