

CUPA-HR Northern/Central California Chapter
Board Meeting Minutes (Conference call on 6/6/18)

The one-hour call/meeting took place at noon on Wednesday (6/6/18) afternoon

Meeting Agenda:

- **Roll call & Check In**
- **Approval of minutes for previous meeting (May)**
- **Budget and Expense Report**
- **Event and Project Planning**
 - **Spring Full-Day Conference (5/31/18)**
 - **ALP Conference in Tampa (July, 2018)**
 - **Board Development and Strategic Planning Day (August, 2018)**
 - **Tentative Annual Calendar**
- **Outstanding Business**

Board Members present: Wendy Lee, Christine Lovely, Sheila Javier, Javier Rodriguez, Shanice Whittaker, Marlene Denham, Mariela Rodriguez, Tammy Kenber, Vivian Lee, Emma Gordon
Board Members not present: Veronica Lenegan, Deborah Walker, Penny Scafer, Holly Lindley

Roll Call & Check In

Each member shared their plans for the summer.

- Wendy Lee, Past President and Interim President
- Christine Lovely, President-Elect
- Veronica Lenegan, Secretary
- Sheila Javier, Treasurer
- Javier Rodriguez, Sponsorship Outreach/Relations
- Shanice Whittaker, Event Logistics, Registrations & Evaluations
- Marlene Denham, Membership Outreach/Relations
- Deborah Walker, Event Programming - Learning/Development
- Mariela Rodriguez, Website Administration
- Penny Schafer, Treasurer-Elect
- Tammy Kenber, Floating Member-at-Large
- Holly Lindley, Incoming Event Logistics
- Vivian Lee, Incoming Secretary
- Emma Gordon, Incoming Treasurer-Elect

Approval of the minutes (May) ???

Budget and Expense Report

There are currently 4 pending sponsor payments. Once received and after invoices have been paid, there will be a final balance of ~\$9,300. The status of our banking accounts are as follows:

- Checking: \$8,811.35
- Savings: \$35

Sheila will work with Penny to transfer board treasurer duties.

Event and Project Planning – Spring Full-Day Conference (May 31, 2018)

The Spring Full-Day Event was last Thursday, May 31, 2018 at Oracle. 92 participants attended and it was our biggest event to date. We did have 38 people drop off so will discuss in future meeting on how to retain registration. There was a suggestion to look at charging people to attend the event. Another option is to have clear communication and expectations for no-shows.

Christine received a lot of emails from attendees complimenting the event. Marlene received compliments on the relevance of topics and the food. There was a suggestion to send future invites to finance people. We expect that feedback from our survey will be overwhelmingly positive. Speakers were in engaged. Great job to Christine, committees, and volunteers.

Carina has offered usage of the venue for our annual event every year. Board will vote at a future meeting.

An email will go out today with SHRM certification credits. Another communication will go out when HRCI certification credits have been finalized.

Alison will email Mariela the pictures from the event. Mariela will post on the website.

Event and Project Planning – ALP Conference (July, 2018 in Tampa, FL)

Christine, Shanice, Penny, Marlene, and Tammy will attend on behalf of the Northern/Central California board. They will wear their chapter shirts: Day 1 (blue); Day 2 (black); Day 3 (open).

Event and Project Planning – Board Development and Strategic Planning Day (August, 2018)

The event will be held at Santa Clara University during the week of August 20th. The committee consist of Shanice, Wendy, Christine, Javier, Emma and Tammy.

Event and Project Planning – Tentative Annual Calendar

The following is the tentative Northern/Central California CUPAHR calendar 2018-2019.

- July, 2018 – ALP Conference
- August, 2018 – Board Development and Strategic Planning Day
- November, 2018 – Fall Half-Day Conference
- January, 2019 – Webinar
- February, 2019 – Chapter Networking Event
- June, 2019 – Spring Full Day Conference

Outstanding Business

Since Deborah didn't join the call, the question on HR Certifications will be deferred to the next meeting.

Wendy will send out a survey to ask about moving the regular board meetings to another day/time.

Next Meeting: Board Development and Strategic Planning Day (August)

Adjourned at 12:52