

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: January 8, 2025
Time: 1:00 pm – 2:00 pm

In attendance:

Barbara Caulfield, Chandra Bealey, Duyen Tran, Erin Weeden, Kathleen Lozano, Mark Field, Rebecca Lowell, Esq., Tascha Haut, Esq., Jonathan Corr, Esq., Karen Frisella, Kirsten Padgett, Sonia Atilano

Absent:

Cassandra Hall-Valdivia, Pamela Brotherton-Sedano, Daniel Wainwright, Esq., Sheetal Shah

1. Call to order

Jon called the meeting to order at 1:05 p.m. on January 8, 2025.

2. Approval of minutes from last meeting

Rebecca motioned, Karen seconded. The Board approved the meeting minutes of December 11, 2024.

3. Committee Reports

- Education
 - Kathy will be meeting with SCHARM next week to get all the financial items squared away. Will report back to this group. Likely broke even between both events in 2024.
- Sponsorship
 - None.
- Secretary
 - None.
- Treasurer
 - None.
- Communication
 - Email Jon if you or somebody you know in CSHRM is interested in posting a job on the website. Must be a member.
- Membership
 - Steady. We typically get renewals and additions closer to the conference date.

4. Insurance Renewal

- D&O insurance renewal is on 2/9/2025. There is a 4% increase in premium. \$1M limit. Chandra pre-filled the application. Jon will sign the application. Erin motioned, Kathy seconded to renew the D&O insurance. Chandra will send out the policy to the Board upon receipt.

5. 2025 Conference

- Sponsorship Update
 - Sponsorship is going well. Pledged amount of \$57K. Still tracking who has paid; otherwise, all is going well. Babara to send logos to Jon upon receipt. Will add attendees to the spreadsheet and send Jon what she has so far.
- Speakers
 - All speakers are confirmed but not ready to go. Letters sent out, no questions, and no changes. Will reach out to individual speakers closer to conference date.
- Save-the-Date/Brochure/E-Blast/Advertising
 - As of this morning, 29 are registered for the conference. We are expecting a significant increase closer to the conference date. We should think about continuing to offer the discount for future conferences to drum up some interest. The Save-the-Date post card date will need to be changed to include when the late fees start.
- CLE Submissions
 - In process (NAHQ and ASHRM submitted; CCB and CPPS pending). We saved \$150 for submitting the NAHQ application early this year.
- Miscellaneous Tasks
 - Erin just ordered the swag bags since she just received the logos. We also got a bag sponsor. Chandra will do the printing for the passport for prizes. We don't have a prize sponsor.

6. Miscellaneous

- Upcoming Election and Nominations
 - Jon will send out an email to this group to confirm who will go off the board, is up for reelection, etc. We are anticipating more than the usual number of seats open.

The next meeting will take place via Zoom on Wednesday, February 12, 2025 at 1:00 p.m.

7. Adjournment

Jon adjourned the meeting at 1:35 p.m.

Minutes submitted by: Duyen Tran