

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: August 21, 2024
Time: 1:00 pm – 2:00 pm

In attendance:

Cassandra Hall-Valdivia, Chandra Bealey, Duyen Tran, Erin Weeden, Karen Frisella, Kathleen Lozano, Kirsten Padgett, Pamela Brotherton-Sedano, Rebecca Lowell, Esq., Sheetal Shah

Absent:

Barbara Caulfield, Daniel Wainwright, Esq., Jonathan Corr, Esq., Mark Field, Sonia Atilano, Tascha Haut, Esq.

1. Call to order

Kathleen Lozano called the meeting to order at 1:06pm on August 21, 2024.

2. Approval of minutes from last meeting

Duyen will send out a poll to BOD to approve minutes by Friday, August 23rd. Minutes were approved by the BOD via poll.

3. Education Committee Report

- Finished up webinar in July. About a 12-14 people joined. Kathy will incorporate the worksheet utilized in webinar at the November SLO meeting. Can send out certificates of attendance for 1 hour for BRN. Karen will send out the certificates using the template (include date, title, "certificate of attendance").

4. Sponsorship Committee Report

- Barbara and Mark would like to increase the levels. Would like to discuss at the next meeting when we have a quorum. Kirsten will put together a proposal.

5. Secretary Committee Report

- Tascha and Duyen are working on the Secretary job description, roles, and responsibilities.

6. Treasurer Committee Report

- We have a bit of money. A little over \$94k at the beginning of July. About \$92k left. Main expense was about \$4k in March for taxes.

7. Communication Committee Report

- None.

8. Membership Committee Report

- None.

9. 2024 ASHRM Reception

- ASHRM reception to take place on October 7th. Chandra got us three sponsors to cover our funding commitment. 25 guests have signed up as of yesterday. Kathy will work with Jon and Chandra to get weekly reminders out. Someone from SCAHRM side will work with ASHRM and will send out reminders to registrants.

10. November 8, 2024 SLO

- Close to having everything done for the venue. SCAHRM has to sign their check. Should be getting the hotel code soon. 5 courses, interactive, deep dive on a single event patient care case. Proposals are almost done (4 out of 5). SCAHRM is taking care of all the CEUs, BRN, MCLEs. Hotel rooms are a bit more expensive due to the weekend and Monday being a holiday. We will break even with 40 participants. Expecting only about \$3k in cost. Potential Friday night wine tour. Speaker proposal almost ready – Kirsten will bring it to the next meeting.

11. 2025 Conference

- Sponsorship levels
 - Increase the cost of a few sponsorship events:
 - Networking lunch up to \$3,500 (from \$3,000) with option of two sponsors at \$1,750
 - President's Reception up to \$4,000
 - Kirsten will put together a proposal and will continue discussion at next meeting
 - Board's thoughts on modifying the Networking lunch to be more formal with announcements, i.e., a buffet and indoors
 - We have not gotten a luncheon sponsor in the past few years. Sit down lunch is too expensive. Perhaps we can have them come up and say a few words, do a giveaway, switch it up to reach a wider audience, couple of network sponsors and announcements.
- Theme – Healthcare heroes and villains. Kathy's son to do illustrations. Will keep it cartoon-ish and fun.
- Call for Speakers
 - Approval of final form and distribution timing: Kathy will send another copy to the group. Need to highlight that this is a Call for Speakers. Jon will send out. Cassandra will put together a proposal for mini presentations.
- Save the Date – we should send them out by mid-late September. Also think about getting Call for Speakers and agenda/topics out first as we struggle getting people to sign up/commit.

- Additional tasks/timing – none.

12. Misc./New Business

- None.

13. Next Meeting

The next meeting will take place via Zoom on Wednesday, September 11, 2024 at 1pm.

14. Adjournment

Kathleen adjourned the meeting at 1:45pm.

Minutes submitted by: Duyen Tran