

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: February 11, 2026
Time: 1:00 p.m.

In attendance:

Cassie Valdivia, Chandra Bealey, Duyen Tran, Emily Albanese, Erin Weeden, Karen Frisella, Sheetal Shah, Thomas Viall

Absent:

Barbara Caulfield, Jon Corr, Esq., Julie Song, Kathleen Lozano, Mark Field, Rebecca Lowell, Esq., Sonia Atilano

1. Call to order

Erin called the meeting to order at 1:05 p.m. on February 11, 2026.

2. Approval of minutes from last meeting

The Board reviewed and approved the January 14, 2026 minutes.

3. 2026 Conference

- As we receive the slide decks from our speakers, assigned Board members should spend some time reviewing it to ensure there is nothing inappropriate or any red flags. Most presentations are usually good to go but always a good idea to review beforehand. Send a copy of the slide decks to the Board. Jon will put all of the slick decks on a thumb drive for the AV person.
- Emily and Rebecca will get together to discuss which slide decks we want to submit for MCLE credit.
- Confirm speakers' preferences. There is a podium with a mic attached. Other options include a lapel mic, a handheld mic, or if it's a panel of speakers, they can have a table with mics and chairs or share the podium.
- Confirm with speakers that they have already reserved their room.
- Cassie will update the brochure to include information about the after party. DJ is confirmed for Thursday for both the President's Reception and after party at 9pm.
- Catering will mirror last year's with snacks, breakfast and lunch buffet.

- Sheetal is in charge of the Passport for Prizes but will not get up to Napa until Wednesday at noon. She will connect with Sponsorship to get the names. Chandra will take over the printing if Sheetal can't. No need to get more stickers – attendees can just use stamps or initials.
- Brochure is still not on the CSHRM website. Jon to post it to the website. Hope to get it to post to the landing page. Get a PDF copy of the brochure.
 - CSHRM website is a bit disorganized. Need somebody to take ownership of the website and become 'superuser'. Discuss this topic at our retreat.
- Let Erin know if you are planning to come up Tuesday night for dinner and to help stuff bags.
- CEUs update: heard back from everyone except from NAHQ.
- SurveyMonkey will cost \$39/month but must pay annually. They offer a QR-type code. We can require attendees to complete the survey first so that their CEU certificates will automatically be emailed to them after. However, this will require at minimum an email. Previously, surveys could be anonymous. Set it up where attendees take one survey per day at the end of the day vs. per session.

4. Next Meeting

The next meeting will take place on February 25, 2026 at 1:00 p.m.

5. Adjournment

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

Minutes submitted by: Duyen Tran