

CUPA-HR Northern/Central California Chapter
Board Meeting Minutes (Conference call on 9/11/19)

The one-hour call/meeting took place at noon on Wednesday, September 11, 2019 afternoon

Meeting Agenda:

- **Roll call & Check In**
- **Approval of minutes for previous meeting (June, August retreat)**
- **Budget and Expense Report**
- **Sponsorship**
- **Event and Project Planning**
 - **Upcoming Events**
 - **Half Day Conference**
 - **Combo Webinar/Networking Mixer**
 - **Full Day Conference**
- **Outstanding Business**
 - **Chapter Shirts**
 - **New Sponsorship level**
 - **Web site update**
 - **Nationals name of 2019-20 Board Members**

Board Members present: Shanice Whittaker, Marlene Denham, Christine Lovely, Vivian Lee, Emma Gordon, Anthony Garrett, Penny Schafer, Amy Shuman, Julie Johnson

Board Members not present: Holly Lindley, Bob Ficken, Vickia Brinkley

Roll Call & Check In

Each member shared if they followed through with their summer plans.

Approval of the minutes (June and August Retreat)

Minutes deferred to next meeting.

Budget and Expense Report

Checking account currently has \$12,769.99 which includes subtracting the outstanding reimbursements. Savings has \$289.28. The FY18-19 Financial Report revenue was \$10,625 with 2 outstanding sponsor payments. Our expenses for the Fall meeting as \$1298 and Spring meeting was \$7490. The deadline to submit receipts is 9/13/19.

Shanice will check with CUPA Nationals about legal letterhead logo and Vivian is to create a template to officially recognize individuals in Board positions.

Sponsorships

Amy has a call tomorrow with LCW Legal firm as a potential sponsor. They are interested in delivering a webinar to CUPA members.

Event and Project Planning – Half Day Conference

The board is aiming for November 20th for the Half Day Conference in Sacramento. The board is considering UC Davis Sacramento campus location.

No webinar option will be available to drive the increase of in-person attendance. In addition, the topic (Workplace Culture and Change Management) is interactive.

The board considered PROSCI Change Management and Civility of the Workplace as possible speaker topics. Bob will submit an outline to HRCI for credit approval no later than mid-October.

There was discussion about the board offering two half day conferences (one in fall and other in spring). The board approved to consider a second half day based on the attendance of the first half day.

Event and Project Planning – Half Day Conference

The board is targeting a February/March 2020 webinar and networking mixer. Anthony is the project lead. The idea is that the participants will meet in person at 2-3 different locations across Northern California and watch the 30-45 minute webinar together. Afterwards participants will engage in a live networking and best practice discussion at each location. The webinar will be focused on ethics and employment law responsibility.

Event and Project Planning – Full Day Conference

The board is targeting the full day conference to be on June 11, 2020 at UC Berkeley. The focus will be employee retention and recognition. The goal is to have 200 attendees. There will be further discussion on charging for admission to the conference.

Outstanding/Other Business

Shanice will circle back with those who have not submitted a shirt order.

Please check the board roster on google drive to ensure that information is correct.

Nationals already has the names and positions of the 19-20 Board.

Adjourned at 1:02pm