

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

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**Location:** Zoom  
**Date:** November 12, 2025  
**Time:** 1:00 p.m.

## In attendance:

Barbara Caulfield, Chandra Bealey, Duyen Tran, Emily Albanese, Esq., Erin Weeden, Julie Song, Karen Frisella, Rebecca Lowell, Esq., Thomas Viall

## Absent:

Jonathan Corr, Esq., Kathleen Lozano, Mark Field, Sonia Atilano, Sheetal Shah

### 1. Call to order

Erin called the meeting to order at 1:03 p.m. on November 12, 2025.

### 2. Approval of minutes from last meeting

The Board reviewed and approved the October 8, 2025 minutes.

### 3. Committee Reports

- Education
  - Kathy will provide a full report at the next Board meeting.
  - SLO event: Positive feedback and lots of interaction. About 18 people attended, not including the Board members.
  - UC Regents has cut their education budgets. Nobody from UC Regents will be attending the March 2026 conference. We should expect attendance to be lower for the 2026 conference.
  - Consider promoting CLE/MCLE credits on the CSHRM website. Ask Jon to update the website to include this.
- Sponsorship
  - \$12,750 in confirmed sponsors to date.
  - Several people were interested in the lanyard and bag sponsors this year. We should consider increasing the price for these sponsors next year as they seem to be popular. Hassard Bonnington got the lanyards and Chubb got the bags. Barbara will let Hassard Bonnington know that they will need to order their own lanyards and badge holders and get them to us. Date TBD.
  - We could also consider a sponsorship for notepads instead of using the CSHRM pads.
- Treasurer

- Bank updates:
  - Checking: \$ 117,269.76
  - CD balance: Unknown as Chandra is unable to see the balance online but is working on getting that fixed.
- New address is 4900 Shattuck Avenue #22744, Oakland, CA 94609. Will need to change our address on our website & with any vendors we have.
- Cyber insurance renews on 12/1/2025. We discovered an error where the policy had picked up Betas website. This was corrected and our renewal premium is now \$1,358 (\$1,401.18 incl surplus lines fees) for \$1M in coverage with a \$5,000 retention.
  - Signed application was sent to the insurance broker on 10/10/2025
  - Binder and Invoice received on 11/7/2025,
  - Chandra to pay renewal premium - done 11/11/2025
  - StarChapter already comes with \$100k in cyber coverage. This was discussed at the previous BOD meeting and several BOD members suggested we continue to purchase our own policy given the price for \$1M in limits and the additional coverages our own policy provides.
- StarPay pricing has gone up from 19.95 a month to \$49.90 a month. We are being charged a \$30 PCI non-compliance fee due to not completing your setup with SecurityMetrics.
  - Need to have someone take this on.
- 2024-2025 taxes have been filed. We have a public return we need to post on the website/make available.
  - Very simply - our income was \$168,619, our expenses were \$193,990 creating a deficit of \$25,371 for the year.
- SLO – Working on compiling the total costs
  - Revenue collected \$4,750
  - The room rental and food was \$4,602, paid in full
  - The BOD to determine if hotel rooms can be reimbursed for speakers - \$189
  - Purchased a special event policy for the November SLO event \$145
- Communications
  - Jon is absent but confirmed no updates to share.
- Membership

Member Type	Number	Percentage
Total	132	100%
Active	82	62%
Pending	8	6%
Expired	42	32%
Suspended	0	0%
New Members	4	3%

## Membership Mailings: Summary

Mailing Date/Topic	Number Sent	Number Opened	Unsubscribed
10/3/2025/Symposium	911	160 (18%)	3 (0%)
10/6/2025/Symposium	906	167 (18%)	0 (0%)
10/7/2025/Symposium	904	152 (17%)	0 (0%)
10/8/2025/Symposium	905	163 (18%)	0 (0%)
10/10/2025/Symposium	905	213 (24%)	0 (0%)
10/17/2025/Symposium	905	219 (24%)	0 (0%)
10/24/2025/Symposium	905	162 (18%)	1 (0%)
10/27/2025/Newsletter	124	61 (49%)	1 (1%)
10/31/2025/Symposium	904	160 (18%)	0 (0%)

## Star Chapter Traffic: Unique Visitors

Month	Visits	% increase/decrease
July	1458	47% ↑
August	1627	12% ↑
September	1698	4% ↑
October	1693	0% ↓

- Consider sending the newsletter to members but make it available on the website for those who want to actively look for it.
- Consider what avenues we could take for membership drive:
  - Attach the newsletter when reaching out to non-members/inactive members.
  - Annual newsletter which memorializes what we accomplished in the previous year.
  - Reach out to ASHRM and see if we could get a list of California members. Consider reaching out to western region folks to see if they're interested in attending CSHRM.
- Cassie will work on a membership flyer and will send out to the group for review.
- Overall rating for the SLO event was 4.83/5.

## 2025 Projects

- Board Roles and Responsibilities have been updated and finalized.

## 4. 2026 Conference

- Marriott contract: Jon, Rebecca, and Erin met to go over logistics. We are good to go.
- Cost of attendance: The Board took an email vote to increase membership costs by \$25 for both members and non-members. The updated costs of attendance are \$575 for members and \$700 for non-members.
- Speakers and topics: Kathy recruited one more speaker, Ryan Blackstone-Gardner, (Rebecca's brother) at the SLO conference.
  - Topics:

1. California Law Update: Recent Case Decisions/Legislative Activity & Implications for HRM (Erin)
  2. Clinical Claims Data Analysis: Making a Connection between Physician Health and Patient Safety (Karen)
  3. Diagnostic Follow-up: Don't Let it Fall Through the Cracks (Cassie)
  4. Pause for Safety: Introducing A Regional Procedural Safety Program for the Ambulatory Settings (Julie)
  5. Sexual Molestation and Abuse – What Risk Managers Need to Know (Cassie)
  6. Surviving the Chaos: Elevating Performance in Healthcare Risk and Safety Management with Effective Practices! (Thomas)
  7. The Insider Threat Healthcare Isn't Talking About: When Workforce Stress Becomes Security Risk (Duyen)
  8. From ICU to I See You're Not the Surrogate Decision Maker: Bio-Ethics and the Law for Risk-Proofing End-of-Life Care (Mark)
  9. The Risk Professional's Burnout Paradox: Charting a Course to Well-Being
  10. Navigating the Intersection of the Risk/Claims Relationship (Emily)
  11. Mental Health Care in an Ever-Changing Landscape: Navigating Transgender Care Amid Patient–Family Disagreement (Rebecca)
  12. *Legislative Update is TBD*
  13. *Ryan Blackstone-Gardner is TBD*
- Timeline and ownership of tasks:
    - Plastic name tag holders: Hopefully lanyard sponsor will pick this task up, TBD
    - Name tags and portable printer: Barbara will bring her home printer
    - Evaluations: Karen makes then and Emily prints them
    - Attendance certificates: Karen makes then and Emily prints them
    - Badges: Chandra
    - Sign-in sheets: Erin will ask Jon how it's generated, and Emily will print
    - Surveys: Consider online survey to see how many people will fill out vs. paper. Cassie will do some research.
    - QR code for agenda: Consider emailing agenda to all attendees. Barbara will look into QR code.
    - Speaker thank you cards: Barbara
    - Raffle prizes: We will consider the need to vote on a budget at the next Board meeting.

## 5. Next Meeting

The next meeting will take place on December 10, 2025 at 1:00 p.m.

## 6. Adjournment

Erin adjourned the meeting at 2:06 p.m.

Minutes submitted by: Duyen Tran