

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: January 14, 2026
Time: 1:00 p.m.

In attendance:

Barbara Caulfield, Cassie Valdivia, Chandra Bealey, Duyen Tran, Emily Albanese, Erin Weeden, Julie Song, Karen Frisella, Kathleen Lozano, Mark Field, Rebecca Lowell, Esq., Sheetal Shah, Sonia Atilano, Thomas Viall

Absent:

Jon Corr, Esq.

1. Call to order

Erin called the meeting to order at 1:02 p.m. on January 14, 2026.

2. Approval of minutes from last meeting

The Board reviewed and approved the December 10, 2025 minutes.

3. MCLE Update

- MCLE update from Emily. Goal is set up CSHRM as the MCLE provider. It's a process and will require money. CA bar allows single or multiple activity provider. We want to get CSHRM set up a multiple activity provider. Annual fee once certified. As long as within the requirements, you can grant credit for any presentation that you sponsor without having to get approval from the Bar itself. Must do 6 single activities to be eligible. Complete app for each individual activity, submit required documentation, pay the fee – no later than 60 days prior to the activity. Retroactive approval is possible but makes more sense to do it prior to the conference. Cannot be repeat presentations – must be 6 different activities on 6 different dates. Dan's office will continue to help us transition.

4. 2026 Conference

- We reviewed the speakers and topics schedule. Kathy is working on the blurbs/summaries and will send them to Jon.
- Cassie will need the blurbs/summaries to put something together for the email blast.
- Barbara will send the logos and sponsorship levels to Cassie.

- Karen is handling the CEUs – will need payment info from Chandra.
- Duyen will check with 4imprint to see if we can get the CSHRM logo on the bag and bottle as well. Will let the Board know if there are any additional costs to do this.
- Reminder to copy Jon on any slide decks that are provided by the speakers.
- Reminder that Board meets every two weeks until the conference.
- Dinner on Tuesday night before the conference at the hotel. Erin will make reservations.
- We will need people to volunteer to work at the registration desk, timekeeper, introduce the speakers, etc.
- Barbara has the treasure chest – need authority to order more past-president ribbons, add a CPHRM ribbon.
- Chandra will print the name tags and the sponsors will bring the plastic holders.
- The plan will be to start stuffing the bags Tuesday night. We should send any items that go into the bag to the members that plan to arrive Tuesday so that we do not rush the morning of the conference.
- Conference registration count is currently 41.

5. Committee Reports

- Education
 - None.
- Sponsorship
 - \$56,500 sponsorships to date
- Treasurer
 - Need to make sure we use the PO Box and not my home address. Had mail stolen over the holiday break.
 - Bank balances:
 - Checking: \$ 138,544.04
 - CD balance: \$ 32,422.42 – earned \$422.42 in 2025
 - Annual StarChapter Website Hosting fee of \$2,178 was charged on 11/17/2025
 - Need to confirm deposit amount for the Marriott and when that is due. We paid a \$5,000 deposit on January 17, 2025 for the 2025 conference and a second \$5,000 on 3/4/2025.
- Membership
 - Newsletter sent 1/7/2026. 47.7% opened no bounces. 141 members, 6 new members, and 122 expires.

6. Next Meeting

The next meeting will take place on January 28, 2026 at 1:00 p.m.

7. Adjournment

Erin adjourned the meeting at 2:00 p.m.

Minutes submitted by: Duyen Tran