

CUPA-HR Washington State Chapter
Board Meeting Minutes
October 11, 2017

Present: Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Teisha Derenick, Serena Mitchell, Teddi Phares, Keith Woody, Stefani Coverson, Ginger McIntosh, Cindy Matern,
Absent: Deena Forsythe, Cynthia Johnson, Linda Manning

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- Theresa welcomed everyone to the call.
 - Minutes from the September 13, 2017 meeting were reviewed and approved as submitted.
 - Treasurer Report – Keith provided update of \$29,000 balance for board..
 - WA Annual Conference – The 10th! is tentatively scheduled for Thursday, July 19, 2018
 - Reception and recognition of the past leadership – discussed inviting past presidents to attend panel discussion during reception.
 - Board approved registration fee
 - Full Cost \$75
 - Group Discount (3 or more from same institution): \$60 per person
 - Early Bird \$65
 - Hold the date to be sent end of October/Early November – Teddi to create Hold the date.
 - Board approved allowing individuals to commit to attendance, but complete payment after July 1, 2018
 - Scholarship to 2018 National Conference.
 - Approved Scholarships to WA Annual Conference.
 - Offer \$250 scholarships for fee, hotel and travel.
 - 4 West of Cascades (eligible if member and 60 miles from Everett).
 - 4 East of Cascades.
 - Teddi to create method of chapter scoring and accepting applications
 - Discussed needing Sponsors for 2 receptions
 - Discussed vendor outreach/relations coordinator to begin initial reach out.
 - Discussed WA-CUPA give-aways and display. WSU to begin looking into options/samples for:
 - Lanyards
 - Pens
 - Banner
 - Table cloth
 - WA-CUPA logo shirts
 - HRCI and SHRM Credit: Teisha filed paperwork.
 - Rooms have been put on hold for both days of conference
 - Discussed typical cost of venue/technology/technology support
 - Discussed remote participation and ability to have individuals on other WSU locations across state view the “Lecture Room.”
 - Discussed Keynote and General Session ideas
 - Diversity, Equity and inclusion
 - Employment law update – AAG’s of WA
 - Discussed presenters and session ideas
 - At Large-updates provided
 - Western Region Update
 - CUPA-HR Spring Conference hosted by Midwest Western Regions is April 30-May 2, 2018 at Salt Lake Marriott Downtown at City Creek.
 - CUPA-HR Associate Leadership Program is July 12-14, 2018, in Tampa, FL.

- Discussed chapter sending additional board members from the President and President Elect National pays for. Board decided for 2019 ALP would not send additional members, but would consider on a yearly basis depending on cost.
- Next meeting scheduled for Wednesday, November 8, 2017 at 10:00 am.

CUPA-HR Washington State Chapter
Board Meeting Minutes
November 8, 2017

Present: Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Teisha Derenick, Serena Mitchell, Teddi Phares, Keith Woody, Ginger McIntosh, Linda Manning, Deena Forsythe
Absent: Stefani Coverson, Cynthia Johnson, Cindy Matern,

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- Theresa welcomed everyone to the call.
 - Minutes from the October 11, 2017 meeting were reviewed and approved as submitted.
 - Board approved Teddi Phares to serve as secretary.
 - Treasurer Report – Keith provided update of \$29,361 balance for board.
 - Discussed CUPA National contacting our chapter to update legal chapter name to align with other chapters. Official Legal name of chapter: Washington State Chapter of the College and University Professional Association for Human Resources, Inc.
 - ALP Attendance – 2018 President and President-elect will attend. Chapter will not send other members due to costs with event in Tampa, FL.
 - WA Annual Conference – The 10th! is scheduled for Friday, July 20, 2018 at WSU Everett
 - Board approved celebrating as 10th year conference as discussed there are 9 past presidents.
 - Theresa to contact Andy Brantley for opening address, David Blake for kickoff, and CUPA National individuals to present on topics remotely.
 - Reception and recognition of the past leadership – discussed inviting past presidents to attend panel discussion during reception.
 - Board reviewed approved details of registration fee
 - Full Cost \$75
 - Group Discount (3 or more from same institution): \$60 per person
 - Early Bird \$65
 - Hold the date sent to Eastern WA and Western WA chapter list as well as National member list
 - Scholarship to 2018 National Conference.
 - Approved Scholarships to WA Annual Conference.
 - Offer \$250 scholarships for fee, hotel and travel.
 - 4 West of Cascades (eligible if member and 60 miles from Everett).
 - 4 East of Cascades.
 - Teddi to create method of chapter scoring and accepting applications
 - Discussed sponsors for WA chapter scholarships.
 - Discussed needing Sponsors for 2 receptions
 - Discussed vendor outreach/relations coordinator to begin initial reach out.
 - Discussed WA-CUPA give-aways and display. WSU looking into options/samples for:
 - Lanyards
 - Pens
 - Banner
 - Table cloth
 - WA-CUPA logo shirts
 - Discussed Keynote and General Session ideas
 - Keynote – Mary Jo Gonzales, WSU, VP Student Affairs – Diversity, Inclusion, Equity and HR – inquired on availability
 - General Session – Diversity, Equity and Inclusion – closing session before business meeting?
 - General Session – Employment Law – AAG's WA
 - Discussed presenters and session ideas – encouraged board members to contact presenters now.

- At Large-updates provided
- Theresa to review agenda for conference to end at 4:30 pm.
- Western Region Update provided
- Doodle poll to be completed for December meeting, as original date was not available.
Registrant

CUPA-HR Washington State Chapter
Board Meeting Minutes
December 5, 2017

Present: Theresa Elliot-Cheslek, Traci Klein, Teisha Derenick, Teddi Phares, Ginger McIntosh, Stefani Coverson, Cynthia Johnson, Cindy Matern,

Absent: Kartha Heinz, Keith Woody, Deena Forsythe, Linda Manning, Serena Mitchell

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- Theresa welcomed everyone to the call.
 - Minutes from the November 8, 2017 meeting were reviewed and approved as submitted.
 - Treasurer Report – Keith not in attendance for treasurer report
 - At Large-updates provided
 - a. Teddi and Gingner to set up time to discuss Event/Program Coordination
 - b. Stefani Coverson indicated spoke with Andrea Catahera(sp) who is interested in speaking on Title IX at conference.
 - Teddi provided updates on Board shirts – discussed charcoal grey. Group to review samples and discuss at next meeting.
 - WA Annual Conference – The 10th! is scheduled for Friday, July 20, 2018 at WSU Everett with July 19, 2018 pre-event.
 - Traci to assist in drafting and reaching out to invite past presidents to attend panel discussion during reception.
 - Sponsor/Vendor update – Serena secured \$1500 vendor donation.
 - Discussed scholarship and the possibility of seeking sponsor support for the chapter conference scholarships.
 - Discussed vendor outreach/relations coordinator to begin initial reach out.
 - Discussed Keynote and General Session ideas
 - Keynote – Mary Jo Gonzales, WSU, VP Student Affairs – Diversity, Inclusion, Equity and HR – inquired on availability
 - General Session – Diversity, Equity and Inclusion – closing session before business meeting?
 - General Session – Employment Law – AAG's WA
 - Theresa completed reach out to secure Andy Brantley and other CUPA National individuals to video remote sessions/welcome at annual chapter conference.
 - David Blake also has been contacted and willing to come to event.
 - Discussed presenters and session ideas – encouraged board members to continue to contact presenters by November 30, 2017.
 - Discussed need for 9 presenters.
 - Western Region Update provided – Wester regional nominations to come out the week of December 5, 2017 if members interested. There will be Fall retreat to plan spring conference.
 - Ended call with information related to hotel blocks..
 - Next meeting to be held Wednesday, January 10, 2018.

CUPA-HR Washington State Chapter
Board Meeting Minutes
January 24, 2017

Present: Deena Forsythe, Teisha Derenick, Kartha Heinz, Traci Klein, Jaide Wilhelm, Gary Womelsduff, Keith Woody

Absent: David Cullen, Patrice Debe, Theresa Elliot-Cheslek, Teddi Phares

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1. Kartha welcomed everyone to the call.
 2. Minutes from the December 6, meeting were reviewed and approved as submitted.
 3. Treasurer Report: Keith reported our current balance remains at \$25,900.
 4. Kartha reported that the bylaws, in the new format as provided by national, have been updated are now on website and in the shared google drive, under "Legal."
 5. We discussed the 2017 Annual Conference, which will be held July 28, at The Seattle School of Theology and Psychology. The theme is *Reframing HR: Stewardship in Action*.
 - a. Survey update: Jaide reviewed the results from the survey which was distributed recently to Washington State higher ed HR staff. Out of 517 who were sent the survey, 108 responded.
 - b. Membership/Save the date/Website: Kartha will create a save the date flyer and distribute to the board for review. Once the save the date is finalized, we'll distribute via the national distribution list and Jaide's spreadsheet, Teisha will post to the website, and Traci will distribute to sponsors.
 - c. Speaker Nomination Form: Deena has created a nomination form which has been added to the Google drive. She will send out to the board for review. We decided to include a link to the form in the save the date announcement. All were asked to review the list of sessions, which were included at the bottom of the agenda, for further discussion at the February meeting.
 - d. Partnership/Sponsor Coordinator: The save the date announcement will be sent to past and possible sponsors. Traci will send the complete list to the board including those who sponsored last year and in recent years.
 - e. Kartha has been reviewing, working on, and adjusting dates as necessary on facility issues, the budget, conference timeline and checklist, deadlines we need to be clear on (HRCI, website posts, to print, etc.), and the timeline for the day. Further discussion at future meetings.
 6. Western Region Update: none
 7. Other business - none
 8. Meeting Adjourned

Next Meeting: February 28, 2017

**CUPA-HR Washington State Chapter
Board Meeting Minutes
February 28, 2017**

Present: David Cullen, Patrice Debe, Teisha Derenick, Kartha Heinz, Traci Klein, Teddi Phares, Jaide Wilhelm, Gary Womelsduff, Keith Woody
Absent: Theresa Elliot-Cheslek, Deena Forsythe

1. Kartha welcomed everyone to the call.
2. Minutes from the January 24th meeting were reviewed and approved as submitted.
3. Treasurer Report: Keith reported our current balance remains at \$25,900.
4. 2017 Annual Conference: *Reframing HR: Stewardship in Action*
 - a. The Save the Date was sent by CUPA national. We'll have an additional notice sent when registration is available.
 - b. Membership: Gary is adding members as requests come in. Gary will check with CUPA national regarding the difference between paying and non-paying members.
 - c. Partnership/Sponsor: Traci and David will participate in the March 15, CUPA webinar on corporate sponsorship and report out on the next call. The Save the Date notice will then be distributed. Traci will contact Clint LeGeyt at Valic to request sponsorship of our social event. There was discussion about the social event being held at the Edgewater, but no decision to hold it the night before or evening of the event.
 - d. Speaker Nomination
 - i. Brainstorm topics/speakers: We need to invite highly-rated past speakers to participate this year. Patrice agreed that he and Deena would create a template email for board members to use to solicit speakers. He will also add to the online nomination form, a place for self-nominators to include references.
 - ii. There will be further discussion at the March meeting on offered sessions.
 - e. Timeline for the day: It was suggested that the legal update be moved to the end of the day to encourage participants to stay for the entire event and have Dave Blake speak during lunch. It was suggested Dave Blake could speak on performance reviews, which was the topic of a recent CUPA webinar in which he was a panel member.
 - f. Website admin: Teisha reported the conference website has been updated.
 - g. Facility issues and budget: Kartha has been reviewing, working on, and adjusting dates as necessary on facility issues, the budget, conference timeline and checklist, and deadlines (HRCI credit, website posts, to print, etc.). There will be further discussion at the next meeting.
5. There was no update from the Western Region.
6. There was no other business.
7. Meeting was adjourned.

Next Meeting: March 28, 2017 @ 10:00 AM

**CUPA-HR Washington State Chapter
Board Meeting Minutes
March 28, 2017**

Present: Patrice Debe, Teisha Derenick, Theresa Elliot-Cheslek, Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Gary Womelsduff
Absent: David Cullen, Jaide Wilhelm, Keith Woody

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1. Kartha welcomed everyone to the call.
 2. Minutes from the February 28th meeting were reviewed as approved as submitted.
 3. Treasurer Report: Kartha reported our account balance remains at \$25,900.
 4. 2017 Annual Conference: *Reframing HR: Stewardship in Action*
 - a. Partnership/Sponsor Coordinator - **Traci & David** (*webinar update*): Traci gave an overview of the CUPA Webinar: Corporate Sponsorships. Information was provided on areas such as how to better partner with sponsors, timing of requests, and providing adequate exposure for vendors at events. We decided to provide an online payment option for sponsors via EventBrite and that we will cover the fee for those who pay online. We will discuss as a board if we receive a request for a participant list from a sponsor. Valic has agreed to cover the cost of our social event at the \$1000 sponsorship level. Traci will send our conference invitation to sponsors this week.
 - b. Speaker Nomination Form - **Deena & Patrice** (updates on invitations to return): Deena and Patrice are reaching out to highly-rated past speakers and inviting them to return this year.
 - i. *Brainstorm topics/speakers - (on Drive "2017 Conference Planning," shared at retreat) – Kartha will submit a nomination for the project specialist she knows, Traci will submit a nomination for a presenter on customer service and one on ethics, and Deena will check on a contact who may be able to present on HR metrics and analytics.*
 - ii. *Panel discussions (board members or other to engage?) – Kartha will introduce David Blake and Kara Craig for the possibility of the two partnering on the law update and David being able to offer a higher ed perspective.*
 - c. Website admin –**Teisha**: Minutes have been posted and the Save the Date is on the website. We decided to open registration after our next conference call, at least by May 1st.
 - d. Membership – **Gary & Jaide**: Nothing to report.
 - e. Facility issues & budget – **Kartha**: For discussion on our next call.
 - f. Conference Timeline and Checklist – **Kartha**: For discussion on our next call.
 5. Western Region Update –Theresa reported out on the successful symposium in Texas. We discussed if there is more our chapter wants to be doing. We discussed partnering with the Oregon chapter and inviting them to our conference. Kartha will contact the president of the Oregon chapter.
 6. Other business: Deena reminded us to submit names of those attending the Associate Leadership Program (ALP) in July. Theresa will submit the names for herself and Traci.
 7. Meeting was adjourned.

Next Meeting: April 25, 2017 @ 10:00 AM

CUPA-HR Washington State Chapter
Board Meeting Minutes
April 25, 2017

Present: Patrice Debe, Teisha Derenick, Theresa Elliot-Cheslek, Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Gary Womelsduff
Absent: David Cullen, Jaide Wilhelm, Keith Woody

1. Kartha welcomed everyone to the call.
2. Minutes from the March 28th meeting were reviewed and approved as submitted.
3. Treasurer Report: Keith reported our account balance at \$26,910, as we've received payment from two vendors, Graystone and Archbright.
4. 2017 Annual Conference (***Reframing HR: Stewardship in Action***)
 - a. Partnership/Sponsor Coordinator - ***Traci & David***
We've received \$6,500 in pledged sponsorship.
 - b. Speaker Nominations - Deena & Patrice (updates on invitations to return)
 - i. We have received seven submittals for the sessions.
 - ii. Deena will contact a person she knows who may be able to present a session on HR Data & Metrics.
 - iii. David will contact Ricky Hall at UW about doing a session on diversity.
 - iv. It was suggested that Theresa do a session on training and development or leadership development.
 - v. It was suggested that we transition into a session on customer service after the key note.
 - vi. We discussed what to have David Blake discuss: strategies to address HR challenges? Dealing with budget cuts? Uncertainty of federal changes/turbulent times?
 - vii. We discussed if we should have a panel of some kind, but did not come to a decision.
 - c. Program layout
 - i. We agreed to have registration from 8 or 8:30 until 9, with the opening session beginning at 9 AM. Kartha will send additional information/ideas about the schedule via email.
 - d. Website/Technology -Teisha
 - i. Kartha will work with Teisha to get online registration ready.
 - ii. We discussed using the Whova app; cost of the conference and parking; and decided to increase the conference price to \$65 and cover the fees for Eventbright and Whova.
 - e. Membership - Gary & Jaide – no update
 - f. Conference Timeline and Checklist - Kartha
 - i. We need to submit the paperwork for HRCI and SHRM certification credit.
5. Western Region Update -***Theresa*** – no update
6. Meeting was adjourned.

Next Meeting: May 23, 2017 @ 10:00 AM

CUPA-HR Washington State Chapter
Board Meeting Minutes
May 23, 2017

Present: Teisha Derenick, Kartha Heinz, Traci Klein, Teddi Phares, Gary Womelsduff
Absent: David Cullen, Patrice Debe, Theresa Elliot-Cheslek, Deena Forsythe, Jaide Wilhelm, Keith Woody

1. Kartha welcomed everyone to the call.
2. Minutes from the April 25th meeting were reviewed and approved as submitted.
3. Treasurer Report: Keith was not on the call, so the account balance will stay reported as last month at \$26,910.
4. 2017 Annual Conference (***Reframing HR: Stewardship in Action***)
 - a. Theme Review: we discussed the theme to ensure our breakout sessions are on the right track and we're addressing our theme and the CUPA learning framework appropriately.
 - b. Partnership/Sponsor Coordinator: Sponsorship pledges remain at \$6,500.
 - c. Website/Technology: Teisha presented cost information for using the Whova app verses EventBrite. We decided to go with Whova, which is less expensive and will provide continuity for our participants for sign-up and use on the day of the event. We decided to keep the registration at \$65 and to cover the cost of parking validation for participants. Teisha will provide the Whova contract to Kartha to sign. After finalizing with Whova and the online registration is ready, the invitation email will be distributed.
 - d. Program Layout: (see planning google sheet tabs) We reviewed and finalized the schedule. We also decided to utilize the Whova app for the agenda on the day of the conference, but still provide hard copies – which Teisha is preparing.
 - e. Speaker Nominations - Deena & Patrice
 - i. Kartha is working with Deena on speakers. She is also checking with David on Ricky Hall, Michelle at Reed College, and Deena's metrics person.
 - f. Kartha is working with Dave Blake on his closing session and ensuring coordination with the legal update.
 - g. Facility issues & budget: Kartha and Theresa again reviewed the facility to solidify the layout for sponsors, breakout sessions, lunch, etc... for the day of the conference.
 - h. Conference Timeline and Checklist
 - i. Deadlines we need to be clear on (HRCI, website posts, to print, etc): Who is submitting paperwork for HRCI and SHRM certification credit? Is this Teisha?
5. Western Region Update -**Theresa** – no update
6. Meeting was adjourned.

Next Meeting: *Wednesday, June 21, 2017 @ 10:00 AM*

CUPA-HR Washington State Chapter
Board Meeting Minutes
June 21, 2017

Present: Teisha Derenick, Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Jaide Wilhelm, Keith Woody, Gary Womelsduff

Absent: David Cullen, Patrice Debe, Theresa Elliot-Cheslek

1. Kartha welcomed everyone to the call.
2. Minutes from the May 23rd meeting were reviewed and approved as submitted.
3. Treasurer Report: account balance is \$29,911. There has been \$6,500 pledged, but not all sponsors have paid. Keith will send the names of those who haven't paid to Traci for follow-up.
4. 2017 Annual Conference (***Reframing HR: Stewardship in Action***)
 - a. Theme Review
 - b. Partnership/Sponsor Coordinator: no update
 - c. Speaker Nominations:
 - i. The speaker line-up was finalized and bios have been published on our website.
 - ii. HRCI – Teisha is submitting the information for HRCI credit.
 - iii. Traci is preparing gift bags for the speakers. Kartha is bringing the Thank You cards which will be included in the bags.
 - d. Website/Technology: We discussed the information to be included on our webpage.
 - i. Registration online – open!
 - ii. Kartha sent request to CUPA National for distribution of email invitation.
 - iii. Teisha will distribute invitation to those on our statewide list that is maintained by Jaide.
 - e. Program Layout: see planning google sheet tabs with link from Kartha's email. We discussed the schedule and flow of activities of the day.
 - f. Closing topic for Dave Blake – Kartha meeting with Dave today at 1:00 PM. They'll discuss his topic to include bringing in a national scope, reframing performance management to be a performance revolution which is developing people and looking forward, and finishing strong.
 - g. Facility issues & budget: Kartha will provide information on local hotels and parking. Parking across the street in the Bell Street Pier Garage is the only parking that will be validated.
 - h. Conference Timeline, Checklist & Deadlines:
 - i. Other:
 - i. We decided to provide a scholarship up to \$1,500 to send one attendee to this year's national conference being held in San Diego.
 - ii. Kartha will order the food and beverages for the after-event social, which will be held within the building. Valic is sponsoring the social at the \$1,000 level.
5. Western Region Update -***Theresa out***
6. Meeting was adjourned.

Next Meeting: Tuesday, July 11, 2017 @ 10:00 AM

**CUPA-HR Washington State Chapter
Board Meeting Minutes
July 11, 2017**

Present: Theresa Elliot-Cheslek, Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Jaide Wilhelm, Keith Woody, Gary Womelsduff
Absent: David Cullen, Patrice Debe, Teisha Derenick

1. Kartha welcomed everyone to the call.
2. Minutes from the June 21st meeting were reviewed and approved as submitted.
3. Treasurer Report: account balance is \$32,851. Traci will check with AON's sponsorship payment.
4. 2017 Annual Conference (***Reframing HR: Stewardship in Action***)
 - a. Theme Review
 - b. Partnership/Sponsor Coordinator: no update
 - c. Speakers: Traci will prepare 12 speaker bags and Kartha will bring speaker Thank You cards.
 - d. Website/Technology:
 - i. Teisha reported via email that there have been 40 online registrations. Deena reminded us that many schools have been waiting for the beginning of the new fiscal year July 1st, so hopefully additional registrations will come in.
 - ii. Theresa will re-send the list of Washington State CUPA members to the board for distribution of one more personal invitation. Theresa will distribute to eastern WA schools, Deena to community colleges, and Kartha and Gary to private and religious schools.
 - e. Program Layout:
 - i. Theresa, Jaide, and Teddi are preparing packets which will include a welcome letter, agenda, CUPA by-laws, ballot, and evaluation form. Kartha will send them the wifi password, room numbers for the sessions, and a map of the school layout.
 - ii. There was discussion about the size of the board. We currently have 9 members and decided 12 would be good. This would include 5 elected positions and 7 members-at-large. Theresa suggested utilizing "project groups" for specific tasks.
 - iii. Kartha inquired as to what type of signage needed at the conference. She will ensure the sponsor logos are added to the PowerPoint which will be cycling with conference-day information on the screen as attendees arrive. Gary will prepare tabletop tents with sponsor logos and two Welcome poster boards to be displayed on easels.
 - iv. We discussed ordering a self-standing banner and tablecloth with the Washington State CUPA Chapter logo. All agreed these would be great items to have and can be reused each year. Kartha will check and see if she can find anything like this for under \$500.
 - f. Closing topic for Dave Blake: HR self-care.
 - g. Facility issues & budget: on track
 - h. Conference Timeline, Checklist & Deadlines:
 - i. Sponsors can arrive beginning at 7:30 and registration starts at 8:30.
 - ii. Theresa, Teddi, and Jaide will help finalize last minute items Thursday evening.
 - i. Kartha is ordering food and beverages and has lined up a bartender for the after-event social. She will check with Teisha if any interest has been shown for a pre-event function on Thursday, on the Whova sign-ups and plan accordingly.
5. Western Region Update: Theresa is the new Chair! Congratulations, Theresa!
6. Theresa and Traci will be attending ALP in Arizona this weekend.
7. Next conference call will be Tuesday, July 18, at 10 AM.
8. Meeting was adjourned.

CUPA-HR Washington State Chapter
Board Meeting Minutes
July 18, 2017

Present: Teisha Derenick, Theresa Elliot-Cheslek, Deena Forsythe, Kartha Heinz, Traci Klein, Teddi Phares, Jaide Wilhelm, Keith Woody, Gary Womelsduff
Absent: David Cullen, Patrice Debe

1. Kartha welcomed everyone to the call.
2. 2017 Annual Conference on July 28, 2017: **Reframing HR: Stewardship in Action**
 - a. Sponsors:
 - i. PeopleAdmin has offered to sponsor a \$1,500 National Conference Scholarship. They will draw for the winner at the end of the day. Their logo has been received and is being added to conference items:
Teisha – website & Whova app
Jaide – program
Gary – table tents & posters
Kartha – PowerPoint presentation
 - ii. Our chapter will also sponsor a \$1,500 National Conference Scholarship.
 - b. Speakers:
 - i. There was discussion around one of the speakers from LTC Solutions, a long term care insurance broker. We want our sessions to be professional development opportunities for our members, not sales pitches. We believe their session will be sufficiently informative.
 - ii. Traci will prepare 14 speaker bags and Kartha will bring Thank You cards for the bags.
 - c. Attendees: We have 56 attendees signed up, which seems low. Kartha will send another invitation to those on our Washington State contact list. Teisha will pull the list on the 26th to prepare name tags.
 - d. Website/Technology: It was suggested that Kartha talk about the Whova app during her welcome to remind attendees to download it if they hadn't done so, utilize the agenda feature, connect with other attendees, and post photos.
 - e. Program Layout: Theresa, Jaide, and Teddi are preparing packets which will include a welcome letter, agenda, CUPA by-laws, ballot, and evaluation form. Kartha will send them the wifi password, room numbers for the sessions, and a map of the school layout.
 - f. Logistics:
 - i. Board Members: Theresa, Teddi, and Jaide are planning to help Thursday afternoon/evening. Others come if available. Arrive Friday morning at 7 AM.
 - ii. Sponsors: Arrive beginning at 7:30 AM Friday. Thirteen tables needed for sponsors.
 - iii. Attendees: Registration begins at 8:30 AM and the program begins at 9 AM.
 - iv. Photo Booth: Teddi (and attendees) will take pictures, Traci will bring props, Kartha will bring a frame and find a brick wall for a background.
3. Minutes from the July 11th meeting were reviewed and approved as submitted.
4. Theresa and Traci attended ALP in Arizona and did a lot of networking and gathering great ideas for our chapter.
5. See you all at the conference on Friday, July 28, at 7 AM!

CUPA-HR Washington State Chapter
Board Meeting Minutes
September 13, 2017

Present: Theresa Elliot-Cheslek, Kartha Heinz, Traci Klein, Teisha Derenick, Deena Forsythe, Cynthia Johnson, Linda Manning, Cindy Matern, Serena Mitchell, Teddi Phares
Absent: Keith Woody, Stefani Coverson, Ginger McIntosh,

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- Theresa welcomed everyone to the call.
 - Minutes from the July 18th meeting were reviewed and approved as submitted.
 - Treasurer Report – Keith was absent on call, so Theresa mentioned the last account balance.
 - Confirmed At-Large Roles and previous board member who was tasked with the role below will help in identifying the process on the shared Google drive.
 - Deena: Regional Outreach Coordinator
 - Teddi: Event/Program Coordinator
 - Stefani: Membership Coordinator
 - Linda: Sponsor Relations Coordinator
 - Ginger: Event/Program Coordinator
 - Cynthia: Membership Coordinator
 - Cindy: Speaker/Presenter Coordinator
 - Serena: Sponsor Relations Coordinator
 - Teisha: Technology Coordinator

Current members who have assisted with roles previously expressed willingness to assist those new to the role.

- Board Retreat is confirmed for Friday, September 29, WSU Everett, Room 430. Parking is Complimentary and boxed Lunches (Attendees please complete *survey t by 9/15/2017*).
 - Tentative Schedule
 - 8:00 AM – Continental breakfast available upon arrival
 - 8:30 AM – Welcome Introductions
 - 9:00AM – Tour
 - 9:30AM – Business Discussion Continues
 - 11:30 AM – Lunch
 - 2:00 PM – Adjourn
- WA Annual Conference – The 10th! is tentatively scheduled for Thursday, July 19, 2018
 - Reception and recognition of the past leadership - invitations?
 - Some Ideas
 - Early bird registration date (discount of \$10.00 to fee).
 - There was discussion regarding concerns with end of fiscal year impacts and timing of chapter annual conference.
 - Scholarship to 2018 National Conference.
 - Proposal Scholarships to WA Annual Conference.
 - Offer \$250 scholarships for fee, hotel and travel.
 - 4 West of Cascades (eligible if member and 60 miles from Everett).
 - 4 East of Cascades.
 - Those present expressed interest in the possibility of Chapter Conference Scholarships.
- Western Region Update
 - CUPA-HR Spring Conference hosted by Midwest Western Regions is April 30-May 2, 2018 at Salt Lake Marriott Downtown at City Creek.
 - CUPA-HR Associate Leadership Program is July 12-14, 2018, in Tampa, FL.
 - There was discussion regarding the chapter potentially sending more board members.
 - CUPA National – Change. Think different

- No Themes for symposiums for conferences.
- See you all at the Retreat September 29.