

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

---



**Location:** Zoom  
**Date:** June 12, 2024  
**Time:** 1:00 pm – 2:00 p.m.

## In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Duyen Tran, Erin Weeden, Jonathan Corr, Esq., Karen Frisella, Kathleen Lozano, Rebecca Lowell, Esq., Sonia Atilano

## Absent:

Chandra Bealey, Daniel Wainwright, Esq., Kirsten Padgett, Mark Field, Pamela Brotherton-Sedano, Sheetal Shah, Tascha Haut, Esq.

### 1. Call to order

The meeting was called to order at 1:04 pm on Wednesday, June 12, 2024.

### 2. Approval of minutes from last meeting

The minutes from the May 2, 2024 meeting were unanimously approved by the Board of Directors.

### 3. Committee Chairs and Assignments

- Education: Kathy will head this with assistance from Cassie and Rebecca.
- Sponsorship: Barbara will head this with assistance from Kirsten and LaShonda. Mark will help but is not part of the committee.
- Secretary: Currently Tascha.
- Treasurer: Currently Pam. Transition to Chandra April 30, 2025.
- Communication: Currently Jon. Kathy, Chandra, and Karen will walk through the website – a meeting will be set up for them to walk through the website.
- Membership: Daniel and/or Pam.

### 4. 2024 ASHRM Reception

- Kathy and Chandra are in charge. It will take place on the Monday, October 7<sup>th</sup>. Cost comes out to about \$9,000. It was originally \$12,000. This includes food for 150 people, open bar, and the service charge. Food includes tacos, burritos, other quick finger foods. It is one block down the street and will take place from 5-7PM. ASHRM will support by sending out the invite. Will charge \$30 per person as a nominal fee. Registration will go through the CSHRM website as our website costs much less than the others. The sponsors will do the table games. This event is flip flop friendly with a beach theme and will take place before dinner. Perhaps we can

include a fun description of the event on the website. We haven't put a deposit down yet, but it should be squared away in the next week or so. Erin, Sonia, and Rebecca are available to help. Chandra and Mark are going. Jon will try to go.

## **5. November 8, 2024 SLO**

- There is an issue with the January event being paid off; haven't heard from Pam. Tentatively have Friday, November 8<sup>th</sup> which is during the 3-day weekend. Approved deposit of \$700. There will be 5 courses, 1 day. No venue yet. Kathy will need to connect with Pam. Kathy and Jon will work on getting the registration up on the website. Should be ready to roll out in two weeks. Update to follow at the next board meeting.

## **6. 2024 Retreat**

- The retreat will take place at Jon's office and by Zoom on July 15, 2024. Let Jon know if you're attending in person so we can accommodate lunch. Subjects to cover include the conference and long-term board issues. Need to start thinking about themes and speakers for the conference.

## **7. 2025 Conference**

- The hotel is increasing its resort fee to \$30 per day which will include access to coffee every morning, daily morning yoga class, 1-hour electric bike, Wi-Fi, and smores kits. The hotel has given us the option of either adding it the room rate or keeping it as is which is waived for all attendees. The Board unanimously voted to continue to waive the fee as most of these things are already included and most will likely not use it. Jon will let the hotel know.

## **8. Next Meeting**

Will cancel the next Board meeting due to the July 15, 2024 retreat.

## **9. Adjournment**

Jonathan adjourned the meeting at 1:30 p.m.

Minutes submitted by: Duyen Tran

Minutes approved by: CSHRM BOD on July 15, 2024