

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: August 13, 2025
Time: 1:00 p.m.

In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Duyen Tran, Emily Albanese, Esq., Erin Weeden, Jonathan Corr, Esq., Julie Song, Karen Frisella, Kathleen Lozano, Mark Field, Sonia Atilano, Sheetal Shah, Thomas Viall

Absent:

Chandra Bealey and Rebecca Lowell, Esq.

1. Call to order

Erin called the meeting to order at 1:03 p.m. on August 13, 2025.

2. Approval of minutes from last meeting

The Board reviewed and approved the July 9, 2025 minutes.

3. Committee Reports

- Education
 - The webinar produced revenue of \$280. Offered \$20 credit and a couple of options. The Board approved to give Marlene, the speaker, a \$75 gift card and a thank you card.
 - SLO Conference: Hotel is \$152 plus parking; hotel is confirmed for November 6th and November 7th. Kathy will negotiate November 8th rates. Lunch and coffee will be provided. We may provide two snacks if we can get a sponsor. Topics include criminal acts, post-Dobbs outcomes, patient care concerns in social media, documentation events, clinical errors, legal and ethical items.
- Sponsorship
 - Barbara put together a sponsorship level proposal and proposed we raise the sponsorship level fees. Jon motioned, Kathy seconded. **The Board approved raising the sponsorship level fees.** Sponsorship Perks have been grouped into three categories: Basic, Premium, and Elite. We can also make them themed groups depending on what our 2026 Conference theme is.
 - The draft brochure was well received by the Board. We will add photos and spruce it up once we confirm the conference theme.
- Treasurer

- Chandra is absent but provided the following updates:
 - The current BofA checking balance is \$112,397.86. The CD Balance is \$32,433.42.
 - She has an appointment to convert the CD to a higher interest on August 20th.
 - 2024-25 taxes are pretty much complete just need the following:
 - About half of the board has not given her their hours. If you have not done so, please forward her your hours for the 5/1/2024 – 5/1/2025 term.
 - If anyone has any outstanding reimbursement for the 2025 conference or any other items, please forward them to her ASAP so she can close out our books.
 - She has a meeting set up with Pam to go through her spreadsheet and make sure it contains everything our accountant needs at the end of August. Her goal is to get taxes done ASAP versus waiting until the final due date of 5/1/2026.
 - She was able to convert the checking account to her signature and have a bank card. We will need to decide who can be a deputy treasurer and have them added to the bank as well.
 - Now that she has the bank card, she can set up a P.O. Box in Oakland. She will do that before the end of the month.
 - Conference – last year she printed name tags and provided the plastic name tag holders. She also printed the evaluations, CEU forms, and passport for prizes. She can do that again, unless someone else really wants to. She does not have a portable printer though.
 - She will talk about the conference cost comparison analysis next month.
 - She has looked at the BOD responsibilities and made some changes. She will get those to us.
- Communications
 - None.
- Membership
 - Membership cost is currently \$95.
 - A few options were presented today:
 - Increase membership to \$99 for 2026 but if people register before 12/31/2025, they will get the 2025 rate.
 - Increase membership to \$120 for 2026 but give them \$120 off for the next year (this would require us to track who paid what and provide the discount).
 - Don't increase the membership at all but increase the conference price since the goal is to get people to register for the conference.
 - **Duyen will send out the options that were discussed today and the Board will take a vote.**

4. 2025 Projects

- Paid administrative role: Jon reported that he has not received a response from the folks he reached out to but hopes to have concrete pricing examples at the next meeting. We should try to solidify a job description.

- Update Board Roles and Responsibilities: Rebecca is absent so we will review this at the next meeting.

5. 2026 Conference

- Marriott contract: March 2026 is the last conference under our current contract. We are looking to extend it after that. The Marriott sales representative is supposed to send updated contract/proposal. Erin will follow up.
- Kathy looked at other properties within the area. Napa Marriott was the most reasonable. The other properties had great prices but didn't have enough rooms. The Embassy Suites in Napa might be a possibility as they have enough rooms and breakfast is already free everyday.
- Theme confirmed: Sailing Through Uncharted Waters.
- Speakers and topics: anchors, flooding, underwater, funding, regulatory, resiliency, workplace violence prevention. Continue discussion at next meeting. Speaker proposals and keynote speakers.
- Timeline and ownership of tasks:
 - Sponsorship brochure: Draft brochure was presented at today's meeting. Just need to add photos/themes and finalize it but otherwise it was well received.
 - Save the date email: Jon will double check and send one out.
 - Confirm speakers: the Board will reconvene at next meeting to discuss possible speakers. Hope to complete by 10/1/25.
 - CEU paperwork: Karen will continue this work.
 - MCLE process: Rebecca will try to figure this out since Dan is no longer on the Board.
 - Swag: Duyen will take this over from Erin and will connect with her about how to order.
 - Coordination of speaker proposals, schedule, handlers: Karen and Kathy will share this work.
 - Speaker handler: presentations, A/V needs, hotel reservations: Erin and Rebecca
- Supplies
 - Barbara has the treasure chest, box, and a bunch of red solo cups
 - We ordered new ribbons last year and they are in the box. We discussed ordering a specific box for the ribbons (fish tackle box).
 - Sheetal will continue to take care of the passport for prizes and stickers.

6. Next Meeting

The next meeting will take place on September 10, 2025 at 1:00 p.m.

7. Adjournment

Erin adjourned the meeting at 2:02 p.m.

Minutes submitted by: Duyen Tran