

CUPA-HR Northern/Central California Chapter
Board Meeting Minutes (Conference call on 11/13/19)

The one-hour call/meeting took place at noon on Wednesday, November 13, 2019 afternoon

Meeting Agenda:

- **Roll call & Check In**
- **Approval of minutes for previous meeting (October)**
- **Budget and Expense Report**
- **Sponsorship**
- **Event and Project Planning**
 - **Upcoming Events**
 - **Half Day Conference**
 - **Combo Webinar/Networking Mixer**
 - **Full Day Conference**
- **Outstanding Business**
 - **Wendy E Lee Premier sponsorship level**
 - **Chapter Shirts**
 - **Board Vacancy**

Board Members present: Shanice Whittaker, Marlene Denham, Vivian Lee, Anthony Garrett, Amy Shuman, Bob Ficken

Board Members not present: Christine Lovely, Emma Gordon, Holly Lindley, Julie Johnson, Vickia Brinkley

Roll Call & Check In

Each member shared accomplishments and challenges from their respective board roles.

Approval of the minutes (October)

Minutes deferred to next meeting.

Budget and Expense Report

Checking account currently has \$12,704.28. Savings has \$339.50. Our total expense is \$13,043.78 which includes the August 16th retreat reimbursements minus Wendy's expenses.

Sponsorships

Four sponsors are interested in tabling at the half day conference. Marlene will confirm if the location can accommodate the tables.

Event and Project Planning – Half Day Conference

The Half Day "Change Management" conference is next week on November 20, 2019 from 11am-2pm at UC Davis. The board has been asked to arrive at 9:30am. 99 individuals, including the board and sponsors, have registered. Anthony will draft a communication to be sent out

through Eventbrite to all registrants with more logistical information. Communication will go out on Monday. Marlene will order lunch from Panera. Marlene and Bob will discuss venue logistics. Shanice will update Vickia and Holly. The board will wear their maroon CUPA shirts or a plain maroon shirt and black pants.

Event and Project Planning – Webinar/Networking Mixer

Shanice and Anthony will work on transition plan for webinar and networking mixer.

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 250 attendees.

Outstanding/Other Business

Any board interested in joining the small working group in establishing the Wendy E Lee Premier Partner sponsorship level, please reach out to Shanice.

Penny has offered to digitized the logo and order new shirts.

Shanice has reached out to three past candidates regarding current board vacancies. Two have responded.

Marlene will take notes for the December and January meeting.

Adjourned at 1:05pm