

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: September 10, 2025
Time: 1:00 p.m.

In attendance:

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

Absent:

Sonia Atilano

1. Call to order

Erin called the meeting to order at 1:00 p.m. on September 10, 2025.

2. Approval of minutes from last meeting

The Board reviewed and approved the August 13, 2025 minutes.

3. Committee Reports

- Education
 - 11/7/2025 event in SLO
 - J Supple is our lunch sponsor for (\$1,500)
 - Criminal events, ICE, clinical errors, legal ethical issues post-Dobbs
 - 6 registrants plus the Board
 - August webinar: 17 attendees; revenue was \$280
 - Upcoming webinar topics: insurance topics
 - January '26 webinar: email ideas/speakers to Kathy
- Sponsorship
 - Conference brochure: ready to go; just need to add title and Barbara will send to Jon; it has been updated with increased sponsorship levels that the Board voted on last month.
- Treasurer
 - Bank updates:
 - Checking: \$111,211.73
 - CD balance: \$32,000 – canceled old CD and purchased new CD with interest rate of 3.75% or 4%. Account will automatically close at 7 months and move into checking account. Will then open new CD account.

- Recent payments: The amount paid for the deposit on the SLO event was \$475 and the amount paid to SCAHRM for our shared events was \$1,683.50.
- Will open up a P.O. Box in Oakland.
- Chandra briefly discussed the conference cost comparison analysis she put together to the Board. Take into consideration how much money we may want to keep in our reserve in case we don't do well with membership or conference signups in the future. She will email the Board a copy and any questions that arise can be discussed at our next Board meeting. Chandra noted that she is doing a cost comparison analysis for all of our CSHRM events including the SLO event in November.
- Chandra will also send the Board the 2024-2025 tax spreadsheet that she put together.
- Communications
 - Jon sent out a Call for Speakers this morning. No other update at this moment.
- Membership
 - Cassie presented a Membership Report to the Board which breaks down the numbers for active, pending, expired, suspended, and no name memberships. Recommendation is to move all suspended and no name accounts to non-member list.
 - Results of membership dues vote: *Increase membership from \$95 to \$99 starting 1/1/2026, but if people register before 12/31/2025, they will get the 2025 rate. **The Board motioned to approve this increase.***
 - The Board discussed doing something like: if you sign up now, you won't have to pay for both 2025 and 2026. You will just pay for 2026. There is an opportunity to get increased membership renewals if there is an automatic notification to renewal membership.
 - Email the 57 expired memberships; sign up now and get 2025/2026 at the 2025 rate (\$95); mid-November/early December, reach out to the active members to see if they're interested in signing up again. Additionally, reach out to past members to see why they haven't renewed their membership. **The Board motioned to approve this plan.**

2025 Projects

- Update Board roles and responsibilities: Duyen will re-send the BOD Roles and Responsibilities document to the Board. The Board will send edits to Duyen who will organize and send them to Rebecca to compile and present at the next Board meeting.

4. 2026 Conference

- Cost of attendance: rental, room rate. A/V is done by a third-party vendor but through the hotel. Chandra will put together a cost analysis for the 2026 conference closer to the conference date.
- Speakers and topics: Coverys; Resilience and Behavioral Intervention Teams; Dr. Geeta Pensa, sued for 12 years on one case, national speaker, blogs, podcast, has worked a lot with UC system related to providers being sued. Coast Guard Academy, something on resilience. We have a few repeat speakers that we can invite back again as people were receptive to them. Kathy will reach out to Scott, Jackie and Ed.
 - Send out emails as new ideas/speakers come to mind.

5. Next Meeting

The next meeting will take place on October 8, 2025 at 1:00 p.m.

6. Adjournment

Erin adjourned the meeting at 2:07 p.m.

Minutes submitted by: Duyen Tran