

CUPA-HR Washington State Chapter
Board Meeting Minutes
January 10, 2018

Present: Theresa Elliot-Cheslek, Traci Klein, Teddi Phares, Cindy Matern, Serena Mitchell, Keith Wood,

Absent: Kartha Heinz, Deena Forsythe, Linda Manning, Ginger McIntosh, Cynthia Johnson, Stefani Coverson,

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- Theresa welcomed everyone to the call.
 - Minutes from the December 5, 2017 were reviewed and approved as submitted
 - Treasurer Report – Keith provided update. Balance is unchanged.
 - At Large-updates provided
 - a. Cindy to reach out to speakers and have more information to share at next meeting.
 - Western Region Update provided by Theresa. Discussed national and western award nominations are being accepted through January 26, 2018.
 - Discussed Board travel expenses to annual conference covered by CUPA-HR. Theresa provided estimate on cost the board would spend for this year's national conference. Board agreed this year would not pay board expenses, but potentially would review in further years.
 - Board shirts were discussed board agreed to proceed. WSU to send information on shirts for selection from board members for ordering.
 - Serena provided update related to sponsors
 - a. \$500 from Graystone
 - b. \$250 from Delta Dental
 - c. 1,000 from People Admin
 - d. \$500 from TIAA
 - e. Pace Staffing – Serena to provide information related to exhibit table.
 - f. HigherEd Jobs will also be supporting the event in some form.
 - Traci to send evite to past presidents for panel at pre-event reception. Discussed having preplanned questions for panel with participant participation as well.
 - Sponsor/Vendor update – Serena secured \$1500 vendor donation.
 - Teddi covered Scholarship process and is to send information related to scholarship process to List Serv.
 - Teddi discussed HRCI/SHRM credit and inquired how that process worked.
 - Discussed Keynote and General Session ideas
 - Theresa discussed and shared proposals for speakers
 - Andrea Katahira
 - Dana Barbato
 - Peter Caccarelli
 - Galen Emanuele
 - Theresa requested status update on other speakers board members had suggested.
 - Discussed list of confirmed speakers
 - Including CUPA National group
 - Employment LAW (WSU AGO)
 - Conflict resolution (EAP)
 - Care for the caregiver (EAP)
 - Ethics – Stacy Sleigh-Layman, Executive Director HR CWU
 - Next meeting to be held Wednesday, February 14, 2018

CUPA-HR Washington State Chapter
Board Meeting Minutes
February 14, 2018

Present: Kartha Heinz, Keith Woody, Deena Forsythe, Teddi Phares, Serena Mitchell, Cynthia Johnson, Cindy Matern, Stefani Coverson, Ginger McIntosh

Absent: Linda Manning, Theresa Elliot-Cheslek, Traci Klein

- Kartha welcomed everyone to the call.
- Minutes from the January 12, 2018 meeting were reviewed and approved as submitted.
- Treasurer Report – Keith provided update. Balance was slightly higher due to payments from some vendors
- At large updates provided. Ginger currently working on draft of conference agenda utilizing publisher software
- Western Region update deferred for next meeting
- Board travel expenses to annual conference were approved for those institutions that do not reimburse mileage, lodging etc. Discussed setting a maximum amount board would reimburse.
- Board shirts were approved for ordering.
- Heather provided updates on promotional items purchased banner, table cloth, pens and lanyards.
- Heather provided rough cost estimate of alcohol cost of \$3,000 plus tax and additional feels. This number will depend on actual attendee list. Caterer will pour alcohol purchased which is included in catering estimate.
- Heather provided rough quote for catering. Previous board members indicated the estimate sounded larger than for previous years. The quote was based on a general number and is subject to change based on actual registration. Keith to provide last conference numbers to Heather.
- Serena provided sponsor/vendor update. Higher Ed Jobs will support in some way. Needed to verify at silver level if Pace staffing will receive an exhibit table.
- Teddi provided update on scholarships, early bird registration and HRCI and SHRM certification. Board approved mid/end of march accepting early bird through June 4, 2018. Identified in order to submit for credits needed to have completed conference agenda.
- Cindy provided speakers/presenter update. Board reviewed outstanding proposals and identified which were out of price range for this year and/or topics were already being covered. Stefani to provide assistance to Cindy on speaker role as possible. Board to consider assigning two at large members for speaker role next year.

CUPA-HR Washington State Chapter
Board Meeting Minutes
March 14, 2018

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

- Theresa welcomed everyone to the call
- Minutes from the February 14, 2018 meeting reviewed and approved as submitted.
- Treasurer Report – Keith provided update. Confirmed balance is slightly increased as we have received payments from sponsors including, PeopleAdmin, Graystone, TIAA, Delta Dental, DWT Immigration, and VALIC. Serena to reach out to Fidelity, AON related to payment.
- At large updates:
 - a. Deena, Regional Outreach Coordinator, sent email to OR, ID/MT chapters in November who indicated interest in attending our conference and have saved the date. When registration information is finalized will provide regional chapters with the information.
- Theresa provided Western Region Update. Western region is finalizing April Conference. Cynthia and Theresa will be attending along with other member(s) from their institutions.
- Discussed Board and At-Large Nominations and voting. Board approved to have CUPA National send blast emails for nominations as opposed to at Chapter conference and/or Registration. Will vote at conference and allow write-in submissions as necessary. Theresa to send email to current board members to identify what roles will be available.
- Theresa provided travel document to board members to identify if they will be requesting reimbursement for conference lodging/travel etc. so board can budget accordingly for expenses for members whose institutions do not reimburse. Provided hotel room blocks and cut-off dates.
- Heather provided final quote for board member shirts. Board approved and Heather to order. WSU will bring shirts to conference for board members.
- Serena provided Sponsorship update. Other organizations that have identified they would like to sponsor include Job Elephant, Salt and Sibson and WSECU. Serena to send email to general BECU account inquiring if interested in Sponsorship. Serena also has reached out to Norma at HERC and AON. Theresa checking in with Cheryl at Western Washington University on PageUp.
- Teddi provided update on scholarships, early bird registration and HRCI and SHRM certification.
 - a. Teddi to send reminder about scholarship deadline to listserv including some highlights of speakers at conference. Teddi to also add this information to the website.
 - b. Early bird registration to begin early April and ending June 4, 2018.
 - c. Teddi to work on HRCI and SHRM certification soon, once program content has been finalized.
- Teddi provided update that group discount will not be available through the WHOVA app. Conference will offer only EarlyBird and General admission.
- Board approved mid/end of March accepting early bird through June 4, 2018. Identified in order to submit for credits needed to have completed conference agenda.
- Traci provided update on e-vite sent to past presidents for pre-conference event. Received RSVP's from all past-presidents (9) that are capable of attending.
- Discussed Jennifer Evans to provide general session and closing session in Dave Blake's absence. Board approved the expenses (\$800 speaker fee, air fare from MI, Hotel and Car Rental approx. \$2,000 total) and discussed including a presentation and not just a Q&A for closing remarks. Discussed J Evans to bookend the day and tie into Keynote presentation.
- Discussed Annual Conference schedule. Comments addressed included ensuring a break in between 9:00 am – 11:00 am. As well as potential to include DC update even though only a half hour presentation. TEC to add in break and review options related to DC update if possible to include. Overall, board agreed the conference schedule looked appropriate for the event.

CUPA-HR Washington State Chapter
Board Meeting Minutes
April 11, 2018

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

- Theresa welcomed everyone to the call
- Minutes from the April 11, 2018 meeting reviewed and approved as submitted.
- Treasurer Report – Keith provided update.
- At large updates:
 - a. Deena, Regional Outreach Coordinator, will provide information as registration opens
- Theresa provided Western Region Update.
 - a. Salt Lake Conference had over 236 registered. Hotel is sold out.
 - b. CUPA-HR Spring Conference to be held at the Hiatt in Seattle, WA April 14 – 16.
- Teddi provided update on nominations and voting
 - a. Two at-large vacancies – notification sent out for interested individuals to submit. Due by May 11, 2018
 - b. Board confirmed 2019 President Elect nomination, Stefani Coverson, Voting to take place at Chapter meeting
 - c. Theresa provided reminder of that ALP nomination is out for President and President-Elect.
- Discussed Past-President recognition at pre-event reception. Theresa and Heather proposed each president provide introduction of preceding president. Board was in favor of idea.
- Discussed providing award for each past-president for 8 awards approx. \$40 dollars per award. Board approved.
- Sponsors/Vendors – Keith advised of Current Sponsors had not received payment yet from Fidelity, CIC Credit, HERC, AON, Job Elephant, Pace Staffing and HigherEd Jobs. Board to request Serena to send follow-up email if we do not receive follow-up by next meeting. Some listed included those that sponsored late as such original deadline was extended.
- Teddi provided update on Scholarships. Scholarship to review and follow up by May 1,
- Teddi provided update on early bird registration to open mid-to late April through the end of day on June 11, 2018.
- Ginger provided update on Program – WSU agreed to print program when finalized
- Theresa provided speakers/presenter update including AON will present two sessions at separate time.
- Board reviewed schedule of conference and did not have additional edits.
- Room block was provided with instructions on reserving per hotel.
- Next meeting to be held May 9, 2018 from 10:00 am – 11:00 am.

CUPA-HR Washington State Chapter
Board Meeting Minutes
May 9, 2018

Present: Theresa Elliot-Cheslek, Traci Klein, Kartha Heinz, Keith Woody, Teddi Phares, Deena Forsythe, Stefani Coverson

Absent: Serena Mitchell, Cynthia Johnson, Cindy Matern, Linda Manning

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- Theresa welcomed everyone to the call
 - Minutes from the May 9, 2018 meeting reviewed and approved as submitted.
 - Treasurer Report – Keith provided update. Keith indicated will be leaving treasurer position and discussed opportunity for Treasurer role within chapter. Keith provided overview of responsibilities of Treasurer. Deena to serve as Treasurer and advise board through transition as previously held role. Ginger to be added to ballot for treasurer to vote at conference.
 - At large updates:
 - a. Deena, Regional Outreach Coordinator, sent registration information to Oregon and Montana/Idaho chapter board members.
 - Theresa provided Western Region Update.
 - a. Salt Lake Conference went well and had a lot of useful information for higher education HR Professionals.
 - b. CUPA-HR Spring Conference to be held at the Hiatt in Seattle, WA April 14 – 16.
 - Teddi provided update on nominations and voting
 - a. Two at-large vacancies – notification sent out for interested individuals to submit. Due by May 11, 2018
 - b. Theresa reminded ALP sent notification regarding Travel for President and President elect.
 - Sponsors/Vendors – Keith advised of Current Sponsors we had not received payment from Fidelity, CIC Credit, HERC, AON, Job Elephant.
 - Theresa to reach out to TIAA to inquire if interest in sponsoring closing reception. Theresa to also follow-up with PageUp directly on potential interest in sponsoring.
 - Teddi provided update on Scholarships. Three scholarships awarded for the chapter conference. Board agreed to sponsor a 1500 scholarship for national conference.
 - Teddi provided update on early bird registration opened through 11:59 pm on June 11, 2018.
 - Ginger provided update on Program – Ginger sent draft to Teddi.
 - Theresa and Heather provided updated catering option. J&L BBQ who could provide box lunch, appetizers for pre and post event receptions at more reasonable price. Board agreed to quoted price. Teddi to sample at end of month visit to Everett.
 - Theresa to pick up celebratory cake at Safeway in Everett for pre-event past president recognition.
 - Theresa and Heather provided update on sample packet and what will be included. Name tags will include Wi-Fi and other relevant information on back of tag.
 - Board members to email Heather if they would like board shirts mailed to them or provided at conference.
 - Heather provided quote on cost for WSU printing of program approx. \$900 – \$1,000, which was in-line with previous years. Board approved.
 - Room block was provided with instructions on reserving per hotel.
 - Next meeting to be held June 13, 2018 from 10:00 am – 11:00 am.

CUPA-HR Washington State Chapter
Board Meeting Minutes
June 13, 2018

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

- Theresa welcomed everyone to the call
- Board approved to cancel regular meeting scheduled for July 11, 2018
- 5/9/18 minutes reviewed and approved as submitted.
- Treasurer Report – Keith/Deena provided update.
- Keith to send Deena updates on activities during transition of treasurer role
- Reviewed conference packet contents including welcome letter, parking pass, drink tickets, passport, ballot, officers bylaws, CUPA learning framework. No edits were provided board approved WSU to have printed
- Reviewed conference protocols provided in standard CUPA-HR format. Board was asked to review assignments and ask questions prior to conference. Theresa to provide information of who will be presenting during vendor breaks for gold sponsors.
- Reviewed conference program and asked if there are edits to please send by end of week as WSU will be printing on binded paper and once printed edits can no longer be made.
- Theresa to ask at opening of conference if there is interest in board position and do brief introduction at lunch if any additional are interested who did not submit during typical nomination time.
- Caterer is booked and bartender is secured for pre-conference and post-conference receptions.
- Room block was provided with instructions on reserving per hotel.
- Board members to ensure travel document is updated so all members are aware of plans in google drive.
- Next meeting date to be determined after conference.

CUPA-HR Washington State Chapter
Board Meeting Minutes
September 20, 2018

Present: Traci Klein, Kartha Heinz, Keith Woody, Stefani Coverson, Teddi Phares, Ginger McIntosh, Marty Logan, Bonnie Dennler, Kathy Johnson
Absent: Cynthia Johnson, Linda Manning Serena Mitchell, Deena Forsythe, Theresa Elliot-Cheslek

- Traci welcomed everyone to the call
- 6/13/2018 minutes reviewed and approved as submitted.
- Treasurer Report – Keith provided update. \$25,000 currently in account. Revenue in 2018 was up about 15%. The sponsorship revenue was about the same compared to last year. We received more revenue on registration. Expenses were higher in 2018 to previous years. Conference materials went up significantly as well as speaker fees/travel of speakers for conference. Catering was also up from previous years, but we spent less on scholarships due to recipient unable to attend national conference.
- Board discussed proposing a conversation related to what our goals were as far as budgets balancing high quality conference with what goals are financially each year. Keith discussed would like to see always in financial strength.
- Board discussed figuring out which number puts us in a “healthy financial place.” Traci to add this item to board retreat agenda.
- Kartha to locate previous financial information from past 5 years or so of conferences to have at board retreat for review.
- Discussed at large roles. Stefani proposed only having one membership coordinator as role has changed. Board discussed having two speaker presenter coordinators. Board discussed the following:
 - a. Ginger to be Event/Program Coordinator
 - b. Cynthia to serve as Membership Coordinator
 - c. Martin and Bonnie would like to be considered for speaker coordinators with the potential of Deena serving as resource to Bonnie and Martin on questions.
 - d. Serena to continue in Sponsor Relations role
 - e. Teddi to continue as Technology Coordinator
- Board to continue conversation of at-large-roles and confirm at Board Retreat.
- Discussed board retreat at CWU on Thursday, September 27, 2018, Traci provided advice on parking pass. Board to either pay for parking at parking lot identified on map or pick up free pass with directions provided in email.
- Traci confirmed board was okay with 9:30 am start time. As most board travelling the morning of wished to proceed with later start time.
- Board discussed members who are not reimbursed by institution to submit travel reimbursement to Keith.
- Traci and Ginger reminded to use correct elevator in CWU SERC as only one elevator goes to third floor. There is signage.
- Discussed tentative schedule of board retreat from 9:30 am – 3:00 pm
- Board approved conference date on August 2, 2019
- Agenda included thoughts for board to think about for Board retreat discussion including early bird registration, scholarship to national conference for 2019, WA state conference scholarships, brainstorm ideas for conference and speakers.
- Board discussed working on potential collaboration with OR chapter. Traci to add topic to retreat agenda.
- Traci provided overview of upcoming events.
- Next chapter meeting scheduled for October 18, 2018.

CUPA-HR Washington State Chapter
Board Meeting Minutes
October 18, 2018

Present: Traci Klein, Teddi Phares, Ginger McIntosh, Marty Logan, Bonnie Dennler, Serena Mitchell, Deena Forsythe,
Absent: Cynthia Johnson, Linda Manning Theresa Elliot-Cheslek, Kartha Heinz, Keith Woody, Stefani Coverson,

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- Traci welcomed everyone to the call
 - Discussed Board retreat notes should be converted to minutes as board voted and approved. Teddi to update and submit for approval at November monthly meeting.
 - Traci to confirm what constitutes a quorum for voting purposes.
 - Discussed board decisions and approval on August 2, 2019 date for conference, Early bird pricing through July 15, 2018.
 - Assignment to board is to consider speakers and connect with them to hold dates and present to board for options.
 - Traci spoke with Traci Holley who would confirm date, but would be happy to speak on managing stress or other topic.
 - Traci stated Staci Sleigh-Layman will speak
 - Traci to connect with James Abey on speaking about resilience.
 - Traci to work with Kartha on excel spreadsheet that outlines timeframes for conference
 - Traci reserved theater room for conference at CWU.
 - Discussed having sub-groups similar to last year such as scholarship committee etc.
 - Discussed ordering swag specifically looking at new options this year e.g. reusable water bottles, phone charging banks etc. Discussed identifying sub-group at next meeting to look into options to present to the board.
 - Traci to inventory current swag (e.g. lanyards, pen, paper pads etc) to confirm if we need to order more for next conference.
 - Traci discussed for ALP conference need president elect identified. If current board member interest please work with Traci. If no interest Traci will connect with Past presidents on how that process might look. Board to discuss how to select two board members in addition to the two members national sends. To be discussed and reviewed at next meeting.
 - Traci provided update on National Conference. Stated the conference went really well and had engaging speakers relevant to Customer Care.
 - Provided reminder of 2019 CUPA-HR Spring Conference, Hosted by the Midwest and Western Regions in Seattle.
 - Next meeting scheduled for November 15, 2018.

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

September 27, 2018

Present: Kartha Heinz, Traci Klein, Deena Forsythe, Serena Mitchell, Teddi Phares, Keith Woody, Stefani Coverson, Ginger McIntosh, Bonnie Dennler, Marty Logan, Kathy Johnson

Absent: Linda Manning, Theresa Elliot-Cheslek, Cynthia Johnson

9/20/2018 Board meeting minutes approved as submitted.

LOCATION: Central Washington University (CWU)

DATE: August 2, 2019

Location/Date approved by board.

Topic:

Keynote / Theme? Bring in a keynote specific to the theme? Breakout sessions to be more specific. National moving away from themes. Not that we can't do the theme. Up to chapter, but National no longer.

Theme helped drive topic or we went toward keynote and built package around keynote. Brainstorm keynote/theme one in the same. There will be options, but considering if we want an overall message. Framework an context to invite as keynote.

If we don't have theme will need a general topic relevant/trendy.

Keynote Steve Bench – General consulting Millennials at work. Very engaging. Talks a bout how different generations work. All around conflict resolution.

Western Region Conference Update from Theresa: Panel of diverse leadership, Gavin Improv, General sessions . Will provide update when information available.

Looking at revamping CUPA framework.

SPEAKER CONVERSATION

CWU – Stacy # of years in OEO/HR does session on Ethics. Faculty member James Avey done research on resilience. Traci contacted to ask if available could be keynote. Jenna, Associate Dean Student Success – study on generational – may cost. Stress in the workplace.

Keynote – discusses higher ed pressures, i.e. student tuition, enrollment and how that impacts institutions in terms of financial liability. Overarching reminder of students an how the parts interact. Focuses on students – broadening from just HR Focus.

Resilient Leader group – capacity to recover quickly from difficulties elasticity. Think of our conference attendees from entry level – CHRO. Everyone can tailor their own learning, but keynote to speak to all. Want them to leave feeling reenergized.

HR level – what does HR need to do to focus on student experience. How does this make a difference to provide a positive learning experience? Consider enrollment, student retention that feed into a healthy financial institution. Could we reach out to presidents who have global viewpoint.

Future of Higher Ed – overall climate – what can we do to support the sustainability of the Higher Ed industry. Training faculty and staff to think forward facing to students everyone at University from Facilities staff to President. Training, heavy lifting focusing mindsets, job descriptions, expectations, HR departments are responsible for guiding/shaping recruiting, developing, retaining faculty and staff. Important to getting a seat at the table.

Growth mindset – focused toward conversations with students in classrooms – and how we speak to each other and provide feedback. IE Types of documents, supervisor speaking to them, language in letters. Community colleges assigned consultant – Clark College Change Management can connect.

Change Management – how can we move the mindset to more forward facing, adaptable, flexibility. SO when face with challenges we can adapt quicker. Outside consultant Howard Kleibel (sp?) very expensive (10K).

Book – American Higher Ed in Crisis – Goldie Blumenstyk with the Chronicle of Higher Ed.

General Ideas

Keynote that speaks to everyone – Take your seat and make the most of it. Self starter

Requested breakout topics (day to day): Labor updates, FML, state law, paid sick leave. Investigations, labor, data metrics, Title 7 and 9

Main Topic Thoughts (higher level): Industry and how does HR Support that.

Clark College – Getting ready for change – Guided pathways, change fatigue, Opening speaker – resilience, speaker very engaging, talking about his process recovering with major change, humorous engage staff. Stefani to provide name. Charged 2 or 3k

Anne Browning from UW – Resilience lab shows the comparisons why two people in the same situation why does one succeed and one doesn't. What makes people resilient. Engaging Speaker. Not sure on price, but local outreach.

We want them to leave thinking – what about? It will be different per attendee. Feel good thinking, toolbox (breakouts).

Are we talking about bookends? Two people one person? Keynote to kickoff the day?

Buzz ideas:

- Resilience –
- Civility
- Growth mindset
- Mindfulness
- Guided pathways
- Change Management

Charge: think about speakers and come back to next meeting.

CONFERENCE FEES

65 – early bird – through Monday July 15, 2019

75 – General Registration

Conference fees approved by board.

Parking – ensuring it is covered in the registration. Thought – Can we provide parking pass ahead of time? Having a welcome tent? Traci – to address parking.

CONFERENCE FOOD

Boxed lunch cost – varies depending on variety by \$2 per person.

Breakfast: Coffee, Sophomore breakfast, Large fruit tray

Lunch: Deluxe burrito buffet approx. \$20 per person, Pasta buffet, and salad buffet options – get more information from Registration.

Afternoon snacks: Wildcat bars, cookies and soda Check mix and/or popcorn

LOGISTICS:

Hotel block? Possibility of discounts? Traci to complete.

Social event?

Reception: Reserve restaurant? President's House? Capitalize on art walk.

CONFERENCE TIMING:

Registration: 8:00 am – 9:00 am

Start time: 9:00 am

End time: 4:30 pm?

Registration/start time/end time Approved by Board

Ginger/Traci – to complete schedule draft of the conference and cost estimate for food.

Two versions of draft schedule:

1. Keynote two concurrent sessions with bookend
2. Keynote, three concurrent sessions (with repeats) with bookend

SCHEDULE CONSIDERATIONS:

- Legal update
- Breaks
- Length of breakouts
- Three versus four breakouts
- Networking speed dating
- General session

- Lunch

Forced networking? Rather than just go networking have a planned networking activity with other people are attending. Split into topic areas? Speed dating ish.

Bingo with questions to meet new people. Find someone from XYZ college that works in XYZ. Something engaging that allows for more networking. Utilizing ribbons etc.

SCHOLARSHIPS 2019

2 National from Chapter to Colorado – Total of \$3,000

4 250 chapter scholarships - \$1,000

Board approved scholarship financials

Kartha to be on scholarship review committee.

OTHER ITEMS

Board Leadership Trainings

- 2 ALP Additional to Tempe \$3,000 total (1500 per person)

Board Member Term Limits Discussion

SWAG – More than a Pen, e.g. water bottle, charger banks, forget me nots etc

SUB WORKGROUPS – TBD after first of year as conference planning continues

DRAFT SCHEDULE

Thursday – Pre-event Reception 7:00 – 9:00 pm

8:00 am – 9:00 am – Registration/pastries

9:00 – 9:10 – Welcome

9:10 – 9:45 am Keynote – Ask for ice breaker – Board discussed George Carrol who speaks on resilience and includes ice breakers in presentation

9:45 am – 9:50 VENDOR

9:50 am- 10:00 BREAK

10:00 – 11:00 – CONCURRENT SESSION I

11:10 – 12:10 – Concurrent Session II

12:10 pm – 1:00 pm – Affinity Lunch – encourage networking perhaps via game?

1:00 pm – 2:00 pm – CONCURRENT SESSION III

2:00 – 2:10 pm - BREAK

2:10 – 3:10 – GENERAL/BUSINESS SESSION/PANEL? Discussed Paid family leave? Panel?
Resilience? LR?

3:10 pm – 4:10 pm – EMPLOYMENT LAW

4:10 pm – 4:30 pm – CHAPTER MEETING/PRIZE DRAWING

4:30 pm – 6:00 pm – Art Walk Advertised – non sponsored

DATES TO REMEMBER:

National Conference in Indianapolis October 7-9, 2018 – Traci and Theresa

ALP July 10 – 12, 2019 – TEMPE, AZ –

CUPA-HR Washington State Chapter
Board Meeting Minutes
November 15, 2018

Present: Traci Klein, Teddi Phares, Ginger McIntosh, Marty Logan, Bonnie Dennler, Kartha Heinz, Keith Woody, Kathy Johnson

Absent: Serena Mitchell, Deena Forsythe, Cynthia Johnson, Linda Manning, Theresa Elliot-Cheslek, Stefani Coverson

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- Traci welcomed everyone to the call
 - 9/27/18 and 10/15/18 minutes reviewed and approved
 - Treasurer Report – Keith provided update, invoice for board retreat not received
 - Traci to check on invoice
 - Traci confirmed what constitutes a quorum for voting purposes; Have to count how many members each time to determine if there is a quorum.
 - Traci to reach out to members who have been absent to determine if they plan on remaining on the board.
 - Traci talked to James Abey who is unable to speak at the conference, Traci to reach out another faculty members recommended by Dr. Abey at the campus
 - Kartha is going to reach out to Kellis for employment law update.
 - Discussed bringing Title IV speaker, those who attended the Title IV conference are asked to present ideas for a speaker from the conference.
 - Marty to follow-up with Julie Dunn to present on Title IV
 - Discussed other conference topics; Paid Sick Leave, Paid Family Leave.
 - Keith to follow-up with outside Attorney regarding Paid Sick Leave
 - Traci to contact employment security for Paid Family Leave
 - Traci to contact Attorneys who presented for SHRM
 - Need Ideas for Keynote speakers
 - Kartha/Teddi asked about Staci Sleigh-Layman being keynote
 - Traci to follow-up with Staci Sleigh-Layman to see if she would be interested
 - Working Committees:
 - a. Speakers – Marty/Bonnie will take all ideas so far and let group know if/when help is needed
 - b. Scholarship = Will pull group together closer to the time
 - c. Swag – Traci to ask Deena to me on this committee. Members to think of swag ideas
 - d. Communications – Teddi offered to be on committee, Ginger and Teddi will work together
 - Teddi asked for feedback on WHOVA app, app will be renewed for next year
 - Discussed evening event, should it be Thursday/Friday or have it all
 - Traci to contact Valic about their opinion and if they will sponsor the
 - Add question on Save The Date “Are you interested in an event on Thursday Evening or Friday Evening?” Link to survey monkey
 - Traci announced Marty has agreed to step in as President Elect for next year
 - Provided reminder of 2019 CUPA-HR Spring Conference, Hosted by the Midwest and Western Regions in Seattle April 14-16 and CUPA-Associate Leadership Program in Arizona July 10-12
 - Next meeting scheduled for December 20, 2018.

CUPA-HR Washington State Chapter
Board Meeting Minutes
December 20, 2018

Present: Teddi Phares, Ginger McIntosh, Marty Logan, Bonnie Dennler, Serena Mitchell, Deena Forsythe, Theresa Elliot-Cheslek, Keith Woody, Stefani Coverson

Absent: Traci Klein, Cynthia Johnson, Kartha Heinz

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- Stefani welcomed everyone to the call
 - November Minutes reviewed and approved as submitted
 - Keith provided treasurer Report. Current balance is \$23,500. Expenses received for board retreat and WHOVA renewal was paid.
 - Linda Manning has stepped down from board so current count is 12. Discussed that by-laws state a majority of the membership constitute a quorum, which is necessary for transacting business. However, a majority vote of board members present at a meeting is sufficient to carry any matter.
 - At-Large Updates
 - Deena: Regional Outreach Coordinator – Will complete outreach when Save the date is sent and determination of key-note speaker to send to Oregon and Idaho/Montana contacts
 - Teddi: Technology – WHOVA renewed will be working to prepare for registration.
 - Bonnie/Marty: Speaker/Presenter Coordinator – Touched base and looked to put together information on speakers. Marty organizing past notes and number of names. Connected with Deena on past speaker options. At this time organizing and determine who we would like to complete further reach out to. Have one confirmation – Julie Dunn has held calendar for Title XI break-out session.
 - Recommended Dr. Mary James, tenured professor at Reed College in Portland related to Diversity and data relative to diversity and equity. Stefani to provide contact information. Marty also had contact related to diversity topic.
 - Cynthia: Membership Coordinator – will update on next call.
 - Ginger: Event/Program Coordinator – Save the date drafted, discussed save the date Ginger to send to Teddi in a different format plan to send out week of the 7th.
 - Serena – Sponsor Relations Coordinator- will send information out for save the date. Discussed maintaining sponsorship level. Group decided to keep plan the same.
 - Discussed allowing vendors to pay online as opposed to invoice and having checks submitted.
 - Discussed Square, Paypal etc for options for sponsors to pay. Square using credit cards and enter in data.
 - Keith to look into available options and will report back at next meeting.
 - Conference: August 2, 2019: Welcome/Keynote/Speakers/Session Ideas:
 - Welcome: Staci Sleigh-Layman
 - Keynote: Staci has agreed will discuss ideas for topics at upcoming meeting.
 - Discussed deadline to provide speaker information no later than 8 weeks in order for Teddi to submit for SHRM/HRCI Credits.
 - Discussed when reaching out to vendors to also provide them information if they would like to present at conference. Serena to coordinate with Bonnie and Marty.
 - Scholarship Review to be added as an agenda item for next meeting.
 - Deena will provide update on swag and decisions at next meeting
 - Discussed Traci reached out to Valic regarding preference to sponsor social event on Thursday or Friday.
 - Discussed hotel blocks for Conference at Holiday Inn Express and Best Western Plus
 - Reminded on upcoming events
 - Spring Conference in Seattle and CUPA ALP in Tempe, AZ in July
 - Next meeting scheduled for January 17, 2019.