

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: October 16, 2024
Time: 4:00 pm – 5:00 pm

In attendance:

Barbara Caulfield, Cassandra Hall-Valdivia, Chandra Bealey, Erin Weeden, Jonathan Corr, Esq., Karen Frisella, Kathleen Lozano, Mark Field, Pamela Brotherton-Sedano, Sheetal Shah, Sonia Atilano, Rebecca Lowell, Kirsten Padgett

Absent:

Duyen Tran, Tascha Haut, Daniel Wainwright

1. Call to order

Jonathan Corr, Esq. called the meeting to order at 4:05 on 10/16/24.

2. Approval of minutes from last meeting

Kathy motioned; Sonia seconded. Approved.

3. Committee Reports

- Education
 - 11/8/24 SLO event – Enough funds to cover event. Agenda complete including case study. SCAHRM doing CLEs.
- Sponsorship
 - \$12,500 committed to date. Check for \$2500 received. Committee continues to reach out to previous sponsors. Safety National paid online.
- Secretary
 - Absent
- Treasurer
 - See attached report.
- Communication
 - Send Jon any communication to be sent to all members.
- Membership
 - Membership numbers remain unchanged.

4. 2024 ASHRM Reception

- Lots of compliments from attendees. 144 registered.

- Overage of funds. Motion to take extra funds, approximately \$1600 and apply to SLO event – Pam would like to review numbers prior; SCAHRM is seeking approval to apply extra funds to SLO. Once get final numbers and Pam reviews, vote via email to apply to SLO event.

5. November 8, 2024 SLO event

- Update status – All money go to SCAHRM. Possible Chubb sponsorship. Rebecca's firm is sponsoring event for \$500. Pam paid \$1000 deposit.
- Chandra to draft spreadsheet of funds.

6. 2025 Conference

- Sponsorship update
 - As sponsors confirm and pay, take sponsorship opportunities off website.
- Speakers
 - Kathy to send letters to potential speakers.
 - Review suggestions for speakers (see spreadsheet)
 - Scott Buckholtz – confirm
 - Julie Ann Schneider and Jason Williams – confirm
 - Michael Levine – confirm
 - Jeannette Mateo – confirm
 - Debbie Ketchum – maybe, possible webinar
 - Erika Dunson – maybe, similar to SLO event and last year's topic of investigating
 - Heather Gocke and Deanna Tarnow – confirm
 - Julie Song and Rebecca Lowell – confirm
 - Aaron Meyer and Kendra Ramada – confirm
 - Ed Fabi and Surani Hayre-Kwan – confirm
 - Angela Peachy and Allan Ridings – confirm
 - Kiran Sahota and Wray Ryback – maybe
 - Timothy Scanlan and Dorothy Stevens – maybe
 - Kathryn Biasotti and Dawn Evans – no
 - Kathryn Biasotti – maybe
 - Stephanie Brown – confirm
 - Elaine Ziembra – confirm
 - Tina Hernandez-Boussard – no
 - Jackie Garman - confirm
 - Potential additional proposals
- Save the Date and Brochure
 - Jon follow-up w\ Dan regarding draft.
- Additional Tasks/Timing
 - CLE – will wait to confirm speakers.
 - Swag – order by end of January. Need to order badge ribbons.
 - Hotel/Catering – Marriott confirmed. Jon should get hotel reservation link this week.

7. Jon items

- Roles and Responsibilities document – If you have held a position, please edit document asap. Jon will distribute most recent version of documents.
- Reimbursement issues – Lack of process to request reimbursement. Make sure requests get sent to treasurer's email: treasurer@cshrm.ca.org. Use our expense report form and send PDF of receipts. Pam to send board reimbursement form.
- Explore possibility of hiring chapter management company to manage daily activities/administrative duties. Jon will do research of available companies and costs.

8. Next Meeting

The next meeting will take place via Zoom on November 22, 2024 at 1 p.m.

9. Adjournment

Jonathan adjourned the meeting at 5:19 p.m.

Minutes submitted by: Erin Weeden