A board meeting for the Coastal Bend SHRM Board of Directors was called to order by President, Stephanie Molina, at 11:37 a.m. via Zoom. Quorum was established.

**COASTAL BEND SHRM**

**Minutes – Board Meeting**

**April 12th, 2023**

**Board Members Present:**

Stephanie Molina, PHR – President

Dana Bohna – VP Legislative Affairs

Rich Burns, SHRM-CP – VP Community Outreach

Luis Cabrera, PHR, SHRM-CP – Past President

Jules Delgado – Secretary

Jennifer Escamilla – VP Professional Development

Kaylee Hawkins, SPHR, SHRM-SCP - VP Finance

Melissa Quinones, TSC, CSP – VP Membership

**Not Present:**

Toni Nerren, SPHR – Member At-Large

Jessica Hill – VP Marketing

**Board Approvals**

March Minutes – Jules Delgado, Secretary, presented the March minutes. Luis Cabrera made a motion to approve, second by Dana Bohna. Board approved the March meeting minutes.

Financials – Kaylee Hawkins, VP of Finance, presented the February financials to the BOD. Board approved the March financials. Kaylee noted two expenses that went through, $500 for the labor law conference deposit and the $429 HR Southwest registration for Stephanie Molina, which was half off of the original price. We also received a $500 kickback from the SHRM support. Melissa Quinones made a motion to approve, second by Jules Delgado.

**Membership**

Melissa Quinones, VP of Membership, presented three new memberships.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name | Last Name | Organization | Title | Job Duties | Membership Type |
| Angelina | Gaitan | CCRTA | Bundle Coordinator  | Manage HR department  | Corporate (1-3 members) |
| Joshua | Gayler | Self | Recent Graduate | N/A | Affiliate membership |
| Samantha | Ramos | Goodwill | HR Generalist | General HR duties | Corporate (4-6 members) |

Luis Cabrera made a motion to approve, second by Kaylee Hawkins. Board approved Angelina and Samantha’s CBSHRM membership. After discussion between Melissa, Stephanie, and Luis it was determined that the best suited membership type for Joshua Gayler is the affiliate membership due to his interest in pursuing a career in the human resources profession but current position not being in human resources. Luis Cabrera made a motion to approve, second by Rich Burns. Board approved Joshua Gayler’s membership.

**Finances**

Kaylee Hawkins, VP of Finance, reported our financials as similar to previous months, including our checking account increasing by about $400. In July, we will pay the annual Wild Apricot fee of $1,512, which is an increase of $324 from last year. Bo Sommers, will be the sponsor for our April professional development meeting and needs to be reminded about the balance still due. Looking ahead for a future raffle, Luis Cabrera is donating a $100 gift card.

**Professional Development**

Jennifer Escamilla, VP Professional Development, is working on the May professional development meeting speaker. Jennifer will be reaching out to Leslie Smith, former president of the Corpus Christi Black Chamber of Commerce. Stephanie Molina found that some chapters give attendees the credit on a piece of paper at the end of the meeting, instead of an email being sent out later on, which may worth implementing at our meetings. Luis Cabrera mentioned that what prohibits us from that method is the times we do not receive the credit number by the meeting. We should also work on having two months of meetings scheduled so there is more time to market the meetings and increase participation.

**Marketing**

Jessica Hill, VP of Marketing, was absent.

**Legislative Affairs**

Dana Bohna, VP of Legislative Affairs, stated the conference is coming along well and Holiday Inn will be the venue again. After a vote, the theme for this year was determined to be, “Oceans of Opportunity.” There will be some marketing materials made for the conference and sent out to members of chapters near this area. Board members encouraged to reach out to their employers for sponsorships or donations. Luis Cabrera will be working on some graphics for the conference. Early bird emails will be planned for May with registration beginning in June. Registration prices are still being developed.

**Community Outreach**

Rich Burns, VP of Community Outreach, will be sending out an email to encourage donations to Purple Door. Confirmed Bo Sommers will be sponsoring our April meeting, thanked Luis Cabrera for his assistance in getting Bo set up in the portal.

**Secretary**

No business to discuss.

**Member at Large**

Toni Nerren, Member At-Large, was not present.

**Past President**

Luis Cabrera, Past President, had no business to discuss.

**President**

Stephanie Molina, President, discussed the following:

* SWOT analysis results show the board is mostly on the same page across our strengths, weaknesses, opportunities, and threats.
* Strategic planning meeting in May, June, or July. Given this is halfway through the year, most of the planning will be focused on 2024 goals. Encouraged board to look at individual areas of responsibility in the board and come up with ideas to improve them to discuss during the strategic planning.
* Reiterated wanting recertification credits ready for members at the end of the meeting so they are not waiting on this credit.
* Board members should sit at the different tables during professional development meetings in order to be more immersed and involved with our members.
* Committee sign-up sheets will be on the sign-in table at the next meeting, board encouraged to reach out to Stephanie with how many committee members you need in order to get the necessary help for our board to succeed.

No other business, Stephanie Molina adjourned the meeting at 12:16 p.m. Meeting minutes taken by Jules Delgado, Secretary.