

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

---



**Location:** Zoom  
**Date:** December 11, 2024  
**Time:** 1:00 pm – 2:00 pm

## In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Chandra Bealey, Duyen Tran, Erin Weeden, Kathleen Lozano, Mark Field, Pamela Brotherton-Sedano, Rebecca Lowell, Esq., Tascha Haut, Esq.

## Absent:

Daniel Wainwright, Esq., Jonathan Corr, Esq., Karen Frisella, Kirsten Padgett, Sheetal Shah, Sonia Atilano

### 1. Call to order

Kathleen called the meeting to order at 1:03 p.m. on December 11, 2024.

### 2. Approval of minutes from last meeting

Rebecca motioned, Tascha seconded. The Board approved the meeting minutes of November 22, 2024.

### 3. Committee Reports

- Education
  - None.
- Sponsorship
  - None. Working on trying to get the brochure/save the date.
- Secretary
  - None.
- Treasurer
  - Checking
    - Beginning balance as of 12/1/2024: \$ 92,307.00
    - Deposits/credits: \$9,667.36
    - Withdrawals: \$19.95
    - Checks: \$134.30
    - Ending balance as of 12/31/2024: \$101,820.11
  - A little over \$24K per year for StarChapter – a recurring charge vs. annual. Chandra will reach out to StarChapter (under the impression that it is \$2,076 annually – need to get it in writing)
- Communication

- None.
- Membership
  - None. Daniel might need a little bit of help with membership. Consider having a dedicated part time helper from SCHARM to help with books, etc. if a reasonable cost. Quinn works for SCHARM on a part time basis. Daniel also reached out to Pam Johnson.

#### 4. 2025 Conference

- Sponsorship Update:
  - Mark is not concerned at this time. He's reached out to a handful of folks that have made commitments but haven't finalized which level they want to sponsor at or haven't seen payment yet. Typical to receive payments in the new year. Barbara will update the spreadsheet with payments. We've had a good history with the folks that have committed. Start to do follow ups after the holidays once we get the brochure out. Pam has received a decent amount of checks from sponsors already. We don't pay a fee when they pay by check.
- Speakers
  - Confirmation: Pam has been able to connect with Jackie Gorman who has spoken 2x with us in the past. She works for CHA. Only 1 hour and is our last speaker.
  - Schedule: We've heard from everyone so we have a full schedule.
- Save-the-Date/Brochure/E-Blast/Advertising
  - Registration is open and live. The Save-the-Date is updated and ready to go.
    - We only have 9 registrations at this time.
  - Rates go up 1/1/2025 to \$575. On 2/26/2025, the rate goes up to \$600. Jon will send out a reminder regarding rates.
  - Dan is working on the brochure and might have it ready in the next couple of days.
  - Kathy will get in touch with SCHARM/ASHRM. She will work with Ray Rider as she is part of the group that manages the western region chapter.
- CLE Submissions
  - Karen is working on this and Dan will be doing the CLEs. Both have the stuff they need to fill out the applications. Some will be quick and others will be the week of.
- Miscellaneous Tasks
  - Marcus Thompson confirmed for President's Reception on Thursday night. Jon and Pam talked about a later reception as done in the past. Pam will look into the costs. Potentially add another sponsorship opportunity for this – keep it under \$2,000.

#### 5. Miscellaneous

- Job postings on StarChapter: discuss whether job postings are free for members only. If they are a sponsor, we can agree to post for free. There is no charge to us for posting something on our website.

The next meeting will take place via Zoom on Wednesday, January 8, 2025 at 1:00 p.m.

#### 6. Adjournment

Kathleen adjourned the meeting at 1:38 p.m.  
Minutes submitted by: Duyen Tran