

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: October 8, 2025
Time: 1:00 p.m.

In attendance:

Barbara Caulfield, Chandra Bealey, Duyen Tran, Emily Albanese, Esq., Erin Weeden, Jonathan Corr, Esq., Julie Song, Kathleen Lozano, Mark Field, Rebecca Lowell, Esq., Sheetal Shah, Thomas Viall

Absent:

Cassandra Hall-Valdivia, Karen Frisella, Sonia Atilano

1. Call to order

Erin called the meeting to order at 1:02 p.m. on October 8, 2025.

2. Approval of minutes from last meeting

The Board reviewed and approved the September 10, 2025 minutes.

3. Committee Reports

- Education
 - SLO event, 11/7/2025
 - J Supple is our lunch sponsor and Schaeffer Cota Rosen LLP is our snack sponsor.
 - Not a lot of signups this year; about 20 people so far which include some from the Board.
 - We had about 30-40 people last year.
 - Current state of economy, budget, and layoffs could be contributing to the lack of attendance this year.
 - We are close to meeting our room requirement.
 - Added Friday for \$299/night.
- Sponsorship
 - Conference brochure is complete. Jon will send out an email blast this week. Will start calling people a few days after it's posted.
- Treasurer
 - Bank updates:
 - Checking: \$112,726.96
 - CD balance: Unknown as Chandra is unable to see the balance online but is working on getting that fixed.

- Signed up and paid for a PO Box; switched from San Jose to Oakland; \$248/year; will be a short overlap with the box in San Jose.
- Cyber insurance renews on 12/1/2025. Pricing is flat but there is a contingency.
- The CSHRM website was flagged – RDG Gateway. Chandra will look into what this is.
- StarChapter already comes with \$100k coverage but we are currently purchasing \$1M coverage for ~\$1,800. We should think about whether \$100k is enough; do we need additional coverage?
- We have had six people sign up and pay for the November 7th SLO event at a charge of \$125 each.
- Communications
 - We have the ability to add links to other entity's events; we also have access to the Chat Board through StarChapter but we should screen the things that are being posted and see if there is an approval process like there is for job postings.
- Membership
 - Cassie is absent but sent a membership update. We will discuss it at the next meeting.

2025 Projects

- Rebecca is taking lead on this. The Board reviewed and updated the Board Roles and Responsibilities by going through each section and role.

4. 2026 Conference

- Proposed Marriott contract: met with Michelle about a month or two ago. She is happy to have us back. There were some slight changes. The other venues we've previously explored are too big or too expensive for our needs. The Embassy Suites was similarly priced as Marriott. However, we should be cognizant of our longstanding relationship with Marriott. If we leave and go with another hotel, we could jeopardize that relationship with them.
- Karen put together a speakers spreadsheet. The Board reviewed the spreadsheet together to determine which speakers and presentation topics would be good. We are keeping everyone except #7. A few Board members will reach out to potential speakers.

5. Next Meeting

The next meeting will take place on November 12, 2025 at 1:00 p.m.

6. Adjournment

Erin adjourned the meeting at 2:10 p.m.

Minutes submitted by: Duyen Tran