

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: February 12, 2025
Time: 1:00 pm – 2:00 pm

In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Chandra Bealey, Duyen Tran, Erin Weeden, Jonathan Corr, Esq., Karen Frisella, Kathleen Lozano, Kirsten Padgett, Mark Field, Pamela Brotherton-Sedano, Rebecca Lowell, Esq., Sheetal Shah, Tascha Haut, Esq.

Absent:

Daniel Wainwright, Esq., Sonia Atilano

1. Call to order

Jon called the meeting to order at 1:03 p.m. on February 12, 2025.

2. Approval of minutes from last meeting

Rebecca motioned, Cassandra seconded. The Board approved the meeting minutes of January 8, 2025 with the redaction of the Treasurer's report which did not occur.

3. Committee Reports

- Education
 - Kathy is finishing up the billing for the SLO events and will have something to everyone by next week. Working on a few webinars for after the conference.
- Sponsorship
 - None.
- Secretary
 - None.
- Treasurer
 - CD: \$ 32,428.59
 - Checking:
 - Beginning balance as of 1/1/2025: \$101,820.11
 - Deposits/credits: \$ 31,349.98
 - Withdrawals: \$ 2,786.98
 - Checks: \$ 5,000.00
 - Ending balance as of 1/31/2025: \$125,383.11
- Communication

- A large number of people who were previously listed as members were transferred to non-member status. Unsure how this happened. Jon went back in to fix this but if anybody is having issues with member status, let him know. Recommend the Board to log in to confirm member status is correct.
- Membership
 - 117 current members but this number seems low. May have to do with the member/non-member issue referenced above. Likely closer to 200 active members. Hope to get this fixed before the conference.

4. Website Access

- Admin account and password is linked to Sheetal's email. Jon reached out to StarChapter regarding getting everyone set up with their own admin accounts.

2025 Conference

- Sponsorship Update
 - Going well - \$78,250 pledged, total paid to date is \$65,000. Platinum was biggest seller. Couple of vendors haven't paid. Gathering names for attendees for the conference and reception; gathering logos and descriptions for marketing purposes.
- Speakers
 - On target with the speakers. Kathy to ask speakers what they want and need – hand mics, tables, etc.
 - Per Tascha, Dr. Stephanie Brown said her slides must be reviewed at the Sutter level. Hoping they will be approved soon. We do not have a backup speaker at this time. She is the Keynote Speaker and set to speak on healthcare, equity, DEI.
 - Angela Peachy is on ASHRM and SCHARM and will be there all 3 days. She can speak to DEI. Perhaps a good option as back up to Dr. Brown.
 - Have not received all slides at this time. Deadline was 2/5/2025. Will continue to follow up.
- Save-the-Date/Brochure/E-Blast/Advertising
 - Brochure is not on the website. Jon will double check that it is.
- CLE Submissions
 - All the CE approvals have been received.
- Registration/Rooms
 - As of this morning, we are at about 96 registrants. This includes the board members, but not the speakers or sponsor attendees. Once they're added, the number should increase about 25. Will continue to send out weekly blasts. Jon does not have the updated room list. He will meet with Nick tomorrow regarding catering and AV needs. Nick had to add extra rooms twice now for Tues/Fri. We are on track to meet contractual obligations.
- Miscellaneous Tasks
 - Jon sent out the catering and AV lists. Will try to keep consistent with what we've done the last two years. Any comments or questions, reach out to Jon.
 - Jon will confirm who is coming early on Tuesday before the conference. Perhaps schedule a dinner.
 - Kathy will send around sign-up list.

- Passport for prizes – Chandra will print it. Tascha will fill it in. Duyen will work on moving the template out of the old program.
- Pam has the tickets, round dot stickers, and badges. She does not have badge holders and the treasure chest.
- Erin has the swag bags.

5. Miscellaneous

- Plan to meet in two weeks. Duyen will send a poll to the Board.

6. Adjournment

Jon adjourned the meeting at 1:45 p.m.

Minutes submitted by: Duyen Tran