

CUPA-HR Northern & Central California Chapter  
 Monthly Board of Directors Meeting Minutes  
 May 9, 2024 12:00-1:00pm via zoom

**Meeting Agenda**

- Call to order
- Adjourn

**Board Attendance**

**Note:** The Northern and Central California CUPA-HR Board members voted and confirmed the noted appointees into their respective positions designated for July 1, 2023 – June 30, 2024 during the June 21st, 2023 meeting.

Cindy Cho, President		Lyndon Huling, MAL	x
Patty Covington-Fleming, President-Elect	x	Natalie King, MAL	
Vivian Lee, Past President	x	Margaret Roberts, MAL	x
Carrie Medders, Secretary	x	Mellonie Richardson, MAL	x
Penny Schafer, Treasurer	x	Rebecca Sarkissian, MAL	x
Angie Banez, Treasurer-Elect			

**Others in Attendance**

Shanice Whittaker	x		
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**Called to Order:** The meeting was called to order at 12:04 pm by Patty Covington Fleming, President-Elect

**Updates from Western Regional Board**

Shanice shared that the Board is planning for the next ALP and asked if our Board had any specific topics we would like to cover. She also discussed the Board’s work on building a leadership pipeline and reminded us to contact her if we would like to be involved in the Board, even in an unofficial capacity.

**Budget & Expense Report - (Penny)**

- Penny shared the following information regarding the Board’s budget and recent expenses from the one-day conference:
  - Checking: \$15,111.28
  - Savings: \$891.09
  - Revenue (pending): \$4901.00

- Revenue from conference registration: \$5416
- Revenue from sponsors (pending): \$4901
- Revenue from sponsors: \$7000
- Expenses (pending): \$148.65
- Expenses paid to date for conference: \$9245 (space & catering); \$69.43 (supplies)

## Events

- Learning Community - May 21, 2024 (**Margaret/Lyndon**)
  - Margaret updated the Board on the registration numbers (33 individuals, 13 institutions) and reminded everyone to share the information with their networks both on our campuses and via LinkedIn. She also reminded everyone that the focus of the session is on AI, and they will have demos and breakout time for participants to connect and discuss the topic.
- All Day Conference - (**Patty**)
  - Patty reviewed survey responses at a high level and will have a longer debrief at a future meeting. The Board discussed having a centrally located space and a less costly one for a future conference, as well as noticing that conference attendance tends to reflect board membership. Patty asked the Board to think about other things to look for when planning next year's event.
- Webinar Planning
  - The Board discussed ideas for the Fall webinar, as well as the possibility of additional webinars throughout the year. The Board also discussed participating with other chapters in their monthly events. Participation would mean not just attending but also providing content. This is something to consider when planning the webinars for the next year.
- Board of Directors 2024-2025
  - Vivian announced that she and Emma will be working on a project regarding pipeline development for Board positions for the coming years. This project will focus on community college inclusion with the goal of having a more diverse board with more institutions represented.
  - Patty announced that Cindy is developing a new Board member interest form which will help in building the Board for next year.

**Adjourn:** The meeting was adjourned at 1:01pm.

**Next meeting:** June 13, 2024 - 12:00pm-1:00pm