

CSHRM BOARD OF DIRECTORS ANNUAL BUSINESS MEETING MINUTES

Location: Zoom
Date: May 20, 2026
Time: 1:30 p.m.

In attendance:

Barbara Caulfield, Cassandra Valdivia, Chandra Bealey, Emily Albanese, Erin Weeden, Karen Frisella, Kathleen Lozano, Sandy Bryant, Sonia Atilano, Thomas Viall

Absent:

Duyen Tran, Julie Song, Mark Field, Mary Kusber, Rebecca Lowell, Esq.

Erin called the meeting to order at 1:35 p.m. on May 20, 2026.

1. BOD Elections

Results:

- New president elect – Barbara Ann Caulfield
- All current members who ran for reelection were elected – Sonia Atilano, Mark Field, Karen Frisella and Cassie Valdivia
- New BOD members – Mary Kusber and Sandy Bryant. Duyen will add them to invitation for SLO retreat.
- Terrell Muldrew accepted invitation to join the Education Committee
- Starting with next meeting, Rebecca Lowell will preside in her role as President
- Sandy Bryant joined the meeting and introduced herself – welcome!

2. MCLE Accreditation

CSHRM needs six approved activities to qualify as MCLE provider. Once approved as a multi-activity provider (MAP), we will no longer have to apply for individual activity approvals with per-activity application fees, just a renewal (\$488 biannual fee to maintain MAP status). We have three sessions from the March Conference reserved to submit for approval. Although approval requests can be submitted up to two years following activity, the deadline to avoid a late fee is 6-8 weeks in advance of the activity. With the Conference, we can't do that since supporting session materials are not available that far ahead of time. The usual per-activity application fee is \$122, but we will incur an additional late

fee of \$223/session. Total for three activity applications = \$1035. Motion to approve expenditure seconded and approved.

3. Treasurer's Report

- Checking balance \$116,863.16
- 5/1/26 is the end of the fiscal year. Chandra will be asking for Board activity hours from all BOD members in preparation for CSHRM taxes, which are due 7/1/26.
- All speakers and board members who requested reimbursement for conference expenses have been paid. Conference expenses \$103,124.45 and revenue \$110,825 (\$7,700 in the black), so registration and sponsorship covered the cost of the Conference.
- A \$5K deposit has been paid to the Marriott for 2027 conference.
- Reminder for all board members to pay dues. Contact Chandra if there are any issues. She can extend membership period to allow log-in.
- Treasurer goals for '26-'27 year:
 - review amount and purpose of CD (\$32,086.97K reserve) vs. other savings vehicle
 - more transparency with BOD r.e. financials, to provide context when voting on additional activities/planning
 - financial records organization, making sure we have very clear expense spreadsheets for retreats, activities and recurring charges that require management (e.g. domain name)

4. Membership

- Upward trend with about 37 new members since December (173 total)
- Goal to continue increasing membership and include more interactive information on website

5. Education

- Kathy presented a summary of educational offerings presented throughout the last fiscal year (see attached)
- two webinars planned for Summer
- planning for SLO mini-conference in November is underway with topic exploration

6. Communication

Sonia is picking up little by little to take over Jon's role, understanding website and continuing to develop cadence/content for newsletter.

7. Sponsorship

Barbara and Mark are considering a post-conference questionnaire to sponsors to assess their experience.

8. Retreat 6/8/26

- Check-in 4 p.m. Sunday. Need to check in with the credit card for incidentals, but otherwise, rooms are on the master bill for all who are attending in person. \$17 parking, breakfast included.

- Plan for meeting hours 9 a.m. – 3 p.m. Bring snacks to share.
- Kathy will set up group chat for attendees.
- Agenda so far – plan for cleaning up CSHRM website, SLO and Napa agenda planning.

9. Adjournment

Erin adjourned the meeting at 1:51 p.m.

Minutes submitted by: Karen Frisella