

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

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**Location:** Zoom  
**Date:** July 9, 2025  
**Time:** 1:00 p.m.

## In attendance:

Cassandra Hall-Valdivia, Chandra Bealey, Duyen Tran, Emily Albanese, Esq., Julie Song, Karen Frisella, Kathleen Lozano, Rebecca Lowell, Esq., Sonia Atilano, Thomas Viall

## Absent:

Barbara Caulfield, Erin Weeden, Jonathan Corr, Esq., Mark Field, Sheetal Shah

### 1. Call to order

Rebecca called the meeting to order at 1:05 p.m. on July 9, 2025.

### 2. Approval of minutes from last meeting

The Board approved the June (retreat) minutes.

### 3. Committee Reports

- Education
  - The SLO event in November 2025 will move forward. SCHARM will not be joining. Topic is not finalized at this time but there is a meeting at the end of the month. Still in the planning phase. Current topic we are considering is "Staying Out of the News".
  - There will be a webinar on August 8, 2025. Topic is Diagnostic Errors in the ER. Will be presented by Marlene Icenhower JD, BSN, RN, CPHRM, FASHRM. Free for members and \$20 for non-members.
- Sponsorship
  - None, as Barbara and Mark are absent.
- Treasurer
  - Chandra met with Pam and was able to get the checkbook and check card.
  - Almost done with 2024-2025 taxes. Just need everyone's Board hours.
  - The current bank balance is \$113,515.34. The CD balance is \$32,432.62.
  - Will see if we can get a better interest rate.
- Communications
  - None as Jon is absent. Kathy has learned bits of StarChapter. Need someone to step up and provide additional support. Sonia will be incoming Chair of this committee.
- Membership

- Cassie has volunteered to join this committee.

#### 4. 2025 Projects

- Jon is absent so there is no update on the paid admin role at this time.
- Board roles and responsibilities need to be attached to the bylaws. **Duyen will email the most recent combined version and be keeper of the changes. Duyen will send out the revised version a few days before August's Board meeting.**

#### 5. 2026 Conference

- Marriott contract
  - Current contract includes all of 2026 (dates and costs).
  - Karen looked into the Silverado and it seems quite pricy (room rates in the \$300s and A/V is through a third-party).
  - Consider factoring in the risk of losing Marriott and the relationship we've built with them over the years.
  - We still want to do our due diligence in looking at other hotels, but the goal is to stay with the Marriott.
  - We will have to renegotiate with Marriott at the end of 2025 for another 3-year contract.
  - The new Marriott room rate would be \$210 or \$215 per night.
- Conference themes
  - A number of themes were discussed. Thomas will send the themes to Duyen and she will **send out a poll to the Board.**
- Speakers
  - Will need to send out Call for Speakers by 8/1/2025
  - Need to figure out sponsorship levels
  - Need to send out Save the Dates and put it on the website
    - Need to finalize the theme first

#### 6. Miscellaneous

- Cassie presented a concept for a quarterly CSHRM newsletter. This would help drive traffic to our CSHRM website. Cassie and Sonia will tidy up the example and present it at the next meeting.

#### 7. Next Meeting

The next meeting will take place on August 13, 2025 at 1:00 p.m.

#### 8. Adjournment

Rebecca adjourned the meeting at 1:55 p.m.

Minutes submitted by: Duyen Tran