

**WA State CUPA Board Meeting**  
January 13, 2015 ~ 1:00-2:00pm

**Present:** Keith Woody, Deena Forsythe, Theresa Elliot-Cheslek, Maria Woods, Gary Womelsduff, Traci Klein, Kartha Heinz, Lea Aune

**Absent:** Chyerl Wolfe-Lee, Cynthia Johnson, Anne Winkleman

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**Keith called the meeting to order.**

The December 9<sup>th</sup>, 2014 Minutes were approved.

**ALP Conference:**

The ALP National Conference is July 10 and 11, 2015. The incoming President and Deena typically attend. Attendance is sponsored by CUPA-HR  
The President elect identifies the incoming president.

**Bellevue College:**

Cynthia and Keith visited Bellevue College the week of December 8<sup>th</sup>.

- Met with dining and conference services
- Took a tour of campus

Three main venues for the upcoming conference

1. Student Union Building
  - a. 15 tables w/ seats at each table
  - b. Kitchen adjacent to room
  - c. Breakout rooms attached to the cafeteria
    - i. Four rooms: Each can accommodate around 25 people each, *possibly* 30
    - ii. Another room outside can fit 100 people
2. Dates:

The challenge is finding a date that works with the venue and keynote speaker *Nikki Jackson*, HR Consulting, <http://nikkijacksonconsulting.com/nikki/>

  - a. *Keith* will check with *Nikki* and *Maria* will check on the dates
  - b. Dates considering are June 25 or July 24

Confirmed later in the day after our meeting that **June 25** will work for the venue and speaker

3. Overall the venue was ideal for the needs of the event:
  - a. Break out rooms are big enough to accommodate for attendees
  - b. Parking if available at a minimal cost of @ \$2.00
  - c. Room charge fee: @\$1,000

**Other Conference Details:**

- Breakout sessions:
  - Topics: Learning Framework from CUPA-HR

- Lea will prepare the speaker nomination materials to send out to chapter members
- *Cynthia* will put the program together
- *Gary* will be in charge of the vendors

**Goal for the next meeting:**

- Bring ideas for breakout session topics
- Ideas for speakers “The speed of trust”
  - *Keith* was contacted by Andy Masters who has presented at CUPA before= “Transforming HR Leadership”
  - *Maria* suggested - Micro-aggression
  - Career Development path – generalist or specialist
  - *Lea* suggested “Playing nice in the sandbox: a culture of community”
  - *Keith* was contacted by *David Rader* as a possible presenter “The Art of Living Strenuously”
- **LinkedIn**  
*Theresa* said the CUPA member email blast helped the LinkedIn group increase to 38 members. The LinkedIn group can be used to promote the conference including asking for topics and speaker nominations.
- **Meeting adjourned at 2:00pm.**

For Reference from the October board retreat:

**2015 Conference Theme and Keynote Speaker**

- Use the CUPA-HR Learning Framework for the presentations and tracks  
What We Do – Key Higher Education HR Professional Expertise and Knowledge  
Who We Are – Building and Developing Self and Others  
How We Operate – Building and Developing Talent and Your Organization  
Management  
Why We’re Relevant – Knowledge, Information and Technology
- Conference Theme - Building Blocks to Transformational HR
- Keynote speaker ideas included: ZAPPOS presenter from Regional Conference; Rob McKenna and Lori Jentles  
*Keith* and *Lea* will contact the national office regarding speaker options and will look into an RFP for keynote and session presenters  
*Maria* will see if their VP for Diversity is available to present on Micro Aggression  
Other topics: Playing nice in the sandbox, Leadership without title, The speed of trust  
Roundtable discussion – generalist or specialist, roles and paths  
WA CUPA will cover presenters lodging and travel expenses  
*Gary* will coordinate vendors

**Next Phone Meeting – February 10<sup>th</sup> at 1:00PM**

Meeting call in number and ID  
1-425-896-6700 ID#356783

## WA State CUPA-HR Board Meeting

February 10, 2015 ~ 1:00-2:00pm

**Present:** Keith Woody, Theresa Elliot-Cheslek, Maria Woods, Gary Womelsduff, Traci Klein, Kartha Heinz, Lea Aune, Cynthia Johnson, Anne Winkleman,

**Absent:** Deena Forsythe, Chyerl Wolfe-Lee

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**Keith called the meeting to order.**

The January 13, 2015 minutes were approved with no changes.

### **Conference Information:**

Keith has confirmed the conference date for June 25<sup>th</sup>, in the Student Union Building of Bellevue College

### **Benefits of the meeting space include:**

- Reserved rooms on standby if there was to be an overflow
- Four break out rooms (20-25) people
- The main cafeteria is attached to the kitchen
  - This will be an advantage if Bellevue College is providing food and beverages.
- Platform area for the podium

### **Speakers:**

#### **Kellis Borek-**

- NLRB update for Yeshiva
- Potentially able to do a breakout session regarding an employment law update

#### **Shannon Phillips:**

- Also potentially able to do a breakout sessions regarding an employment law update

The board will reach out to both Kelly and Shannon for any other recommendations for various presentations.

#### **Henry Faber:**

- Cynthia will reach out to Henry as a possible presenter for breakout sessions for FSLA topics

Amanda Paye:

- Ann will be reaching out to Amanda regarding a Title IX and VAWA breakout session

Kathy Obear:

- Diane has recommended Kathy Obear for a breakout session on diversity and inclusion
- The topic of diversity and inclusion had overwhelming support from the board.
- Unsure of if Kathy will require a fee

Michael Rask:

- Potential speaker to touch on ACA
- Keith will reach out to Michael.

Richard Shields

- Tracy will reach out to Richard regarding a breakout session for “prioritizing well-being”.

**Breakout sessions**

- Four timeslots for breakout sessions, with 16 different sessions being presented.
- Discussion regarding a potential lengthening for breakout sessions. Consensus is that we keep the sessions at 50 minutes.
- The board had overwhelming support for a lunch presentation
- Feedback from last year shows “ethic” was a highly suggested topic
  - Pro: This seems to be a heavy topic lately for institutions
  - Con: Unsure of what “ethics” to explore (de minimus use, what’s personal gain?, etc)
- Agreement that those who related high on the evaluation form should be invited back.

**Meeting adjourned at 2:00pm**

***Next Phone Meeting 1:00 PM March 10<sup>th</sup>***

Meeting call in number and ID  
1-425-896-6700 ID#356783

## WA State CUPA Board Meeting

April 14, 2015 ~ 1:00-2:00pm

**Present:** Keith Woody, Theresa Elliot-Cheslek, Deena Forsythe, Lea Aune, Gary Womelsduff, Kartha Heinz, Traci Klein, Cynthia Johnson

**Absent:** Maria Woods, Anne Winkleman

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### **Keith called the meeting to order.**

The March 10, 2015 minutes were approved with no changes.

Discussion focused on conference details including review of the conference schedule and speaker nominations.

### Items Received During the Meeting:

- *Cynthia* provided the most recent draft of the events schedule
- *Lea* provided the list of speaker nominations received
- *Gary* provided a list of current sponsors

### Speaker Nominations:

To help with the program details, speaker information needs to be filled out completely on the nomination forms. Some of the nomination forms received were not filled out completely.

- Please send any new nomination information to *Cynthia*

### Session gaps:

There are still several sessions that need to be filled to complete the schedule.

Aside from filling those spots with speakers, two other options were discussed:

- 1) Repeating a few sessions
- 2) Lengthening some of the presentations

Repeating sessions was not favored.

### Further Nominations to Consider:

WA State Labor of Industries: Return to Work, Stay at Work

Karen Stout; Leadership presentation

- *Lea* from western will follow up with Karen
- The board agreed this presentation would be highly favored.

Board members will reach out to their internal colleagues for possible speaker nominations.

### Ending the Conference:

“How can we keep attendees to the end of the conference and attend the chapter meeting?”

The overall consensus is for *Keith* to reach out to Nikki to see if she is able to provide an additional session at the end of the event. This will entice the attendees to stay and participate in the chapter meeting.

### Tying Up Loose Ends:

Goal is to complete the following by mid-May

- **Program:** Finalize the program/schedule.
- **Website:** The website will need to be updated with the program schedule and a link to register. *Ann* will update the website and PayPal information.
- **Registration:** Another invitation to register for the conference will need to be sent out to the membership
- **HRCI:** Submit for HRCI credits

The board members showed overwhelming support for having a meeting before mid- May to finalize conference details. It was decided that an additional board meeting will be scheduled for April 29. Topics for the board meeting will be finalizing review of the program/schedule, website updates, sponsorship, nominated speakers, etc.

**Meeting adjourned at 2:00pm**

*Next Phone Meeting –April 29th at 1:00PM*

## WA State CUPA Board Meeting

May 19, 2015 ~ 1:00-2:00pm

**Present:** Keith Woody, Theresa Elliot-Cheslek, Deena Forsythe, Gary Womelsduff, , Traci Klein, Cynthia Johnson, Anne Winkleman, Maria Woods,

**Absent:** Lea Aune, Kartha Heinz

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### **Keith called the meeting to order.**

The April 29, 2015 minutes were approved with no changes.

### Update on Nikki Jackson:

-Keith reached out to Nikki who is able to stay later during the day, though this would require her to stay an extra night.

- The board approves the notion to have Nikki stay an extra night so that she is able to participate in the afternoon session.

-Nikki has expressed she would like an open dialogue with the group regarding change initiatives in their institutions. Several options were discussed to help facilitate this discussion:

- During the lunch hour members would write down questions
  - One option is to have Keith collect the questions then read them to the group to initiate discussion.
- Members could write down a major change initiative their intuition is working on, and then have them be collected at the end.
  - Board members can collect them to sort for Nikki's afternoon session
- Members could discuss current issues and challenges in transforming Human Resources, along with share stories of how successful change was implemented in their institution.

-Ultimately the board decided that creating a document with detailed instructions on what to write about for the roundtable discussion would be most helpful. This would be distributed in the same packet attendees will receive as they check in.

### Program:

-The program is very close to being finalized.

- Keith will send to HRCI to approve the conference for credit certification.
- The program will be put on the website as soon as it is finalized.

### Registration:

-Deena will contact the national office for an email blast regarding registration.

### Location:

-Keith will travel to Bellevue College on Friday, May 22<sup>nd</sup> to look at setup options.

-Parking will be free. The website should be updated to reflect free parking and location to park. Signage on the Bellevue campus will be needed as well.

-Keith will inquire about lunch. The board has agreed "Ingallinas" may be an option for boxed lunches.

Follow Up:

-A copy of the finalized program, directions to the conference, parking information, etc, will be sent to attendees a week before.

-Theresa will follow up with the individuals who submitted a speaker nomination form.

Looking Ahead:

-The board has agreed to being thinking about roles for next year:

- Theresa will continue as secretary
- Keith will take over as Treasurer
- Deena will service as the Incoming President
- Cynthia will continue the as the program coordinator
- Tracy will take over sponsorship duties, Gary will help with the transition.

-A further discussion of this topic will be presented at the next meeting.

**Meeting adjourned at 2:00pm**

*Next Phone Meeting –June 9th at 1:00PM*

Please note the conference call in phone number and ID# are changed for this meeting.  
Deena Forsythe will be hosting the conference since Keith will be calling I from an off-site location

Call in Number: 253-964-6783  
Conference ID number: 441250



## WA State CUPA Board Meeting

June 9, 2015 ~ 1:00-2:00pm

**Present:** Keith Woody, Casey Manahan on behalf of Theresa Elliot-Cheslek, Gary Womelsduff, Traci Klein, Kartha Heinz, Cynthia Johnson, Deena Forsythe

**Absent:** Lea Aune, Anne Winkleman, Stefanie Durand, Maria Woods

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**Keith called the meeting to order.**

The May 19, 2015 minutes were approved with no changes.

### **Bellevue College Venue:**

-The events manager at Bellevue College is waiting for a headcount of registered participants in order to start preparing meals.

- As of June 9, 2015 we have 70 registered participants.
- Gary will be sending an email to the sponsors for a final count of the vendors

### **Finalizing the Program:**

The WA CUPA-HR Conference has been approved for 5 HRCI credits. Further information regarding the HRCI credits and how to obtain them will be included in the program.

A map and parking map will be included in the program.

Cynthia will begin to put together 100 packets.

### **Nikki Jackson:**

The board has continued its discussion regarding Nikki Jackson's final presentation. Nikki has expressed she would like to facilitate a discussion rather than present to the group.

Several ideas were discussed on how best to facilitate a discussion around "transformational challenges in HR".

- Ultimately, the board decided it may be more efficient for Deena to send out an email to the participants asking their name, institution, and if they are dealing with particular challenges in transformation issues. That way the board can help organize the open discussion.
- Keith will draft a "blurb" for Deena to send out.

### **CUPA Board Member Positions:**

**Deena:** Incoming President

**Keith:** Treasurer

**Cynthia:** Program

**Theresa:** Secretary

Ballots for the board member positions would be passed out during lunch where they may mark their ballots or add in their own nominations for members at large.

After Nikki Jackson's presentation the ballots would be collected and the new additions to the board will be announced.

- The board has agreed the conversation of soliciting board membership should be throughout the day.
- Keith will continue to format the ballot/election process and will follow up with the board.

**Conference Preparation:**

Deena will send out confirmation emails to registered participants that include the event program.

The board will "pad" our numbers to be sure we have enough lunches and table space for the participants.

Keith will put together name tags for participants and sponsors-Deena will send that the registration list by Thursday.

Gary will put together a PowerPoint of sponsors and any additional information the participants may need to know.

The board agreed that they will need to arrive at Bellevue College at 8:00am.

**Meeting adjourned at 2:05pm**

***Next Phone Meeting -June 18<sup>th</sup> at 9:00am  
Call in: 425-896-6700  
ID: 356783***

## WA State CUPA Board Meeting

June 18, 2015 ~ 9:00-10:00am

**Present:** Keith Woody, Theresa Elliot-Cheslek, Gary Womelsduff, Traci Klein, Cynthia Johnson, Deena Forsythe, Maria Woods, Anne Winkleman, Lea Aune,

**Absent:** Stefanie Durand, Kartha Heinz

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**Keith called the meeting to order.**

Motion to approve June 9<sup>th</sup>, 2015 minutes *with a change of Kartha listed as President Elect.*

### Conference Details:

1. Registration as of June 18<sup>th</sup> 2015:
  - a. 78 people registered to attend, 14 presenters, 20 representatives of current vendors
2. Room set up:
  - a. The main room will have round tables with 7-8 people per table
  - b. Vendors located on the perimeter around the cafeteria.
    - There will be a table for each vendor with two chairs.
    - All tables will have white tablecloths
3. Breakout session rooms:
  - a. Each room will have a PC cart, and audio system.
  - b. It is expected that people will bring their presentations to the conference and not beforehand.
  - c. Keith will look into sending emails to presenters regarding their materials (whether we get them before or after the presentation) and posting the materials on the website.
4. Miscellaneous conference materials:
  - a. Keith will be working on name badges
  - b. Cynthia will continue to work on the conference packets (100+)
  - c. HRCI credit page will be available towards the end of the conference.
  - d. Keith will write the introduction for Nikki Jackson.
5. Food items:
  - a. There will be five types of boxed lunches: turkey, tuna, roast beef, gluten free and vegetarian.
  - b. Participants will have access to a breakfast bar with coffee, tea, juices, fruit salads and pastries.
  - c. In the afternoon coffee, tea and light snacks will be provided.

Final Preparations:

- Board members will show up to the conference at 8:00am to set up for the event.
  - Theresa will have her staff members help set up as well.
- Bellevue College will provide signage to the building the event is being held in.
- WSU notepads and pens will be distributed to participants for use throughout the day.
  - Next year, the board will discuss specific WA CUPA-HR branded notepads and pens.

**Meeting adjourned at 10:00am**

***Next Phone Meeting - July 14<sup>th</sup> at 1:00pm***

## WA State CUPA Board Meeting

July 28, 2015 ~ 10:00-11:00am

**Present:** Deena Forsythe, Keith Woody, Cynthia Johnson, Theresa Elliot-Cheslek, Traci Klein, Stefanie Durand, Kartha Heinz, Jamaul Jackson, Teisha Fisher, Don Berg, Partice Debe

**Absent:** Gary Womelsduff, Kimberlee Ely, Mary Moseley, David Cullen

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**Deena called the meeting to order.**

### Conference Recap:

- Overall, the feedback was positive, participants felt the atmosphere was welcoming and the conference was a success.
- Reviewing the results of the feedback form:
  - In regards to the afternoon session there wasn't as much participation as expected.
  - The structure of the afternoon session may need to be reviewed again and formatted differently.
  - The participants thought Nikki Jackson was a great speaker, though "it was a bit long".
  - Krischanna Roberson received a high rating and participants felt she should be considered to present in the future.
- Breakout rooms:
  - Participants mentioned in the feedback form that the rooms may have been too small, and there wasn't enough sound proofing.

### Future Changes:

- The board discussed the possibility of moving the business meeting to the lunch hour, and focusing less on filling our spots.
- Participants found the legal updates by Kellis Borek engaging which may be an option for the end of the conference.
- The board discussed extending the conference start and end time.
  - This could include either starting earlier or ending later which may affect commuting, hotel stays, etc.
  - A social event in the evening could be a possibility; however the board will need to look into ethic rules before proceeding.

### Board Retreat:

- For the next conference, the board would like custom products such as pens, notepads, etc with the WA CUPA-HR logo.
- The location and date for the conference are still being determined. Board members are encouraged to research locations to discuss at the next board meeting.

### Treasurer Report:

- The WA CUPA-HR Conference received revenue of \$14,632 from conference fees and sponsors.

- The cost of the conference was \$12,727
  - \$6500 for Nikki Jackson
  - \$4100 food
  - \$ Misc
- A five year history of past funds will be provided to the board.

Looking ahead:

- The regional conference will be held in Arizona, February 28-March 1, 2016.
- The board agreed future meetings will be held at 10:00am on the last Tuesday of the month.

**Meeting adjourned at 10:45am**

*Next Phone Meeting –August 25<sup>th</sup> at 10:00am*

## WA State CUPA Board Meeting

August 25, 2015 ~ 10:00-11:00am

**Present:** Deena Forsythe, Keith Woody, Cynthia Johnson, Theresa Elliot-Cheslek, Traci Klein, Stefanie Durand, Kartha Heinz, Jamaul Jackson, Teisha Fisher, Don Berg, Gary Womelsduff, Kimberlee Ely, Mary Moseley, Lea Aune

**Absent:** David Cullen, Patrice Debe

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**Deena called the meeting to order.**

Motion to approve July 28, 2015 meeting minutes were approved.

### Potential venues:

Meydenbauer Convention Center:

- Total expenses were around an estimated \$16,000
- The board decided to not consider this for an option.

Washington State University Locations:

- Theresa Elliot-Cheslek sent out comparative locations for WSU Pullman, Spokane, and Everett locations.
- Overall, Everett may be an option to consider due to the accessibility of the location.
- Theresa will follow up with prices and logistics of the various breakout rooms.
- The Everett location would also feature an auditorium for the large group sessions.
  - The board expressed concern over how an auditorium may limit us as a group, or limit the interactions between the participants.
  - Theresa will follow up with more details regarding Everett's auditorium including cost and special issues, as well as the possible lunch options for participants.
  - If the board decides to consider the Everett location as an option, Deena will follow up with an in-person tour.

### Other locations:

- Locations closer to the Seattle area are being looked into by various members of the board. Updates on possible venues will be discussed at the next meeting.

### Miscellaneous:

- Teisha will be maintaining the website

**Meeting adjourned at 2:30pm**

***Next Phone Meeting -September 22 at 10:00am***

***Conference Call (253) 964-6783  
ID 441250***





**WA State CUPA Board Meeting**

September 22, 2015 ~ 10:00-11:00am

**Present:** Deena Forsythe, Keith Woody, Theresa Elliot-Cheslek, Kartha Heinz, Jamaul Jackson, Teisha Fisher, Gary Womelsduff, Lea Aune, David Cullen,

**Absent:** Patrice Debe, Cynthia Johnson, Traci Klein, Stefanie Durand, Don Berg Kimberlee Ely, Mary Moseley,

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**Deena called the meeting to order.**

The August 25, 2015, meeting minutes were approved.

Venues:

WSU North Puget Sound/Everett Community College

- Prior to the board meeting, Theresa had provided the board with layouts, capacity data, estimates, etc. With this information, the board was able to visualize the venue better.
- Estimated cost of the venue and catering would be around \$5000.
- May be considered as a 2017 CUPA-HR conference location.

SeaTac Hilton

- For the main space, breakout rooms, and catering the cost would be around \$6300.
- This would be a good central location for the conference. However, ultimately the board decided it would be preferable for the event to be held at a higher education facility.

Pierce College:

- Located in Lakewood, WA.
- Has breakout rooms in a separate building, and contains general classrooms with media setup.
- General costs around \$4500
- After a vote between, SeaTac Hilton, Everett Community College and Pierce College, the board voted for the *2016 Washington CUPA Conference to be held at Pierce College.*

2016 Conference Goals:

- The board ultimately agreed the goal for the CUPA conferences should be to bring in high quality speakers and promote growth among participants.
- Attendance growth will be a focus as well for the 2016 conference.
  - Last year 91 people registered for the Bellevue event.
- Promoting growth vs. creating revenue will be a topic of discussion at this year's board retreat.
  - Currently, \$24,000 in the bank. Last year's conference took in \$14,000 of revenue but spent \$13,000 in expenses.
- In terms of this year's speakers, the board agreed the framework for the conference will need to be developed first.

Retreat:

- This year's board retreat is tentatively planned for **November 5, 2015** at Pierce College.
- Topics of discussion will include the 2016 conference framework, potential give away items, increasing attendance, creating a two year plan for the upcoming retreats, amongst other discussion items.

Meeting adjourned at 11:00am

***October 23 meeting CANCELED (due to Board Retreat November 5)  
Next Phone Meeting November 24 10:00am  
Join by phone: (253) 964-6783  
ID: 441250***

**WA State CUPA Board Retreat**

**November 5, 2015**

**Present:** Deena Forsythe, Keith Woody, Theresa Elliot-Cheslek, Kartha Heinz, Teisha Derenick, Gary Womelsduff, Don Berg, Mary Moseley, Cynthia Johnson, Patrice Debe

**Absent:** Lea Aune, Jamaul Jackson, David Cullen, Traci Klein, Stefanie Durand

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**Deena called the meeting to order.**

The board retreat was held at Pierce College.

The members in attendance introduced themselves. Deena noted that Kimberlee Ely has resigned from her board at-large position.

Dates for the annual conference in late June or July were discussed.

The Board toured the facilities at Pierce College and the consensus was the event space would work well for the annual conference.

The September 22, 2015, meeting minutes were approved.

Conference Feedback

Keith provided a summary of the 2015 conference evaluations. The 2015 conference was held at Bellevue College.

- There were concerns with sound proofing between meeting rooms.
- The Keynote address was too long.
- Not enough time allotted between sessions.
- The afternoon open discussion was too unstructured.
- Overall attendees thought the sessions were good and well worth the costs.

Mission and Vision Statement

The Board reviewed the mission and vision statement drafted during the 2013 Board retreat. The mission and vision statements will be added to the website. Using the mission and vision statements as a foundation the board discussed development of a strategic plan. Deena will draft revisions for the board to review.

Additional discussion included consideration of two WA CUPA-HR events each year. Examples included the annual conference, a hosted webinar, partnering with other higher education Human Resource groups HRMC, NICHE and the Eastside HR Round Table.

#### Conference Planning Timeline

The 2016 conference will be held at Pierce College on Friday, July 15, 2016. Pierce College has agreed to waive the room rental fee.

- Facilities Planner/Coordinator - Deena and Patrice
- Timekeeper - Theresa
- HRCI Credits - Teisha and Keith
- Program Brochure - Cynthia will assist with the transition of this role to Teisha.
- Keynote Research - All
- Speaker Solicitations - All members
- Speaker Solicitations Nomination Form and Processing - Lea
- Clean-up - All
- Email Blasts and Membership Coordination - Kartha
- Registration, nametags and cashbox - Keith & Teisha
- Emcee - Deena
- Vendor Relations - Gary will assist with the transition of this role to Traci.

Board members will circulate and welcome attendees. A board member will be seated at each table.

#### Conference Theme

Diversity and inclusion will be the focus for this year's conference with an emphasis on providing practical information on ways to implement.

Conference Title: Influencing Cultural Architecture: HR's Role

- Recruitment
- Onboarding
- Retention
- Embracing differences
- Passive to proactive
- Understanding hidden biases

Deena will contact Lea Burns from the national office for the conference keynote.

Kartha will gather information on WA-CUPA swag for the conference. The board approved \$1000.00 for purchases. Kartha will present options at the next meeting.

#### Association Leadership Program

The President and President elect typically attend the ALP conference in July. The National Office covers the cost of their attendance. The board discussed sponsoring additional board members.

There was discussion on 2017 officers to help determine who may go to the ALP. Theresa is interested in serving as President that would open the Secretary position.

Current officers are: President - Deena, President Elect - Kartha, Treasurer Keith, and Secretary Theresa

#### Bylaws:

There was discussion to review and modify the bylaws to reflect the selection of officers and at-large members. Consideration of limiting the number of at-large members and how officers are selected was discussed including electronic voting. Deena will draft initial revisions for the board to review.

#### Application for Membership

Teisha will update the current online membership form.

#### Scholarships

Don will draft a scholarship proposal for three \$500 professional development scholarships for members to apply for.

Gary will draft a vendor sponsored scholarship to cover the cost of a member to attend the National Conference.

Presentations of the scholarships will be during the annual conference.

#### Cost of Attendance

To assist with covering conference costs and scholarships the board approved increasing the cost of annual conference attendance by \$5.00. The cost has not been increased for over five years. Cost of attendance will now be \$60.00

Retreat concluded at 2:20pm

***Next Phone Meeting November 24, 2015  
10:00am  
Join by phone: (253) 964-6783  
ID: 441250***

## WA State CUPA Board Meeting

November 24, 2015 ~ 10:00-11:00am

**Present:** Deena Forsythe, Keith Woody, Theresa Elliot-Cheslek, ,  
Karthia Heinz, Jamaul Jackson, Teisha Derenick, , Traci  
Klein, Cynthia Johnson, Patrice Debe ,

**Absent:** Stefanie Durand, Don Berg, Kimberlee Ely, Mary Moseley, Gary  
Womelsduff, Lea Aune, David Cullen

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Meeting minutes were approved from November's board retreat with a change to Teisha's last name, and removing Lea Aune from the "present" list.

**Deena called the meeting to order.**

### Annual Conference Update:

- We are able to change the date to July 22, 2016
- Andy Brantley will help us find a key note speaker as Leah Burns is unavailable.
- Deena will keep the board posted on potential key note speakers.

### Bylaws:

- CUPA National is looking into their current template that has not been updated since 2008. They are reviewing and making changes.
- What we are doing currently is not wrong.
- Next year, Theresa expressed interested in serving as president-elect. With the secretary position being open, board members are encouraged to let Deena know if they would like to serve in that position.

### Website Updates:

- Teisha previously emailed the board information and consideration for the website.
- The board stressed the importance of being sure all of the duties performed by current members could be easily passed on to new

members. This would mean accurate and specific role descriptions. This could fall under "Chapter Administration" on the website.

- It has been suggested that the "Chapter Resources" tab which has a list of logos of CUPA-WA partners be changed to "Chapter Partners".

#### Review of Scholarship Program:

- The board agreed that the scholarship money should be used for helping our members within CUPA.
- Ideas for the scholarship included: using the money for scholarships to attend the National CUPA Conference, western regional events or sponsoring someone for the CUPA-HR Boot Camp course.
- Other options include: sponsoring five different WA-CUPA members to attend the annual conference or other western regional events.
- The board will discuss further options at the next meeting.

#### Miscellaneous.

- The December 22<sup>nd</sup> meeting is cancelled.
- Due to a few issues at US bank and getting Keith's name on the account, the board discussed keeping continuity in the treasury position, by extending it for a three year term. Deena is continuing to work with the bank.
- A save the date email to sponsors will be sent out January.

***Next Phone Meeting -January 26 at 10:00am***