

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

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**Location:** Zoom  
**Date:** December 10, 2025  
**Time:** 1:00 p.m.

## In attendance:

Barbara Caulfield, Chandra Bealey, Erin Weeden, Julie Song, Rebecca Lowell, Esq., Thomas Viall, Jonathan Corr, Esq., Mark Field, Sonia Atilano, Cassie Valdivia

## Absent:

Duyen Tran, Emily Albanese, Karen Frisella, Kathleen Lozano, Sheetal Shah

### 1. Call to order

Erin called the meeting to order at 1:03 p.m. on December 10, 2025.

### 2. Approval of minutes from last meeting

The Board reviewed and approved the November 12, 2025 minutes.

### 3. 2026 Conference

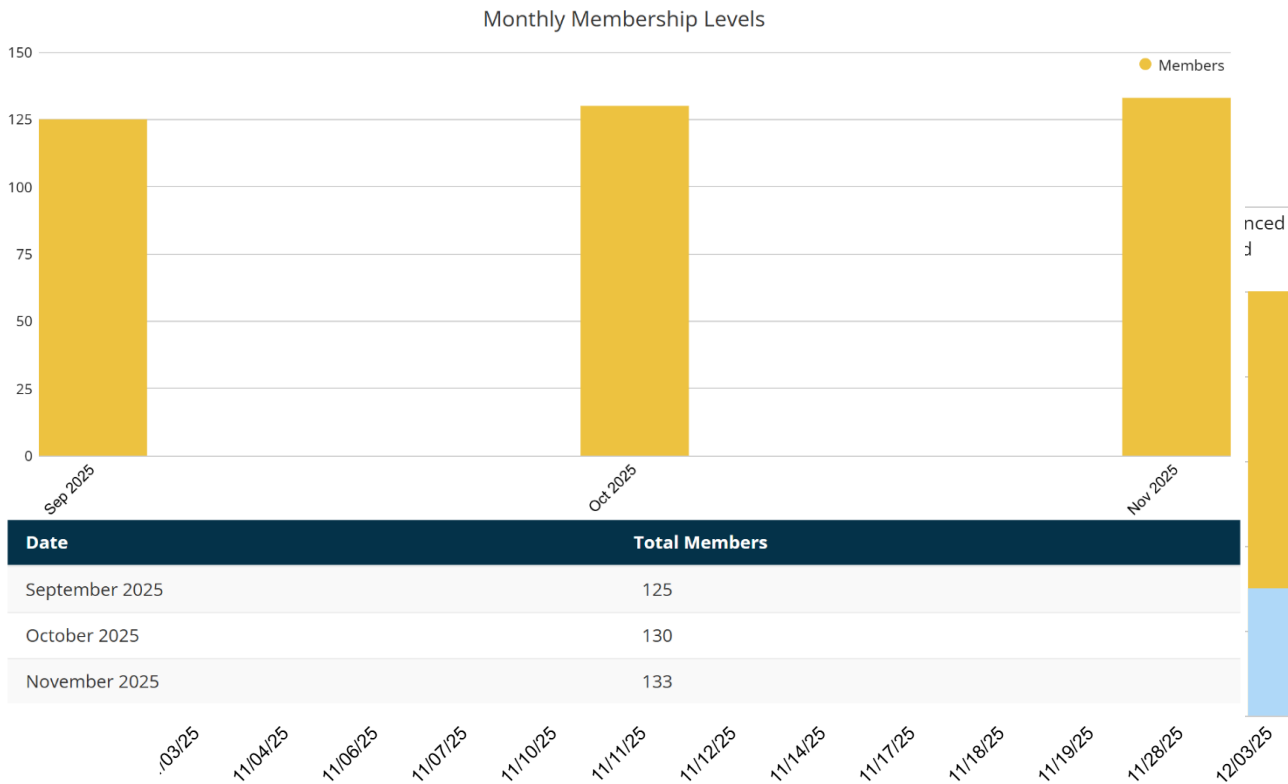
- Conference costs: Duyen did some looking around for the swag bags. We already have a swag bag sponsor lined up – voted for the Kermit bag with the flat bottom. The bag proposals will be sent to the sponsor so they can make the finalize the proof. We currently have two sponsors for bags. Barbara will propose water bottle, and if approved, he can put his logo on a water bottle.
- Speakers and topics: Ryan Blackstone Gardner was approved as a speaker. We have one more slot. Preference is to have a CHA member and Kathy/Mark will work to find a new CHA rep to take over from Jackie. If no CHA speaker, look to defending sexual assault cases (Tom Beach) or falls (Terrel).
- Timeline and ownership of tasks: All tasks have been assigned. Erin to send list for member confirmation.
- When to start meetings every two weeks: Mid to the end of January begin with meetings every two weeks (every other Wednesday at 1 p.m. starting 1/14/26). Duyen to send calendar invites.

## 4. Committee Reports

- Education
  - MCLE Certification – have run through the costs. Further research will need to be done in terms of costs and manner/methods of handling in-house and further report will be provided to the BOD. We can also store some of the documents on the website. RBL will check with McCormick Barstow will support us for classes for the annual conference.
- Sponsorship
  - 14 sponsors at \$32,500 – we are at 40%. Multiple requests for bags and lanyards.
- Treasurer
  - Bank updates:
    - Checking: \$122,269.93
    - CD balance: \$32,318.03
  - Website shows old address which needs to be updated to: 4900 Shattuck Avenue #22744, Oakland, CA 94609.
  - We have had two members pay for 2025 dues in December. Their membership has been extended to expire in 2026. Website will be updated to reflect we are accepting 2026
  - Cyber insurance renewed on 12/1/2025. Renewal premium is now \$1,358 (\$1,401.18 incl surplus lines fees) for \$1M in coverage with a \$5,000 retention. We also have \$100,000.00 in coverage from Star Chapter.
  - Chandra to pay renewal premium - done 11/11/2025
  - Policy received and sent out on 12/9/2025
  - StarPay pricing had gone up from \$19.95 a month to \$49.90 a month. Chandra resolved the issue and fees are back to \$19.95 a month. Survey needs to be completed annually.
  - 2024-2025 taxes have been filed. We have a public return we need to post on the website/make available.
  - CSHRM income was \$168,619; expenses were \$193,990 creating a deficit of \$25,371 for the year.
  - SLO - Working on compiling the total costs
    - Revenue collected \$4,750
    - The room rental and food was \$4,602, paid in full
    - The BOD to determine if hotel rooms can be reimbursed for speakers - \$189 room rate (appx 4 speakers). Approved for this event. Going forward we will need to reconsider to ensure that we are covering our costs.
    - Purchased a special event policy for the November SLO event \$145

- Membership

Member Type	Number	Percentage
Total	134	100%
Active	84	63%
Pending	8	6%
Expired	42	31%
Suspended	0	0%
New Members	1	1%



### Star Chapter Traffic: Unique Visitors

Month	Visits	% increase/decrease
July	1458	47% ↑
August	1627	12% ↑
September	1698	4% ↑
October	1693	0% ↓
November	3381	99% ↑

- Recommendations:

- December Newsletter.
- Upload past newsletters to Star Chapter for access by members.
- Design conference flier with list of presentations for the website.

## **5. Marriott Contract**

- Jon wanted to compare to past contracts and then it should be finalized.

## **6. Next Meeting**

The next meeting will take place on January 14, 2026 at 1:00 p.m. and then switching over to every two weeks.

## **7. Adjournment**

Erin adjourned the meeting at 2:03 p.m.

Minutes submitted by: Duyen Tran, c/o RBL