

CUPA-HR Northern & Central California Chapter
Board Meeting Minutes (Zoom Meeting on May 12, 2021)

The one-hour call/meeting took place at noon on Wednesday, May 12, 2021
30 minutes were dedicated to standard board meeting; 30 minutes dedicated to review and prep
for June event with keynote speaker Dr. Ard

Meeting Agenda:

Roll call

Approval of minutes from April and/or May

Budget & Expense Report

Sponsorship Update

New Business

2021 Events and Project Planning

Board Members present: Marlene Denham, Nicole Terrell-Whipper, Penny Schafer, Shanice Whittaker, Emma Gordon, Patty Covington Fleming, Michelle Wong-Abellana, Vivian Lee

Board Members not present: Cindy Cho, Rebecca Sarkissian

Roll Call

The meeting was called to order at 12:06pm

Approval of minutes from April and/or May

This will be done via email.

Budget & Expense Report

Total: \$14,934.98

- Checking: \$14,145.56
- Savings: \$789.42
- Revenue: \$0.00
- Expense: \$0.00

*Anticipated June conference expenses around \$4,200.00 for two key note speakers plus another \$160 for \$20.00 gift cards for each presenter.

Sponsorship Update

- Penny has not heard back from some sponsors and plans to reach out today/tomorrow (5/12-5/13) via phone
- Will need to know which sponsors will come back in new year
- Marlene can help with Emma cold call sponsors in June
- Hoping to do some in-person activities in the future

New Business

- Board discussed reviewing April event survey results by going to Survey Monkey

- Board to review results with Dr. Ard during meeting taking place immediately after Board meeting; will also discuss June event with Dr. Ard

2021 Events and Project Planning

- June conference from 9am-2pm includes keynote speakers, breakout sessions and CHRO panelists
- Last event for the year
- Marlene, Emma and Shanice have worked on abstract and will work with Vivian to get announcement out to National
- All information is on google drive
- Still planning morning session – yoga is a possibility; Marlene to confirm
- Board members should review assignments on the run sheet asap and let Marlene/Emma know if not able to participate
- Several high level/CHROs are confirmed to participate
- Board members should add questions they would like asked of the panelists to the google document
- 4 breakout sessions confirmed:
 - Cultural Appreciation vs. Appropriation
 - DEI
 - Defining Race Continues
 - Preventing Wildfires
 - Board members will be assigned to rooms and will take attendance in each room
 - Cindy/Marlene will serve as technical producers
 - Marlene and Patty to serve as moderators
 - Board members are needed to help
 - Board members will need to document attendees in break out rooms (Vivian to draft note to include with instructions)
 - Marlene and Patty will draft instructions for the panelists
 - 1 question per panelist (5) may be adequate
 - Will have additional questions from attendees where any panelist can answer
 - If anyone is interested in a particular breakout session, go into google drive and add your name, otherwise Shanice will assign board members to breakout rooms
- Advertisement – National will send and also send a reminder
 - Cindy to send to National
- Master Powerpoint
 - Marlene is working on updates; the plan is to keep the master separate from speaker presentations
- Registration Page
 - Vivian will create the registration page
- Sponsors

- Penny confirming sponsors
- HRCI/SHRM Credit – Nicole will submit
- New Board year starts July 1
 - New board member: Sarah Larson, Website Administrator
 - Upcoming meetings:
 - Suggestion to have meeting/retreat in July and schedule a meeting for August but hold only if needed
 - Will send doodle poll to Board to determine best meeting/retreat date/time as July tends to be very busy; poll to include dates for August
 - Possibility of having meeting and retreat the first week of August

The meeting was adjourned at 12:32pm

Next meeting: July 14, 2021

Debrief Meeting w/Dr. Ard

Snapshot of last event:

- Overall extremely successful
- Went over survey results:
 - Loved share out, definitions
 - Informative
 - Majority very satisfied (more than 70%)
 - Would love to see their institution have this presentation

June 11 Presentation

Structure: 2 breakouts

- 1) RAA Keynote 1 speaker - 45 minutes (will sign on at 9am; start at 9:30)
 - Original plan was to have 2 Breakout sessions (20 minutes)
 - Pick one for am; one for pm (both sessions will be same content)
 - May make breakouts 30 minutes or longer
 - Will send run sheet to presenters once final

1st keynote: Defining Race continues

Have breakouts be more related to keynotes (30-40 minutes)

- Defining race
- DEIB

2nd keynote: Resilience, Empowerment, Disaster Preparedness, and Recovery

- Cultural Appreciation vs. Appropriation
- Preventing Wildfires

Presentation:

- 2-3 Definitions
- White Supremacist Culture – Elements within Organizations
- Heavy verbiage

- When sending out announcement, include note about sensitive nature and possibly triggering/difficult content. HR: this is how we bring value

- Next steps: send slides by June 1

- Per Dr. Ard -need contract in place prior to event on June 11

Meeting adjourned at 1:01pm

Next meeting: July 14, 2021