The regular monthly meeting of the Coastal Bend SHRM Board of Directors Retreat was called to order by Board President Luis Cabrera at 11:34 a.m. at Del Mar College’s Center for Economic Development, 3209 S. Staples, Corpus Christi, Texas 78411. Quorum was established.

**COASTAL BEND SHRM**

**Minutes – Board of Directors Monthly Meeting**

**February 13, 2019**

**Board Members Present:**

Luis Cabrera, PHR, SHRM-CP – President

Toni Nerren, PHR – Past President

Bill Hibbs – Member at Large

Christie Montalvo, PHR, SHRM-SCP – VP Marketing & Public Relations

Elizabeth Shockley, CSP – VP Professional Development

Ludy Ramirez – VP Membership

Stephanie Molina – VP Finance

Melissa Quinones, CSP – VP Community Outreach

Cassondra Casanova, PHR – VP Legislative Affairs

Kaylee Hawkins, PHR, SHRM-CP – Secretary

**Board Approvals**

Financial Reports – Stephanie Molina presented the financials for 2019. The expense *692.1 Leadership Conference* was carried over from 2018. Bill Hibbs asked if Stephanie Molina could combine the Cost of Goods Sold and Expenses column. More information for the pros and cons of handling the financials this way will be researched for the next monthly meeting by Stephanie Molina. Stephanie Molina informed the BOD that financials had not be reconciled since March. Bill Hibbs suggested that a financial audit is conducted with the change of the VP of Finance position. The last question of the financials was the charge on *602 SHRM Foundation Donation*. This was found to be the charge for the VP of Legislative Affairs to attend the Labor Law conference and will be moved to the appropriate expense. Stephanie Molina will adjust the Profit and Loss statement for January 2019 and email to the BOD. Toni Nerren made a motion to approve the financials with the changes, Melissa Quinones second the motion; Board approved the financials for January 2019.

January Minutes – The January 2019 Board Retreat minutes were presented to the BOD. No questions on behalf of Board members, Bill Hibbs made a motion to approve the meeting minutes, Elizabeth Shockley second the motion, Board approved the January 2019 Board Retreat minutes.

Travel Reimbursement Policy – Luis Cabrera presented the revised travel reimbursement policy. Bill Hibbs suggested if the traveling board member exceeds the budget cap, they are to pay for the extra expenses occurred. Toni Nerren suggested removing the per diem rate distribution for meals. Stephanie Molina said the meal distrubtion was done to account for half-days. Toni Nerren also suggested removing the $25 minimum on providing receipts for parking, tolls and miscellaneous transportation. The board was in agreeance that the person traveling can either request a per diem check before traveling or turn in receipts for reimbursement. The changes to the policy will be made and sent out via email. Bill Hibbs made a motion to approve the Travel Policy with the changes, Toni Nerren second the motion; Board approved the Travel Policy.

2019 Budget – Luis Cabrera presented the revised 2019 budget. The *Director & Officer Insurance* was updated to $0 due to the insurance being pre-paid. The Platform *GoToMeeting* was also removed from the budget due to non-utilization. The budget was reconfigured to offer three “Special Lunch Pricing” months. The travel expense caps and the marketing budget was updated accordingly. The HR Excellence Awards are to be re-configured. Suggestions were made by the board for the HR Excellence Awards replacement, but it will be discussed in length at a future meeting.

**Membership**

Ludy Ramirez, VP of Membership, presented five applications for membership:

 Edie Beumer – professional with SHRM membership

 Yvonne Mercado – professional with SHRM membership

 Rosemary Palacios – professional

 Margot Villarreal – professional

 Kamran Zarghouni – affiliate

Bill Hibbs made a motion to accept the new members as presented and Elizabeth Shockley seconded the motion. The Board approved the new members. Ludy Ramirez will give new members the BOD business cards. Ludy Ramirez will send the membership roster to TX SHRM on 2/13/2019 before the deadline.

**Community Outreach**

Melissa Quinones, VP of Community Outreach, reported that she has been researching past job fairs in order to reach out to past contacts. The tentative date for the job fair is Wednesday, May 22nd at Del Mar College. Melissa Quinones suggested that we may not need to operate in as many rooms this year and that the job fair may need to be revamped due to lack of sponsorship from Del Mar employees this year. Cassondra Casanova will reach out to Texas A&M Corpus Christi for a quote for this event.

**Professional Development**

Elizabeth Shockley, VP of Professional Development reported that eight out of the ten speakers are booked for 2019. The speaker for the month of February was switched but it will still be on the same topic. The months of October and November are lacking speakers. The presentations for March and April have been approved by HRCI and SHRM. The speaker in April will provide Business Credit to the membership. It was determined that April would be “Bring your Boss to Lunch” month. Elizabeth Shockley brought to the board’s attention that two of the speakers are requiring money for mileage. Money has been set aside in the budget for this purpose. Elizabeth Shockley reported that she is looking for her replacement and that she is rebuilding the spreadsheet of past speakers.

**Marketing & Public Relations**

Christie Montalvo, VP of Marketing & Public Relations, reported that the CB SHRM website was updated with the new logo and new board members. There has been a big social media push for monthly development meetings. Toni Nerren suggested that the May monthly development meeting will be free for up to two employees for the employers who sign up for the job fair by May 1st. Christie Montalvo will be promoting this offer. Elizabeth Shockley suggested lowing the price for the October monthly development meeting since the Labor Law meeting is the month before. Elizabeth Shockley also suggested that Christie Montalvo create a business page for LinkedIn instead of a private group.

**Finance**

Stephanie Molina, VP of Finance, reported that Wild Apricot will not link with PayPal after March. If the Wild Apricot billing system is utilized, then it would be a saving of $194.40 per billing period. Stephanie Molina made a motion to use the Wild Apricot billing system in lieu of PayPal, Melissa Quinones second the motion. The Board approved the new billing system. Stephanie Molina reported that there would be a $700 savings to the 2019 budget with the reconfiguration of the HR Awards. The board will discuss this at a later time.

**Secretary**

No business to discuss.

**Past President**

No business to discuss.

**Member at Large**

No business to discuss.

**Legislative Affairs**

Cassondra Casanova reported that the tentative dates for the HR Conference & Labor Law Symposium is September 26th and 27th. The proposed conference schedule was presented to the board members. There will be two tracks this year instead of three. All the speakers are confirmed for this event and none are charging the CB SHRM for speaker fees. The location and theme are still not decided. Toni Nerren suggested changing the name for this event.

**President**

Luis Cabrera confirmed that all the BOD’s are signed up with National SHRM memberships. The February and March sponsors have been confirmed for the monthly development meetings. Raffle items are still needed. Toni Nerren suggested asking the speakers to provide a raffle. The Excel Award deadline has been extended to March 15th. Luis Cabrera will reach out to Toni Nerren on submitting the necessary documents for the award. Luis Cabrera will be signing up the board members for a new resource named *HR Connect*. This resource is for all TX SHRM members. Once the board has reviewed the platform, this will be a value extended to membership. The Board Welcome Duty falls to Ludy Ramirez this month.

No other business, Luis Cabrera adjourned the meeting at 1:32 p.m.

Meeting minutes taken by Kaylee Hawkins, Secretary.