

CUPA-HR Northern & Central California Chapter
Meeting Agenda

Wednesday, January 10, 2018; 12:00-1:00pm

Type of Meeting: Monthly Board of Directors Meeting

Meeting Facilitator: Wendy Lee, Chapter Interim President

Invitees/Roll Call: (identify in just a few words something you are thankful for..)

Wendy Lee, Past President and Interim President

Christine Lovely, President-Elect

Veronica Lenegan, Secretary

Sheila Javier, Treasurer

Javier Rodriguez, Sponsorship Outreach/Relations

Shanice Whittaker, Event Logistics, Registrations & Evaluations (absent)

Marlene Denham, Membership Outreach/Relations - picture spotted in CUPA magazine!!

Deborah Walker, Event Programming-Learning/Development

Mariela Rodriguez, Website Administration

Penny Schafer, Treasurer-Elect

Tammy Kenber, Floating Member-at-Large

Agenda

- Call to order; Roll call & Check in
- Approval of minutes for previous meeting (December) - Secretary (Veronica)
 - Veronica doing October/November minutes
 - Wendy will do December minutes
 - Wendy and Veronica will make a plan to get all the minutes finalized
 - Once finalized all minutes will be added to the chapter website
- Sponsorship Updates - Sponsorship Coordinator (Javier)
 - Javier is working on Lynda.com (LinkedIn/Microsoft)

- Oracle is another possibility - waiting to hear back/more
 - Annual sponsorship in May/June
- Budget & Expense Report - Treasurer (Sheila)
 - Currently checking \$5,382 and savings \$39
 - Waiting on Slingshot \$250 sponsorship for Nov - they will send check
- Website Updates and HR Job Postings - (Website Coordinator) Mariela
 - Updated to include webinar and will add February mixer soon
 - Please send Mariela more job postings for HR positions
- Event and Project Planning
 - January 25th (Thursday) Webinar - Marlene
 - Data Webinar for National CUPA
 - Marlene drafted communication to chapter members - will finalize Thurs, 1/11
 - Veronica can submit the email blast request on Friday, 1/12
 - February 15th (Thursday) Social Mixer - Shanice - Sac State, 2pm-4pm
 - Christine says room/location is all set - University Union Orchard Suite 2nd floor
 - Shanice will look into banner and tablecloth
 - Shanice will work with Mae Kong on the food order
 - Focus will be broad to include all social mixer
 - June 19th or 20th Full-Day Conference - Christine and Javier
 - Jim at Oracle - asking for patience - hoping to solidify June 19th (by this Friday)
 - Board will wait until Feb 7th meeting to come up with a backup plan
- Outstanding Business
 - SHRM and HRCI Education Credit - Deborah
 - Deborah asking to meet with Sheila about the requirements to get certifications
 - Deborah asked about backdating credits and we will be able to for one event
 - Community College Outreach - Full Board
 - Tammy did outreach - and they will join the webinar in January
 - Tammy will send those contacts to Wendy and Marlene
 - Chris Little (Butte-Glenn Community College District)
 - Wyman Fong (Chabot-Las Positas Community College)
 - Charo Albarran (Napa Valley College)
 - Marlene will also reach out to welcome the new chapter members
 - Finalizing Position Descriptions - Wendy
 - Wendy still has not finalized these position descriptions but will by Feb 7th!
- Next meeting: Wednesday, February 7, 2018
- Adjournment