

CSHRM BOARD OF DIRECTORS MONTHLY MEETING MINUTES



Location: Zoom
Date: September 11, 2024
Time: 1:00 pm – 2:00 pm

In attendance:

Chandra Bealey, Kathleen Lozano, Barbara Caulfield, Erin Weeden, Sheetal Shah, Esq., Karen Frisella, Mark Field, Pamela Brotherton-Sedano, Tascha Haut, Esq., Kirsten Padgett; Jonathan Corr (joined late)

Absent:

Duyen Tran; Cassandra Hall-Valdivia Daniel Wainwright, Esq., Rebecca Lowell, Esq, Sonia Atilano,

1. Call to order

Kathleen Lozano called the meeting to order at 1:08 on 09/11/2024.

2. Approval of minutes from last meeting

Kathleen Lozano made the motion to approve 2024 August meeting minutes. Chandra second motion and Board approved. None opposed.

3. Education Committee Report

- Kathleen Lozano – reported that all is set up for the SLO educational conference. All costs are covered by participants. We received \$1000 from SCARM and \$1000 from CSHRM. The conference will be 5 hours continuing education. It is a deep dive into risk management role. Kirsten, Rebecca, Sonia and Cassie have been working on it. SCARM will be in charge of CEUS and MCLEs for the event. They will do all sign ups.
- Upcoming CSHRM Conference – Scott Bucholz only proposal sent in. Encourage all board members to find speakers. We typically need 13-14 hours.

4. Sponsorship Committee Report

- Kirsten Padgett gave committee report. Committee is Mark, Barbara and Kirsten. They have signed La Follette, Johnson as official sponsor of President's reception at increase level of 4k. Discussed maybe splitting the Business lunch sponsorship into to 2 sponsors of \$ 1700.00 each. We haven't had anyone take Business lunch for last few years. The lunch would still be buffet style. Mark Fields brought up that we might want to have time at end of morning conference session to make sponsor and CSHRM announcements. A micro business lunch. Board supportive. Sponsorship committee will communicate with Dan on sponsorship brochure and

education committee will work with Dan on scheduling. Tascha to find out who sponsored business lunch in the past and send to sponsorship committee.

5. Secretary Committee Report

- Nothing to report

6. Treasurer Committee Report

Pam Sedano Brotherton gave financial report. Opening balance August 01, 2024 was \$92,077.13
Ending balance on August 30, 2024 was \$93,767.88. CD balance is \$32,424.50

7. Communication Committee Report

- No report

8. Membership Committee Report

- No report

9. 2024 ASHRM Reception

- Met required amount.
- Registration for Attendees: 53 signed up. It is about 1/3 of total number that can be accommodated.
- Board Member Attendance/Help: Several members have signed up. Chandra helping put it on social media.

10. November 8, 2025 SLO

- Update on Status: See education committee report.

11. 2025 Conference

- Sponsorship Levels Finalization: Yes. Sponsorship committee will meet and work on approach and communicate with Dan for sponsorship levels
 - Publication of levels/brochure distribution: Sponsorship committee will connect with Dan
- Call for Speakers: Gone out a couple of times- encourage members to get speakers. We have one proposal from Scott Bucholz
 - Reminder/Suggestions for speakers: Need board members to help with the spreadsheet and help with tracking, keep in touch with presenters. Basically, provide them links and work with them on questions, welcome them at event. Barbara Caulfield, Erin Weeden, Chandra Bealey will help with speakers. Kathleen will reach out to Cassie and Sonia to help with speakers.
 - Tracking of proposals received: One received.
 - Keynote: Any ideas for keynote speaker- Mark Fields to look for key note. Board members to look for ideas and present at next meeting.

- Save the Date: already sending those out
- Additional tasks/timing: nothing at this time

12. Discussion re: Insurance Renewal Process

- Chandra got insurance quotes and renewal cost was flat. Discussion about marketing our insurance out to see if best rates. Not worth time for a nominal charge. Decided to stay with current vendor and bring back to board if major changes in cost or benefits and then we can consider going out the market.
- Kathleen made motion to approve Cyber coverage and Tascha second the motion. Board approved. No opposition.

13. Next Meeting

The next meeting will take place via Zoom on October 16 at 4:00-5:00 pm. (Erin will take minutes as Duyen and Tascha are out of town)

14. Adjournment

Jonathan adjourned the meeting at 1:54 09/11/2024

Minutes submitted by: Tascha Haut