

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

October 14, 2019

Present: Kartha Heinz, Traci Klein, JaCenda Davison, Serena Mitchell, Teddi Phares, Stefani Coverson, Ginger McIntosh, Bonnie Dennler, Marty Logan, Kathy Johnson, Grace Leaf, Erin Murphy



Absent: N/A

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- Marty welcomed everyone to the board retreat.
 - Western Region Update: Theresa Elliot-Cheslek, Western Region Board Liaison, recommended board consider submitting for national board excellence award.
 - Teddi to bring award to Theresa for participation on chapter board.
 - Ginger provided treasurer report – Reported no activity.
 - Board discussed US Bank will not allow online access to bank without person account. Discussed other options.
 - Board moved and approved to change accounts from US Bank to Washington State Employees Credit Union (WSECU) effective as soon as possible.
 - Ginger McIntosh will be the authorized signer on the account.
 - Traci Klein will also be an additional signer.
 - Board discussed financial goals for conference.
 - Discussed in early years tried to build bank account, but discussed goal is to provide more program development including continuing to offer scholarships and possible payment for keynote speakers when necessary.
 - Discussed date of conference options including early August or late July. Also discussed options for collaborating with Oregon chapter.
 - Board discussed engaging those in the wildfire program who may not have been selected and provide scholarship opportunities to attend event.
 - Teddi to connect with Theresa on if possible to retrieve contact information for wildfire applications on western region.
 - Also discussed engaging with student groups.
 - Also discussed sending more board officers to ALP as possible and expanding scholarship from \$1,500 to \$2,000 for annual conference giveaway to ensure financial coverage for winner.
 - Discussed survey results – overall really positive had been discussion going into the event if we were going to do online evaluation do paper time or online.
 - Proposed 2020 conference to have electronic survey send the link including the professional credit information.
 - Board discussed doing 1.5 day conference and offering pre-conference option with registration including tracks such as WA Paid Family Leave, Investigations recruitment strategies for diverse capable candidates, Risk Management
 - Board moved and approved the following registration costs:

- \$69 – 1 day early bird
- \$89 – 1.5 day early bird
- \$79 – 1 day general admission
- \$99 – 1.5 day general admission
- Board approved the three-year contract with WHOVA.
- **Topics/Speakers board would like to include in conference:**
 - Angela Jones – Grace to reach out
Paid Family Leave
 - Recruitment
 - DEI
 - Conflict and Communication – Intergenerational – Tangible examples – gig mentality
 - Workplace investigations
 - Technology and Social Media
 - HR Metrics/HRIS/dashboard – Dwhat kind of data can they put together to keep a seat at the table. Something specific if you take this you will have the tools to put together your own annual report. – potentially a panel. What makes someone a business case if you are wanting more resources etc.
- Looking at the learning framework to hit the components to make sure it is well rounded to core, building capabilities, engagement, strategic leadership.
- Discussed assigning “subject matter experts,” on “hot topics,” for tabletop lunch discussions.
- Discussed having the employment law update at the end of the day. Archbright and/or Summit may be good options for legal updates. Kartha will reach out to Kellis Borek
- At large roles that were confirmed at board retreat include:
- Speaker Coordinators – Bonnie D./ Grace
- Regional Outreach/Membership Coordinator – JaCenda
- Sponsorship – Serena
- Marty’s group – Event Coordination
- Technology – Teddi
- Ginger to look into options for online sponsor payment.
- Discussed potential mid-year board meeting in person to check in.
- 2020 conference to be held at Cascadia College date TBD depending on availability.
- Marty to send Alexa’s café business lunch options average 12-15 per person for potential food option at conference.
- Board cancelled conference call for October.
- National Conference in Denver from October 20 – 22. Traci, Serena, Bonnie, Teddi and Stefani will be in attendance and will coordinate photo.
- Next board meeting scheduled for Thursday, October 21, 2019 at 10:00 am.