

# CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES

---



**Location:** Zoom  
**Date:** November 22, 2024  
**Time:** 2:00 pm – 3:00 pm

## In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Duyen Tran, Erin Weeden, Jonathan Corr, Esq., Karen Frisella, Kathleen Lozano, Kirsten Padgett, Mark Field, Rebecca Lowell, Esq., Sheetal Shah, Tascha Haut, Esq.

## Absent:

Daniel Wainwright, Esq., Chandra Bealey, Pamela Brotherton-Sedano, Sonia Atilano

### 1. Call to order

Jonathan Corr, Esq. called the meeting to order at 2:03 p.m. on November 22, 2024.

### 2. Approval of minutes from last meeting

Rebecca motioned, Mark seconded. The Board approved the meeting minutes of October 16, 2024.

### 3. Committee Reports

- Education
  - SLO Event: The feedback was phenomenal. The event was a huge success and well attended. People did not want to leave when the event was over. Final bookkeeping is in the works. Kathy will circulate it to the Board. A joint event with SCAHRM has been beneficial with cross networking and cross marketing.
- Sponsorship
  - We are doing well with \$43,500 in committed sponsors so far which is ~ 80%. We should hit our goal if some of the people from last year come back.
- Secretary
  - None.
- Treasurer
  - CD: \$34,261.30
  - Beginning balance as of 10/01/2024: \$94, 421.75
  - Ending balance as of 10/31/2024: \$92,706.80
  - Deposits: \$9,126.06
  - Withdrawals: \$10,820.96
  - Cyber insurance payment cleared.

- 11/18 – StarChapter charge computer software charge. Didn't receive an invoice. Annual fee? Will investigate. \$2,076.
- Communication
  - The conference brochure should generate some interest as it details the speakers, topics, etc.
- Membership
  - Numbers still look even – no big dip or gain at this time. We will typically see a change closer to the conference. The Board should encourage others to join.

#### **4. 2025 Conference**

- Sponsorship update
  - Sponsorship levels look good.
- Speakers
  - Confirmation: have not received confirmation from CHA. Will follow up again after Thanksgiving. All of Kathy's speakers have responded. Still missing proposals from Tascha's and Erin's speakers.
  - Schedule
- Save the Date and Brochure
  - Dan can put the brochure together once we get these confirmations.
  - Jon would like to get something out right after Thanksgiving – who the speakers will be, etc. so that it can generate some interest so we can get people to register.
- CLE Submissions
  - We need the outstanding proposals before Karen can submit.
  - Dr. Brown may qualify under DEI (Tascha's speaker).
  - Jon will reach out to Dan this afternoon to see if we can get something submitted right after Thanksgiving.
- Miscellaneous Tasks
  - We will discuss room availability as we get closer to the conference.
  - Erin will order swag bags by the end of January and they should arrive in time. Will look into some of the affordable options and bring to this group. Thinking of nylon bags in a different color. Another option is a smaller cosmetic travel bag.
  - DJ Marcus is available for the President's reception.
  - At the SLO Event, Quinn (SCAHRM) was amazing in keeping the group on track. Possibly getting Jon assistance with bookkeeping/details. Jon will get more information on this type of service and will bring it to the Board to have a session. Would be good to have if we can afford it.
  - Pam Johnson is retiring but still interested in helping out. Jon will explore this option and present to the board in December or January at the latest.

#### **5. Next Meeting**

The next meeting will take place via Zoom on Wednesday, December 11, 2024 at 1:00 p.m.

#### **6. Adjournment**

Jonathan adjourned the meeting at 2:25 p.m.  
Minutes submitted by: Duyen Tran