

## WA State CUPA Board Meeting

January 26, 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Keith Woody, Theresa Elliot-Cheslek, Kartha Heinz, Jamaul Jackson, Teisha Derenick, Traci Klein, Cynthia Johnson, Gary Womelsduff,

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

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The November 24, 2015 meeting minutes were approved.

**Deena called the meeting to order.**

### Keynote Speaker Update:

- Andy Brantley will speak at the chapter conference and will be in contact with Deena regarding further details.
- This year's theme is: Influencing Cultural Architecture and Human Resources' role.
- The conference is set for July 22, 2016.

### Conference Speakers:

- The board discussed the possibility of inviting speakers who have received a high rating at last year's conference.
- Krischanna Roberson, Lorre Allen, Staci Seligh-Layman and Kellis Borek all received high ratings as well as the keynote speaker Nikki Jackson.
- Key topics for this year's conference were brainstormed as: inclusivity, creating conditions for employees to do their best, diversity, metrics and how to measure success, understanding demographics, etc.
- Deena will touch base with Andy for further suggestions.

### Vendor Contacts:

- Traci received all of the vendor contact information from Gary.
- A save the date email and flyer will be sent out now that we have our keynote speaker.
- Traci will be in contact with CUPA national for an email blast regarding our upcoming conference.

### Scholarships and Recognition:

- As discussed during the November board meeting, we want to be sure our scholarships are focused on CUPA related "rewards".
- The board approves the motion to approve spending money towards a scholarship for the national conference including airfare, hotel, registration, etc.

- Vendors could also donate money towards the scholarship-Gary and Traci will be discussing this further in regards to an ad being sent to the vendors.
- Gary will draft details and send them to Deena

Miscellaneous:

- The board approves the motion to sign a letter as a chapter regarding the DOL's: Overtime Proposal.
- The official business license from the state of Washington was received for the WA CUPA-HR chapter.
- The board discussed having an official PO Box within Washington. This will be discussed further at another time.
- "Swag" for the Washington State Chapter of CUPA-HR will start with pens and pads of paper before deciding to move on to larger items. Storage is a factor as well as price. The board had agree to spend \$1000 for WA CUPA-HR giveaways.

**The meeting adjourned at 11:00am.**

***Next Phone Meeting -January 23 at 10:00am***

## WA State CUPA Board Meeting

February 23, 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Keith Woody, Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Gary Womelsduff, Mary Moseley

**Absent:** Jamaul Jackson, Stefanie Durand, Kimberlee Ely, Cynthia Johnson, Lea Aune, David Cullen, Patrice Debe, Teisha Derenick,

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The January 26, 2016, meeting minutes were approved.

**Deena called the meeting to order.**

Don Berg sent an email letting the board know he resigned.

### Review Save the Date Notice:

- Add “national” to Andy Brantley’s title
- Identify a few key topics to highlight e.g., proposed DOL FLSA changes and ACA
- This year’s theme is: Influencing Cultural Architecture and Human Resources’ role.
- The conference is set for July 22, 2016.

Andy is not charging a speaker fee. WA-CUPA will cover the cost of his hotel. Deena will double check with Andy on travel costs and to see if his schedule will allow for the board to have a leadership meeting with him prior to the conference.

Discussed the need to develop a different flyer for our vendors – Traci will draft.

### Discussion Conference Speakers:

- Considering Krischanna Roberson, Lorre Allen, Staci Seligh-Layman and Kellis Borek
- Deena will check with Cynthia to see if she will assist with the oversight of the Speaker Nomination form and Kartha will reach out to Lea to see if she is still interested in helping with the Speaker nominations.
- Deena asked the group to reach out to potential speakers for the conference

### Scholarships and Recognition:

- Discussed the National Conference scholarship
- Vendors will be asked to contribute to the scholarship
- Traci will draft the sponsorship communication

Miscellaneous:

- Discussed purchasing 500 fun/multifunctional pens and 500 regular pens printed with WA-CUPA and website address as well as 5x7 pads with WA-CUPA logo. Kartha will provide samples to review

**The meeting adjourned at 10:45am.**

***Next Phone Meeting – March 22 at 10:00am***

## WA State CUPA Board Meeting

March 22, 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Gary Womelsduff, Mary Moseley, Teisha Derenick, Lea Aune,

**Absent:** Jamaul Jackson, Stefanie Durand, Cynthia Johnson, David Cullen, Patrice Debe, Keith Woody

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The February 23, 2016, meeting minutes were approved.

**Deena called the meeting to order.**

Valic Sponsored Happy Hour:

- Valic is interested in sponsoring a happy hour event after the conference at Topside.
- Deena will collect information on how the cost will be split (estimated cost of drinks and food).
- The board is in favor of the event and a final decision will be made once the cost estimates are in.

Speaker Nomination Form/Program

- Lea will work on the speaker nomination form and add it online.
- Once the speaker nomination form is finalized, she will send the form to the board members and vendors.
- Teisha is developing the program this year.

Website/Registration Form

- Traci sent out the conference notice to the vendors. Deena will look into using Paypal for vendor donations instead of a check-only form of payment.
- Registration will stay at \$55.
- Once the speaker is finalized, registration notices will be sent out.
- National has a registration system that is easy to use (Teisha will follow up). If that system is unavailable, the board is interested in looking into Event Bright.
- Tiesha will follow up with the board regarding a visual theme for this year's conference.

Miscellaneous:

- Theresa and Kartha are registered for ALP.

**The meeting adjourned at 10:30am.**

*Next Phone Meeting – April 26 at 10:00am*

## WA State CUPA Board Meeting

April, 26 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Gary Womelsduff, Mary Moseley, Teisha Derenick, Keith Woody, David Cullen, Patrice Debe, Jamaul Jackson

**Absent:** Stefanie Durand, Cynthia Johnson, Lea Aune,

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The March 22, 2016, meeting minutes were approved.

**Deena called the meeting to order.**

### Treasurer Report/Sponsorship:

- Payment from six total vendors have been received.
- Members from the board who have a personal contact with a particular vendor are encouraged to reach out to them for sponsorship.
- Traci will send the list of vendors out to the board members.

### Speaker Nominations:

- Three speaker nominations were received.
- Board members will reach out to various institutions to request proposals to present at our annual conference.

### Sponsored Happy Hour:

- Valic will sponsor the after conference happy hour at Topside.
- The rent the banquet area it will cost a minimum of \$500, and covers four hours of use, with a maximum of 40 people.
- Deena will reserve a date to the hold for the event and get an update on the cost of a hosted bar.
- Traci will contact Clint to negotiate a \$1000 sponsorship and provide further details to him regarding Topside.

### Website:

- The board approved this year's registration site for the annual conference to go through Eventbrite due to its easy accessibility and reporting tools.
- It previously cost us \$2.00 per person that we absorbed on our end. With Eventbrite, the new cost will be \$3.74. The board approved absorbing that cost once again, so that

registration fees could be kept at a lower cost. After the event, Paypal will send the board a check.

Miscellaneous Business:

- Next meeting the board will discuss sending an email blast out with a link to registering for the conference.
- Kartha will give the board an update on potential “swag” at the next meeting.

The meeting adjourned at 10:45am.

*Next Phone Meeting – May 17th at 10:00am*

**WA State CUPA Board Meeting**

May 17, 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Gary Womelsduff, Mary Moseley, Teisha Derenick, David Cullen, Patrice Debe, Keith Woody

**Absent:** Jamaul Jackson, Cynthia Johnson, Lea Aune

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The April 26, 2016, meeting minutes were approved.

**Deena called the meeting to order.**

Sponsor/Vendor Information:

- Since the last meeting there have not been any vendors that have responded to Traci.
- Currently, we have \$3,750 sponsored by vendors with \$26,000 in the bank.
- Traci will reconnect with the sponsors and provide them with information regarding our keynote speaker. Gary will contact Cigna.

Program Agenda and Registration:

- The program will be finalized once we have gathered and confirmed the speakers for this year's conference. When the speakers are finalized, we will adjust the program accordingly which may include cutting down on speakers, instead of time slots.
- Registration will open after today's meeting, as opposed to waiting until June 1<sup>st</sup>.
  - Registration capped at 120 for attendees and 100 for vendors.
- CUPA national will send an email blast containing information on the keynote speaker and open registration.

Board Officer Positions:

- Theresa will step into the role as President-elect and Traci will take over as secretary.
- All will be approved at the upcoming conference.

Miscellaneous Business:

- A motion to approve setting up a Gmail account for each officer to share information easily was approved. Nomination forms, drafts, etc could all be easily accessible through this outlet.
- The board approves the order of 250 "Fun Pens", 300 "Twist Pens" and 500 notepads for the upcoming conference.

**The meeting adjourned at 10:45am.**

**Next Phone Meeting – June 28 at 10:00am**



## WA State CUPA Board Meeting

June 28, 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Gary Womelsduff, Teisha Derenick, Patrice Debe, Keith Woody, Jamaul Jackson

**Absent:** Cynthia Johnson, Lea Aune, David Cullen, Mary Moseley, Stefanie Durand

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The May 17, 2016, meeting minutes were approved.

**Deena called the meeting to order.**

Sponsors and Speakers:

- Currently we have 9 sponsors.
- All speakers have been confirmed and sessions filled with three sessions per time block.

Program Agenda and Registration:

- The wifi password of the day will be included in the program as well as further details about the reception.
- Gary will be in charge of the PowerPoint and posters for the conference while event management will provide signage for outside.
- We have 44 paid tickets as of May 17, 2016.
  - Another email blast will be sent out this week after the 4<sup>th</sup> of July holiday.
- All of the swag for the event has arrived.
- Traci will contact the vendors about giveaways and gifts for the event.

Membership Registrations/ Logistics:

- With Mary Mosely stepping down Traci will help with registration.
- Keith will help Teisha with the packets to be handed out the day of the conference.
- Deena will reform the ballots for the election to show a ratification of appointment.
- Kartha will look into how other CUPA chapters are structured and their job descriptions.
- Deena will send out a confirmation email to each board member separately about reconfirming their commitment to the board.
- Teisha will print out the HRCI credit form as well as look into a SHRM credit.

Scholarship:

- Andy will pull the name of the scholarship winner at the conference. CUPA National will hold a spot for us.
  - The winner must be present to win.
- The next email blast sent out will mention the scholarship.

Miscellaneous:

- The board will arrive at 8:00am the day of the conference.
- A meeting will be held prior to the conference to confirm final logistics.

***Next Meeting: July 19, 2016 at 11:0am***

## WA State CUPA Board Meeting

July 19, 2016 ~ 10:00-11:00am

**Present:** Deena Forsythe, Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Gary Womelsduff, Teisha Derenick, Patrice Debe, Keith Woody, Lea Aune, David Cullen

**Absent:** Cynthia Johnson, Mary Moseley, Stefanie Durand, Jamaul Jackson

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The June 28, 2016, meeting minutes were approved with a minor change of adding Stefanie Durand under "Absent".

**Deena called the meeting to order.**

Final Logistics:

- Currently we have 87 registered participants.
- Gary and Kartha will assist with guiding participants from the main room to the breakout sessions. Keith will arrive early to Topside to direct and welcome attendees.
- Teisha will send out an email to participants to reconfirm the event details and will include the program and the page number to reference for the parking map.
- Keith will buy folders for the conference which will include everything from the welcome letter, to the sponsor list, evaluation form, CUPA framework, etc.
  - The HRCI credit form will be provided at the end of the conference.
- Kartha will pick up water for the speakers.
- Seattle Mariners tickets are provided by Kimbell & Associates and will be raffled off by David Blake, while Andy Brantley will draw the name of the scholarship winner.
- The morning of the conference the board members will decide who will be introducing the speakers. Deena will introduce Andy Brantley and David Blake.
- Nominations for the election will be provided to the board members throughout the day and then a vote will be cast in the business meeting.
- Board members will arrive at 8:00am at the Student Activity Center and will park in lot A.
  - Deena will send out an email to the board members with everyone's cell phone number.

**Meeting adjourned at 11:45pm.**

**Washington State CUPA-HR  
Board Meeting Minutes**

August 30, 2016

**Present:** Teisha Derenick, Theresa Elliot-Cheslek, Deena Forsythe, Kartha Heinz, Traci Klein, Gary Womelsduff, Keith Woody

**Absent:** David Cullen, Patrice Debe

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Kartha called the meeting to order.

1. The July 19, 2016, meeting minutes were approved.
2. Treasurer Report
  - a. Keith reported that our current account balance is \$26,500.
  - b. The deposit for the registration fees was a little over \$4,300.
  - c. Keith has sent our chapter financial statement to the national CUPA office as requested.
  - d. There were a couple incidences of fraud on our bank account, which Keith has reported to the bank. There was a short discussion on keeping our email accounts visible on our CUPA website. The consensus was to keep the information available and to be careful of unusual activity.
  - e. Deena will look into how to add Kartha to the bank account and business license.
3. 7/22/16 Annual Conference Review
  - a. Evaluations were positive.
  - b. Only suggestion we had was to solicit any need for an accommodation prior to the conference as it seemed we had a couple participants for which walking to the sessions appeared to be a challenge.
  - c. Thank you messages have been sent to speakers and sponsors.
  - d. Teisha is working on getting the presentations onto our website. When the presentations are available, Kartha will send an email to participants thanking them for attending, directing them to our website for the presentation materials and to the national site for the CIC project, providing a participant list, soliciting additional feedback, and again providing the HRCI credit information.
4. Current Board Review
  - a. Board had 16 members and is now down to 9. Some discussion that 16 seems like too many, but 9 seems rather small. Consensus that 12 seems like a good number. New board members, even members-at-large, must be voted on and not added at will.

- b. Kartha mentioned that CUPA National is trying to get the regional and state chapters in line with how they collect and spend money and keep track of their members. She stated that there is a vote coming from National, and maybe we could include a vote for a member-at-large with the message. Or, we have interested individuals at our schools sit in on calls and help out and be voted on at next year's meeting.

5. Board Structure

- a. Membership Coordinator: Previously Mary, Traci has been filling in. Would like to have someone more actively recruiting members. Gary volunteered to fill this role.
- b. Web Administration: Teisha has been keeping the website updated and coordinated the online conference registration. She has been doing a great job! Thanks for continuing.
- c. Event/Program Coordinator:
  - i. Speaker Coordinator: Deena will take this duty on, which was previously Lea
  - ii. Program arrangement & print? Teisha
  - iii. Event/facility - previously president
- d. Sponsorship Coordinator: Traci will continue
- e. Western Region Rep: Theresa will continue

6. Meeting Schedule (thanks Joanne Heckel @ WSU for helping):

- a. Next Call: September 20, 1:00 PM
- b. Fall Retreat: when and where? Kartha will send out some dates, we're looking at October 28 as a possibility.
- c. Monthly call: 4th Tuesday @ 10:00 AM

Please spread the word that WSU has two HR openings!

***Next Meeting: September 20, 2016 at 1:00 PM***

**CUPA-HR Washington State Chapter  
Board Meeting Minutes**

September 20, 2016

**Present:** Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Jaide Wilhelm, Gary Womelsduff

**Absent:** David Cullen, Patrice Debe, Teisha Derenick, Theresa Elliot-Cheslek, Keith Woody

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Kartha welcomed everyone to the conference call.

1. Non-board members, Teddi and Jaide from WSU, were welcomed.
2. The August 30, 2016, minutes were presented and no changes were noted. However, due to us not being a quorum, the minutes were not approved. They will be presented at the next conference call/meeting.
3. Treasurer Report: Keith was unable to attend the conference call. However, the balance last month was \$26,500 and the only outstanding bill we're aware of is the catering bill from the conference, which is about \$2,000. We will have an upcoming bill from our winner of the trip to the national conference.
4. 7/22/16 Annual Conference Review
  - a. Kartha sent the participant email.
  - b. Nothing else outstanding from the conference at this time.
5. Board roles beyond officer roles were confirmed. Gary and Jaide may contact membership coordinators from other chapters to gather ideas about the responsibilities of this role.
  - a. Membership Coordinator - **Gary & Jaide**
  - b. Event/Program Coordinator
    - i. *Speaker Coordination - Deena*
    - ii. *Program arrangement & print - Teisha & Teddi*
    - iii. *Event/facility - previously president*
  - c. Partnership/Sponsor Coordinator - **Traci**
  - d. Web Administration - **Teisha**
  - e. Western Region Rep - **Theresa**
6. Meeting Schedule
  - a. Kartha is looking at October 27 or 28 for our fall retreat (possibly held at her campus in Seattle) to get started with planning for the annual conference. Please keep these dates blocked. Kartha will confirm the date as soon as possible.
  - b. No conference call October 25 – merged with fall retreat.
  - c. Is November 22 or 29 better for November call? We'll discuss at fall retreat.
7. No other new business.

**Next Meeting: October 2?, 2016**

**CUPA-HR Washington State Chapter Fall Retreat  
Board Meeting Minutes**

October 28, 2016

**Present:** David Cullen, Theresa Elliot-Cheslek, Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Jaide Wilhelm, Gary Womelsduff, Keith Woody

**Absent:** Patrice Debe, Teisha Derenick

**Guests:** David Blake, Dr. Keith Anderson

Kartha led a tour of the wonderful space in which The Seattle School of Theology & Psychology is located on the Seattle waterfront, provided us with coffee and food, and called the meeting to order at 8:57 AM.

1. Minutes were approved from the August 30, and September 20, 2016, meetings.
2. Treasurer Report: Keith reported our total account balance is \$26,145.27. Kartha commented that she would like to see the conference registration fee of \$55-\$60 continue to be enough to cover the expenses of the conference.

Total Conference Revenues:	\$ 10,857.00
Total Conference Expenses:	\$ 6,375.12
Sponsorship Expenses:	\$ 2,185.39
Other Expenses:	\$ 140.16
Net:	\$ 2,156.33

3. CUPA-HR Updates:

a. Association Leadership Program (ALP):

Kartha and Theresa provided a summary of their experience at ALP, which was held at CUPA headquarters in Knoxville, in July. It was a great networking opportunity and chance to gather information from others. We discussed how to bridge the distance across our state and how to connect with other chapters.

The national CUPA office covers the cost for two individuals to attend ALP. There was discussion about who would attend ALP next summer and if we wanted pay for additional attendees.

b. Western Region Report:

Theresa is a member-at-large on the board for the Western Region. Topics discussed: How do we address growth and continuity of the CUPA board? How do we offer professional development and get individuals involved? National is trying to enhance resources for the regional and state chapters, such as providing speakers for conferences.

The Western Region Symposium will be held in Houston in February. Theresa suggested early registration as they're trying to keep the size down so it's not too big.

c. National Conference Updates:

Theresa, Deena, and Traci attended the national conference and reported they had a great time and learned a lot.

4. Board Development & Succession:

2016/17: President: Kartha, President-Elect: Theresa

2017/18 President: Theresa, President-Elect: Traci

ALP 2017 Attendees, Tempe, AZ July 14-15, 2017: Theresa and Traci

5. Washington State CUPA-HR Member Survey

- a. WSU will draft a survey for Washington State HR folks and send to the board to review.
- b. Membership: Theresa stated that National wants to maintain membership. However, we need a current email list of Washington State members. Theresa will find the local “unofficial” list and work on getting it updated. Kartha will work with National to see what list they have.
- c. We discussed the possibility of offering something to our members more than our annual conference. Theresa discussed the Eastside Roundtable that she has coordinated. Could we create an online webinar and generate revenue?
- d. Board Roles: Should we create specialized functions of the board – smaller groups to take care of specific areas such as new business development or program development? What role can past presidents fulfill? Some have run Wildfire programs. Our goal is to increase participation across the state. New Idea Coordinator? The following were discussed at the September meeting:
  - i. Membership Coordinator - **Gary & Jaide**
  - ii. Event/Program Coordinators
    1. *Speaker Coordination - Deena*
    2. *Program arrangement & print - Teisha & Teddi*
    3. *Event/facility - previously president*
  - iii. Partnership/Sponsor Coordinator – Traci & David Cullen
  - iv. Web Administration -Teisha
  - v. Western Region Rep -Theresa

6. 2017 Annual Conference (2018: WSU Everett, 2019: CWU)

- a. Location (East/West/South/North) – Seattle. Tentative date of July 28, second date July 21.  
Bastyr: Keith noted that Bastyr doesn’t have an area conducive to round tables. They do have good break-out rooms and great food. Large area for a keynote would be in their theater with stationary seating. They have good parking.  
The Seattle School: There are no classes in July and August, so rooms would be available. Great location and view, parking is expensive, but could possibly be set up to be validated.  
South Seattle CC: Lots of space and good parking.  
Kartha will bring a comparison of the schools to the next meeting including availability.
- b. Should have an event the night before and/or the night of the event? We hope to partner with a sponsor for the event. Valic has been a wonderful sponsor of events in the past.
- c. Theme brainstorming: Customer service, engagement, inter-departmental cooperation, serving students, service excellence, civility. How does HR promote civility? What is the role of HR in turbulent times? Different schools have programs in place such as Communities of Practice – individuals coming together with a shared purpose, Crimson Spirit, and the Wildcat Way. We talked about kindness and hope, maintaining care for self and others in the face of disillusionment. Re-engaging HR, influencing change, young professionals,



emerging HR, should it be focused on technical or emotional? “Reframing HR: Stewardship in Action”

- d. Keynote/speaker brainstorming: Keith Anderson, President of The Seattle School – at least a welcome if held at The Seattle School. Have a strong finish with the keynote wrap-up at the end – bookends. We’d like to have the online submittal for speakers by January.
- e. Session brainstorming: ACA, FLSA, lean, operational efficiency, systems, processes, HR metrics/ dashboards/ analytics, The Happiness Advantage, Fake Work, panel on caring for your community after a crisis/responding to tragedy with Gary and Dave and someone from the Oregon community college in Roseburg, Oregon, emerging leaders, kindness, care for the caregiver, customer service excellence, CUPA metrics expert Jackie Bichsel, creating development without a budget, legal update at lunch, micro-aggressions – Krischanna from the Bellevue School District, Dale from CWU on customer service, Staci from CWU on ethics,

Possible Sessions:

- 1. Keynote
  - 2. HR Metrics
  - 3. Care for the Caregiver
  - 4. Customer Service
  - 5. Wildfire
  - 6. Ethics
  - 7. Valic – retirement planning/wine session
  - 8. Kindness
  - 9. Micro-aggressions
  - 10. Legal update at lunch
  - 11. Panel Discussion
- 7. Other business: We discussed how many members should be on the board. We currently have nine. Perhaps the emeritus positions (past presidents) could lead standing committees. Let’s ask for interest in board participation during registration for the conference
  - 8. Meeting was adjourned at 2:25 PM.

***Next Meeting: Conference Call in December***

**CUPA-HR Washington State Chapter**  
**Board Meeting Minutes**  
December 6, 2016

**Present:** Theresa Elliot-Cheslek, Teisha Derenick, Kartha Heinz, Traci Klein, Jaide Wilhelm, Gary Womelsduff, Keith Woody

**Absent:** David Cullen, Patrice Debe, Deena Forsythe

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Kartha welcomed everyone to the conference call.

1. Minutes from the October 28, board retreat were reviewed and approved as submitted.
2. Treasurer Report: Keith reported our current balance is \$25,900.
3. 2017 Annual Conference:
  - a. *Facility Questions & Selection:* After much discussion, it was decided the conference will be held at The Seattle School on Friday, July 28, 2017.
  - b. *Survey:* Jaide is finalizing the survey, which will be sent after the first of the year. Theresa and Jaide are working on a contact/distribution list of HR professionals at colleges and universities within the State of Washington.
  - c. *Conference Timeline and Checklist:* We reviewed the timeline and checklist and Kartha will make a few, minor adjustments.
  - d. *Save the Date:* A Save the Date notice will be finalized during the January conference call and then distributed.
  - e. *Theme, Keynote, Speakers, Sponsors, etc...:* Our theme is: "Reframing HR: Stewardship in Action." We also decided to ask Dr. Keith Anderson to deliver the keynote. We'll discuss the speaker nomination process during the January conference call.
  - f. *Other:* Kartha will notify National of the date, theme, and location of our conference and Teisha will add the date to the CUPA website.
4. Board Program Area Updates
  - a. Membership Coordinator - **Gary & Jaide**
    - i. *Social Media* - **Jaide**
  - b. Event/Program Coordinator
    - i. *Speaker Coordination* - **Deena**
    - ii. *Program arrangement & print* - **Teisha & Teddi**
    - iii. *Event/facility* - **previously president (may depend on location)**
  - c. Partnership/Sponsor Coordinator - **Traci & David**

- d. Web Administration -**Teisha**
- e. Western Region Rep -**Theresa**
- 5. Meeting Schedule (*thanks Joanne Heckel @ WSU for helping*)
  - a. January - May (4th Tuesday @ 10:00 AM)
- 6. Other business
  - Gary and Teisha will check with National about how the membership list is managed.
- 7. Adjourn

**Next Meeting: January 24, 2017**