



CUPA-HR Northern/Central California Chapter
Board Meeting Minutes (Conference Call on 11/02/16)

The one-hour call/meeting took place at noon on Wednesday (11/02/16) afternoon.

Board Members **on** the call: Wendy, Rich, Jaiver, Michelle, and Veronica
Board Members **not** on the call: Eduardo, Joan, Shelia, Shanice (Jonathan has resigned his position)

Meeting Agenda:

- (1) Chapter By-Laws (membership voting) - update
- (2) Nov. 18th Board Development and Strategic Planning Day - input
- (3) February Webinar - "Addressing Workplace Bullying" - input
- (4) Sponsorship Grid - input
- (5) Other business

(1) Chapter By-Laws (membership voting) - update

--The email or "Ballot to Vote" on the Chapter By-Laws was sent out to all members by the CUPA-HR National office. Some members voted by responding to that email, but all Board Members are in agreement to accept the Chapter By-Laws.

2) Nov. 18th Board Development and Strategic Planning Day - input

--The day will be sponsored by Sibson Consulting; Joan is coordinating the details with Carol Mercer, from Sibson. Joan previously shared a draft agenda (via email with the Board) for the Nov. 18th event and invited others to respond with feedback and identify areas of task/agenda item ownership. The updated draft agenda items are listed below:

1. Reserve Location and send out directions and information about parking: *Joan*
2. Arrange a welcome from SCU Administrator: *Joan*

3. Draft Agenda and circulate to everyone for comment and feedback: *Joan, Wendy and Eduardo*
4. Review and finalized the agenda: *All*
5. Distribution of finalized agenda: *Joan*
6. Getting to know and team building activities: *Joan and SCU OD Unit*
7. Identified, arranged for and tested any required equipment: *Joan*
8. Contact Sibson Consulting on breakfast and lunch menu selection: *Joan*
9. Contact Sibson Consulting on agenda and role during the day: *Wendy or Joan*
10. Identify and send out pre-reading materials to the group if needed: *Eduardo*
11. Packet/Materials for the day: *Carol Mercer and Joan*
12. Facilitator/Leader of the Meeting: *Carol Mercer from Sibson Consulting and Wendy Lee*
13. Note taker for the day (discussion, decisions made and action items): *Eduardo & Veronica*
14. Professional Development Topic: *Carol will connect with Javier on Change Management and Change Leadership*

--The Board will also plan to review job (or Board role) descriptions at the meeting to ensure the positions are defined and clear for both the current board leadership and future board leadership.

--Looking to June, and beginning to plan the all-day event, a potential topic of Change Management and Change Leadership was discussed. Javier mentioned he has some experience as a trained Change Leader at UC-Berkeley and that he will be able to help develop that piece of that presentation/material for the day, once further discussed and refined. Additional ideas will be identified and discussed at the 11/18 Board meeting.

3) February Webinar - "Addressing Workplace Bullying" - input

--Rich may likely be leading and shaping the content of the webinar, in collaboration with other Board members on that working group. Additional discussion with that planning group will be necessary, and there will be further opportunity for discussion at either the board meeting on 11/18 and/or a follow-up discussion will be scheduled for another time. CUPA-HR National Office may also be a good resource for technical assistance with the creation of the webinar format and other logistics. A sponsor will also be identified for the event. Concrete content, along with logistics (date/time etc.) are still in development.

4) Sponsorship Grid - input

--Wendy emailed the Sponsorship Grid to the Board for review and feedback. Wendy, Javier and Veronica briefly discussed the Sponsorship Grids and agreed to move forward with the sponsorship levels, as outlined. There may be further discussion at the Board Meeting on 11/18. There are several potential sponsors who are 'waiting in the wings', and opportunities for partnership will be further identified and refined in the months ahead. The overall goal for the

chapter is to continue to secure sponsorship for the Webinar and the full day event in June. Also, the bigger goal is to secure enough sponsorship to fund full Board attendance to the ALP Conference in Tempe, AZ in July 2017, which will further support chapter membership expansion and future board recruitment efforts and professional development.

5) Other business

--In follow-up to Glee Wilson's recommendation, Wendy confirmed that the necessary bank activity/financial report for FY15-16 had been submitted to Glee, and that the Chapter's bank account is now in both Shelia's name and Joan's name, for shared access going forward as a best practice.

--Given Jonathan's resignation from his position at Dominican and from the Board, Michelle has volunteered to take on the Web Administrator / Management responsibilities. She will connect with Wendy to review the needs and process of maintaining the Word Press system/website which is hosted by the CUPA-HR National Office. The Board expressed its deep appreciation that Michelle has volunteered to serve in this expanded capacity. If necessary, the Board discussed possibly recruiting an additional Member-at-large (Membership), to support Michelle's primary role, if additional support is needed. It was also discussed that given the time of year, in that, we are approaching January 2017, the time that the Board would ideally begin recruiting for the 2017-18 Board Leadership, we may move forward as a Board of (9), rather than (10), given that Michelle has taken on the Web Administrator / Management piece.

--The next Board meeting is in-person for the Strategic Planning and Board Development Meeting at Santa Clara University on Friday, November 18th, from 8:30 - 3pm.

--- End of Meeting ---