

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

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**Location:** Porter Scott and Zoom  
**Date:** July 15, 2024  
**Time:** 10 a.m.

## In attendance:

In person: Jon Corr, Erin Weeden, Mark Field, Barbara Caulfield, Chandra Bealey, Pamela Brotherton-Sedano  
Zoom: Tascha Haut, Kathy Lozano, Duyen Tran, Karen Frisella, Rebecca Lowell, Sonia Atilano, Cassandra Hall-Valdivia, Kirsten Padgett, LaShonda Griffin

## Absent:

Dan Wainwright, Sheetal Shah

### 1. Call to order

Jonathan Corr, Esq. called the meeting to order at 10:16 a.m. on 7/15/24.

### 2. Approval of minutes from last meeting

Barbara and Kathy motioned. All approved.

### 3. Education Committee

- Webinar on 7/31/24. Topic: RM educational/instructional design process. Speaker: Josh Hyatt. Looking for BRN credit. Will get on website today and add membership renewal reminder.
- AHSRM welcome party: \$4000 check or card for ASHRM San Diego restaurant for welcome party needed (our \$3000 and SD \$1000). Our \$3000 covered by sponsorships. \$1000 deposited by San Diego chapter and will have sponsorships pending. If no SD sponsorships, SD's \$2000 covered by attendee costs or 50/50 split by CSHRM and SCSHRM. Confirm what type of invoice is needed for Pam. \$3000 by SCSHRM. \$30 pp to attend event. Need to open invite. Confirm insurance issue is covered by SCSHRM restaurant point person. Any extra money go towards 11/8/24 event. Kathy get save the date for CSHRM conference to be shared at welcome party.
- November 8, 2024 event in SLO. Topic: Basics of being RM. \$1000 deposit to hold date. One speaker from UCLA and not charging to attend. No sponsorships yet but will ask many of same sponsors last year, which was mostly law firms, not same annual conference sponsors. Last year was \$80 to attend. No reception, just continental breakfast and lunch. Agenda is almost complete. Possible three hours of MCLE credit – send program description to Dan.

#### **4. Sponsorships**

- Tascha and Barbara working on templates – FAQs, invoices, email.
- Will schedule meeting to transfer work from LaShonda to Tascha, Barbara and Mark.
- Barbara will be Sponsorship Chair and Mark and Kirsten will be on the Sponsorship Committee.
- All sponsors paid except for Chubb. Pam and Jon to reconcile possible payments.
- \$59,250 sponsorships from last year. Record breaking amount and payments.

#### **5. Secretary**

- No report.

#### **6. Treasurer**

- \$85,000 ended year, minus CD.
- \$66,000 amount for Marriott, a little less than 2023.
- \$4,000 for cyber and D&O insurance.
- \$3,200 for accountant.

#### **7. Communications**

- Star Chapter training for board members from Jon. Either after retreat or another date to be scheduled.

#### **8. Membership**

- Number has not changed since conference.
- 427 members according to website, but includes not active members. More accurate is about 200 members.
- Dan to be on membership committee.
- Explore possibility of restructure membership as group rate to market to health systems. Difficult to track and manage on Star Chapter.
- Consider raising dues effective 1/31/25. Currently \$95. Last increase was in 2019. SCSHRM is \$95. Pam and Mark motioned to increase dues to \$100 starting 1/1/25. All approved. Market from 9/24 – 12/24 that dues increasing so renew now and registering early for conference then get discount.
- Conference costs: 2024 was \$525 and \$650. 2023 last increase in conference fees. Prior to COVID, about 175 attendees. Post COVID goal, 150 attendees.

#### **9. 2024 Projects**

- Update board roles and descriptions
  - In 2020 drafted job descriptions for board roles. Review roles and job descriptions and send edits to Jon. Add tips and tricks, needed activities/tasks and when/timeline, tracking hours. Jon will add to board only access to Star Chapter. Jon to circulate conference prep timeline template.
- Website update

- Jon to review Star Chapter with board members. That group can update website pages. Barbara to assist.
- Bylaws
  - Add requirement that chapter presidents must be ASHRM members.
- Coordination with other CA chapters and west coast chapters.
  - Continue communications with west coast chapters to take advantage of event collaboration. Kathy attends ASHRM west coast meeting.

## 10. 2025 Conference

- Cost of Attendance
  - Already raising dues by \$5. Last time raised conference rate was 2023. \$525 member and \$650 nonmember. Nonmember price more than price of membership plus conference. 2025 Marriott room rate staying same as 2024. Food and beverage costs are unknown. Early registration, 1/1/25, gets you 2024 rates. 2025 rates up by \$25. Register w\in last two weeks, \$50 up charge. Pam and Mark motioned. All agreed.
- Sponsorship levels
  - 2023 was time raised sponsorship levels. Difficult to get larger sponsors. \$1250 lowest level. Gold Circle \$1750, level starting including attendees. Platinum is \$2500. President's Reception is \$3500 and covers about half of the reception cost. Goal to have each level sponsor pay for half of price of item sponsoring. Overall goal is \$55,000 for sponsorships. Jon to draft spreadsheet of past sponsorship levels and benefits for sponsorship committee to review and discuss at August 2024 meeting.
- 2025 themes
  - Healthcare risk superheroes and villains. Kathy's son to do graphics.
- Speakers
  - Aaron Myers – Rebecca to contact
  - CHA – legislative update
  - Human Trafficking
  - Women's rights/UCSF complex family planning from other states
  - Violence in hospitals – HQI Sutter speakers
  - Mental health holds
  - Prisoners in hospitals and escape
  - Transgender rights in healthcare
  - Send call for speakers 8/1/24
  - Expense policy: One night hotel and conference covered. No travel. For panels, two people limit.
- Registration refund policy: no changes.
- Timeline of tasks
  - Jon to send template of timeline of events.
  - Choose venue. Choose speakers June and July. Sponsorship levels online 8/1. Save the date 8/1. Call for speakers 8/1. Draft sponsorship brochure 8/1. Save the date 9/1. Confirm speakers 10/1. Send conference summary w\ speakers 11/1. Election reminder 11/1. Karen – CE paperwork. Swag 1/1. Entertainment for president's reception. Attendees list to sponsors.

- Coordinator of proposals - Karen
- Supplies
  - Pam has chest and box.
  - Pam will order more ribbons.
  - Passport for prizes – Chandra
  - Signage and brochure – Dan
  - Badges – Chandra
  - Evals – Karen and Chandra
  - CE forms – Karen
  - Swag – Erin

## **11. Next Meeting**

The next meeting will take place via Zoom on 8/14/24 at 1:00 p.m.

## **12. Adjournment**

Jon adjourned the meeting at 2:09 p.m.

Minutes submitted by: Erin Weeden