

CUPA-HR Northern & Central California Chapter
Board Meeting Minutes (Zoom Meeting on September 8, 2021)
The one-hour call/meeting took place at noon on Wednesday, September 8, 2021

Meeting Agenda:

Roll call

Welcome

Approval of minutes from June

Announcements

CUPA-HR Google Drive Authentication Process and Steps

Account Signature Authority Update

Budget & Expense Report

2020-21 Financial Report

Sponsorship Update

Annual Events

Board Members present: Cindy Cho, Emma Gordon, Patty Covington Fleming, Sarah Larson, Vivian Lee, Angie Banez

Board Members not present: Penny Schafer, Marlene Denham, Shanice, Michelle Wong-Abellana, Nicole Terrel-Whipper

Roll Call

The meeting was called to order at 12:05pm

June 9 minutes approval will be postponed

This will be done via email.

Announcements

2 new board members were welcomed – Angie Banez, Secretary, and Sarah Larson, Website Administrator. Discussion about 3 vacant board position

- Program Development
- Technical Producer
- Floater

CUPA-HR Google Drive authentication process and steps (Vivian and Cindy)

It was decided that the board secretary (Angie) will give members access to CUPA-HR Google Drive.

Account Signature Authority Update

Finance reporting handover from Emma to Michelle were discussed. Treasurer and President signatures are needed on account, Vivian's name to be added next month. Hand over will be done in October.

Budget & Expense Report

Cash Account: \$10,394.68

Business Checking: \$9,505.24

Market Rate Savings: \$889.44

Revenue: \$0.00

Expenses: \$41.88 (retreat meals)

Sponsorship Update

Awaiting response from Leibert, Cassidy, and Whitmore (LCW) sponsorship payment (\$1250.00) status. There was a change to sponsorship amounts from last year. Voting postponed since Penny was not present.

Annual Events

Member at large – events logistics discussed developing event planning process to effectively plan events for the future. Testing in first event for effectiveness and will test throughout the year.

Debrief on event planning process pilot, so far (Cindy). Cindy created an Event Task List (to be sent out weekly).

October 28, 2021 Webinar/Zoom event, "How HR Supports Employee Empowerment" was discussed and who panelists should be and what questions should be presented for event. Panelists will include those who are at various HR career stages.

February 11, 2022 Joint Virtual Mixer, HR's Role in Leading a Culture of Care" with Southern California was discussed. Sub team and lead to include 2 board members/chapter from each chapter to develop event plan. Southern California chapter to attend October meeting to discuss planning of this event.

April and June 2022 events were not discussed.

Board Values

Board discussed Board Values that we are to hold ourselves by that were discussed in retreat. Our agreed upon values are:

1. Accountability
2. Honesty & Integrity
3. Respect

4. Teamwork & Collaboration
5. Empathy/Empathetic Leadership
6. Effective Communication – e.g. transparent, clear
7. Fun

Sarah to post Board Values on Website.

2021-22 Strategic Plan and Goals

No discussion

Outstanding Business

Cindy to meet with Vivian re: Survey Monkey (or can be customized using Googleform) and house in one area for post event surveys.

Chapter logo design was discussed and Sarah to update/rebrand chapter logo.

The meeting was adjourned at 1:05pm

Next meeting: July 14, 2021