

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

---



**Location:** Porter Scott & Zoom  
**Date:** June 11, 2025  
**Time:** 10:00 AM

## In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Chandra Bealey, Duyen Tran, Erin Weeden, Jonathan Corr, Esq., Karen Frisella, Kathleen Lozano, Rebecca Lowell, Esq., Sheetal Shah, Emily Albanese, Thomas Viall

## Absent:

Mark Field, Sonia Atilano, Julie Song

### 1. Call to order

Erin Weeden called the meeting to order at 10:05 on June 11, 2025.

### 2. Approval of minutes from last meeting

April and May 2025 minutes were approved by the Board.

### 3. Introductions

- The Board all introduced themselves as there are new Board members this year.

### 4. Committee Reports

- Education
  - CSHRM is good. We have enough money to cover all expenses from 2024. ASHRM welcome ended up closer to \$2,000. CSHRM is positive for all three events, \$2,191.18. SCAHRM did not do as well. We need to pay them back \$580. For November, we need to pay them about \$1,300. ASHRM is down \$2,000. Send a check for \$2,191.18 to SCAHRM. **The Board unanimously voted to approve this payment to be paid to SCAHRM.** Discuss whether we want to keep a reserve for unexpected expenses.
  - Ideas for small, local, happy hour learnings: lunch and learns in areas that we don't have presence. The goal is to not impact our bottom line, but we should look to expand our presence more than just SCAHRM.
  - November 2025 event in SLO: SCHARM is not 100% on Board. Possible that this will be a CSHRM only event. Need about \$5k in sponsorship to make this happen. One major sponsor could be \$2,500 then a breakfast and lunch sponsor and other small ones. Under \$5,500. Food is expensive, hotel reasonable. Offer 5 CEUs and 4-5 MCLEs. Waiting to hear back from SCAHRM to see if they're interested. Individuals are interested but not

sure as a group. There is a change in leadership at SCAHRM. Target dates: November 7<sup>th</sup> or 24<sup>th</sup>. Thursday at hotel, Friday event with networking lunch.

- Topic: staying out of the news. Game format. Gender affirming care, women's health and access. Staying under the radar. Continue to brainstorm. Have more definitive ideas by August.
- Webinars:
  - Diagnostic Errors in the ED by Marlene Isenhower at Coverys for free in July.
  - Post Dobbs by Tom Viall
  - What's happening in insurance coverage
  - Cyber events
  - Risk Management 101 – maybe every other year; maybe consider changing it to Ongoing Evolution of Risk Management
    - One topic but looked at in different environments
  - Establish CEUs and MCLEs now that Barstow is no longer on the Board.
  - Long term preplanning – need to figure out when we want to do CPHRM prep again as this will bring in new members.
  - Chandra will put together a preconference budget once she gets access to the bank account.
  - Email to membership group to socialize the idea and see what the response is.
  - Ambulatory care centers – providers don't have the skillset or resources RCAs; lots of partnerships in this area
  - Medical legal documentation: Kara Knowles or Monica Wells at Gallagher Bassett
  - Kathy will be the Zoom host
  - Nominal fee for members, \$35 for non-members; charge fee if they want access to recorded webinar.
  - Rebecca will look into how to become a MCLE provider and Kathy will ask Dan
- Sponsorship
  - The committee is responsible for contacting companies that sponsored the conference in previous years. Contact by email on your own time. Good if you have experience with Excel. Barbara and Mark are currently on the committee and they are in need of new members. A plus if you have contacts/relationships. Rebecca and Emily are available to help but not take the lead. Start to reach out late summer or early Fall after the brochure template is available.
  - Do we want to think about changing the sponsorship levels? We bumped up President's reception by \$500 last year. Might be a higher value for a table or add on fee.
  - The attendee list and bio not updated.
  - Barbara generates an invoice for sponsors, but Chandra would like to see we can do it through StarChapter so that the system can track it.
- Treasurer
  - Bank account balance: \$113,590
  - CD balance: \$32,430.99
  - CD at Bank of America: .04% interest on it
  - CD has a six-month term

- We do have a buffer in our bank account right now. Do we want to earmark those funds to education opportunities or keep it in reserve for case any issues arise with the conference?
- What is our annual operating cost?
- Fiscal year ends on April 30<sup>th</sup> and taxes are not due until April 30<sup>th</sup> of the following year.
- Look into policy for event cancellation – see if we can add it on to special events policy
- We have a liability policy that costs \$435
- The cost of StarChapter will increase to \$2,178 effective 11/15/2025. It is currently \$2,076.
- Goals for the year:
  - Know what our reserve is and keeping it in reserve for emergencies
  - Focus on transparency and budgeting
- Quinn from SCAHRM might be someone we can hire to do work on the StarChapter. Kathy will inquire. Jon will also look at other potential candidates. Look at job description and figure out how much we can pay this person. Chandra will look at budget to see if it is feasible to pay someone to do this work.
- Reach out to current CSHRM members to see if there is someone that is interested in working on the website.
- Communications
  - We need someone to join this committee.
  - Cassie volunteered to take this on but may need some help with the tech piece of it.
  - This is Jon's last year so we will need someone to take over, specifically learn StarChapter.
  - You can set up training sessions with StarChapter.
- Membership
  - We need someone to join this committee. This person will need to learn a bit about StarChapter.
  - Membership is due December 31<sup>st</sup> every year. Grace period is 120 days.
  - We have about 125 active members.
  - A lot of people who were members were moved to nonmember status.
    - Whoever is taking over Membership will have to go in to manually move those nonmembers back into member status.

## 5. 2025 Projects

- Bylaws and Roles and Responsibilities
  - Cassie and Tom submitted their suggestions which were reviewed and implemented by the Board.
  - The Board reviewed and revised the Bylaws. Rebecca will transcribe the changes to a clean copy and distribute to the Board.
  - Duyen will recirculate the Roles and Responsibilities document that the Board worked on in November 2024. We can implement this document with the Policies and Procedures.

- **Motion to approve the new Bylaws which were updated at today's Board meeting to submit to the membership for the approval of the amendments within the next 60 days. Seconded, all approved.**
- Chandra will look into a virtual address and then change the P.O. Box from San Jose to Oakland.
- Coordination with other CA chapters and west coast chapters
  - There is an official western ASHRM group that Ray Ribeck is in charge of. Oregon, Washington, Arizona, etc. will get together and share things such as webinars, etc. It is a way to connect with other west coast chapters. Need people to join the roundtable to see what is going on.
  - Someone from Communications/Membership can send out webinar links to CSHRM.

## 6. 2026 Conference

- Next year is our last year with Marriott; need to renegotiate contract.
  - If we want to stay with Marriott, we need to renegotiate this summer.
- The conference will take place on March 11-13, 2025. Current contract is for March 10-14.
- Karen will call the Silverado and Erin will call The Westin. Kathy will look at other local hotels. Jon will follow up with Nick.
- Swag: Duyen and Julie will take on.
  - Need to really plan this out to make sure we order enough things such as food, generic things such as Kleenex, sanitizer, etc.
  - Order more CSHRM notepads
- Everyone pick 3 favorite topics and we will vote at July meeting.
- Duyen to look into QR code for attendance sign in.

## 7. Next Meeting

The next meeting will take place via Zoom on July 9, 2025 at 1:00 pm.

## 8. Adjournment

Erin adjourned the meeting at 3pm.

Minutes submitted by: Duyen Tran