



Central OR SHRM Board Meeting Minutes
Zoom Meeting
November 9, 2023

a. Welcome & announcements – Cindy Bené

- i. Start time: 7:59 am, End time: 9:00 am
- ii. Attendees
 1. Present: Matt, Cindy, Nicole, Marielle, Kurt, Courtney, Natasha, Stephanie, Reggie, Michelle
 2. Absent: Heather, Don, Ellyn, Karen
- iii. October Minutes – approval motion made by Cindy, second from Kurt. Board approved.

b. Treasurer's Report – Matt

- i. On track to have 2023 expenses below budget for the year. Revenue will likely come in under expected; due to title sponsors we did not secure. More cash on hand than at the beginning of 2023.
- ii. Large expense of SHRM study materials hitting our expenses; it will be neutral once we are reimbursed.
- iii. Oct/Nov/December are high expense months. Will be paying off legal update expenses in November.
- iv. Legislative update; we had questions earlier about April's meeting. This time we tracked income vs costs. Board packet shows XLS file with two tabs to review; outlines income and cost for event after receiving final invoice. According to square registration: 74 people paid for the event. 62 were members, 12 non-members.
- v. Can we look at the non-member attendees; have a process for encouraging them to purchase a membership? **Invite to member appreciation luncheon.**
- vi. 2024 Budget Discussion:
 1. \$12k for programming, \$4k per month with offset by sponsorships. \$1000 per for COCC and speaker fees. Matt recommends we give to programming committee to make decisions. This allows flexibility.
 2. Marielle- Discussion about what decisions are in the purview of the programming committee vs the board. Need clarity. Is the networking part of programming? Budget to be used for programming.
 3. Can networking events be counted as programming? Stephanie said we can if there are table topics, in order to have PDC's. Mixers only do not allow for PDC's.
 4. We have the option to get a title sponsor, \$1250 for the year. **Cindy will send out the parameters to the board. We should be recruiting companies for that spot.** We should have a solid plan for programming for the year when we go to sponsors.
 - a. Right now, we only have Feb, May and June to plan for 2024.
 5. Clarified that this is discussion only now, we will finalize the budget at a later time.

- vii. Square alternatives: 4.12% are the fees, which are high. **Matt is working with Michelle and Cindy to investigate other options.**
- viii. Recommend we add MISC and Awards categories in the 2024 budget for items that have come up. For example, we get a grant for DEI programming. We don't have a line item in our income category to account for it. We will include in budget proposal, vote on later. Matt- makes it easier to pay for items without getting approval each time and take board's time.
- ix. Blue-sky requests: Cindy recommends we allocate \$20,000 of our money in reserves, invest for future growth. The money is sitting in our bank, doing nothing.
 - 1. Matt- where do we invest the money, who administers?
 - 2. We will decide at another time. Important to diversify. Ideally, we have 1+ years of operating expenses set aside in savings.
 - 3. **Cindy will send link from SHRM conference with Raymond James presentation.**
 - 4. There is a workbook to determine the allocation; **Cindy, Matt, and Stephanie will research more and make a formal recommendation to the board.**
- x. Stephanie- Financial decisions of \$250 or less only need a vote from Current president, Past President, Treasurer, Secretary? We should get this clearly stated and understood by the board.
- xi. Any other thoughts or questions about our budget; email Cindy, Matt and Stephanie.**
- xii. Vote on 2024 budget will be in December

c. Programming – Marielle Gallagher & Natasha Cagle

- i. November panel- we have 7 on the panel now. Diverse Workforce Solutions. 90 minutes
 - 1. Sponsor- Xenium
 - 2. Same room as legal update at COCC.
 - 3. **Recommend we get two sandwich boards for the event; probably not enough time to get one in time for next week. Marielle will work on getting an option for next week; Office Depot has quickly made signs that could work.**
 - 4. **Matt will look into signs for future events**
- ii. December 13th- Haven. Afternoon/evening event; start at 4.
 - 1. Silent Auction items- We all need to reach out for donations. We need information from the team on who has already been contacted. **Don to share a spreadsheet of what is pending.**
 - 2. **Refer to the flyer that Marielle sent; we can use to communicate with people in our network.**
 - 3. Registration table; website is already live on the website.
 - 4. **We need two more sponsors for the event; they come to the event.**

d. Membership –Nicole and Reggie

- i. 247 members, 4 new in the last 30 days.
- ii. 8% over our goal

e. DEI – Ellyn

No report

f. Education- Courtney

- i. 37% of our membership is SHRM certified.
- ii. Course at COCC has started.
- iii. SOP is almost complete; will share with board once finalized.

g. Foundation – Don Paumier

No report

h. Legislative Update – Kurt Barker

No report

i. Technology Update – Michelle Hammond

- i. Will post for DEI panel, December mixer on social media.

j. President’s Update – Cindy Bené

- i. Need to update bylaws. Our bylaws show maximum of 10 on our board, we have 13.
- ii. **Cindy will send out the bylaws; send her suggestions for additions, edits.**