The regular monthly meeting of the Coastal Bend SHRM Board of Directors Retreat was called to order by Board President Luis Cabrera at 11:41 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**

**April 10, 2019**

**Board Members Present:**

Luis Cabrera, PHR, SHRM-CP – President

Toni Nerren, SPHR – Past President

Elizabeth Shockley, CSP – VP Professional Development

Stephanie Molina – VP Finance

Melissa Quinones, CSP – VP Community Outreach

Cassondra Casanova, PHR – VP Legislative Affairs

Kaylee Hawkins, PHR, SHRM-CP – Secretary

**Not Present**

Bill Hibbs – Member at Large

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

Ludy Ramirez – VP Membership

**Board Approvals**

Financial Reports – Stephanie Molina presented the financials. Line item 410 “Monthly Meeting Income” was listed twice but this will be fixed. The February and March income will be skewed due to the switching from PayPal to Wild Apricot billing system. Stephanie will be going through Wild Apricot to clean out old invoices for those with no activity. Elizabeth Shockley made a motion to approve the financials with the changes, Melissa Quinones second the motion; Board approved the financials.

March Minutes – The March 2019 meeting minutes were presented to the BOD. Going forward, there will be an addendum section in the monthly minutes for anything decided by the board via email. Stephanie Molina made a motion to approve the meeting minutes, Cassondra Casanova second the motion, Board approved the March 2019 Board Retreat minutes.

**Membership**

Luis Cabrera, President, presented seven applications for membership on behalf of Ludy Ramirez:

Patty Adame – Professional

Landon Allemand – Professional

Sarah Beth – Professional

Shileen Lee – Professional with SHRM Membership

Carie Roach – Professional

Terrie Rodriguez – Professional

Monica Saenz - Professional

Several of these applicants applied for membership right after March’s professional development meeting. Toni Nerren made a motion to accept the new members as presented and Stephanie Molina seconded the motion. The Board approved the new members. The Spring Fling will be at Bar Under the Sun (BUS) on April 25th. Christie has posted updates about this on social media. The chapter will provide a tablecloth and pop-up sign for this event.

**Community Outreach**

Melissa Quinones, VP of Community Outreach, reported that she is working on getting more sponsors and volunteers for the job fair. She especially needs volunteers to review resumes for attendees. She will work on a timeline for the BOD to better schedule volunteers. Luis Cabrera suggested that Melissa could get more volunteers from companies if she markets that the company gets the first look at resumes. Dress for Success could also be a great resource for this job fair. Christi is working on getting exposure for this event with local tv stations and Cassondra is working on a feature for a radio spot.

**Professional Development**

Elizabeth Shockley, VP of Professional Development, reminded the board that April is “Bring Your Boss to CBSHRM” month. The speaker for June is no longer available due to his position no longer being funded by the Wage & Hour Division. She has been sent names of speakers to reach out to by a past board member and Elizabeth will also work on booking a speaker for the November luncheon. Elizabeth reported that she is almost done with putting all the past speaker information into Dropbox. Toni suggested that she put the information into Wild Apricot storage since the BOD have had trouble with Dropbox in the past. The Study Group will be pushed back into the Fall.

**Legislative Affairs**

Cassondra Casanova, VP of Legislative Affairs, recently attend SHRM Legislative Conference on behalf of CBSHRM. There were topics about immigration, health care, the skill gap and family paid leave. The overall theme was about HR creating purpose in the workplace and keeping it a positive environment. Cassondra wants to echo this in the upcoming conference in the fall. She brought proposed conference handouts for the BOD and announced that the conference is going to be two full days. The speakers have all been booked for this event, but she is still trying to book a place to hold the conference. The price will be $175 for early bird registration, $225 until August and $299 until the conference starts. The invoice section of Wild Apricot will be turned off so that members will have to pay at the point of registration. The BOD asked Cassondra if there will be a group rate available to employers. She will get back to the BOD on this. Cassondra will also need volunteers to help with the conference and announce speakers.

**Marketing & Public Relations**

Luis Cabrera presented on behalf of Christie Montalvo. Luis said that Christie has posted this month’s luncheon information on social media. Christie has reached out to KIII for job fair media exposure. She is working with Ludy for the Spring Fling marketing. Christie has volunteered to for this month’s board welcome duty. The “Meeting in a Minute” video has had a great response on social media. It was suggested that the “About Us” section on the CBSHRM website needs to be updated since it still has data from 2017.

**Finance**

Stephanie Molina, VP of Finance, presented the AR Aging report as of April 10th. There are many invoices still open from old job fairs, excellence awards, etc. from years past. It was decided that if the members haven’t attended any events in the past years (since 2017), the invoices would be deleted and inactivated. Refunds from PayPal have all been emailed to members. Stephanie has been working on collecting this money from members to pay on Wild Apricot.

**Secretary**

No business to discuss.

**Past President**

No business to discuss.

**Member at Large**

Not present. No business to discuss.

**President**

Luis Cabrera announced that this month’s sponsor is Camp Gladiator. He also suggested that an upcoming raffle could include a conference ticket. Luis received all the HR Southwest promotion packets that will be sent out to membership letting them know about the discount available by being a member with CBSHRM. Luis announced that this will be his last year as President. He is taking the one-year term to focus on outside commitments. Luis has asked Elizabeth Shockley to be President in 2020 and she has accepted. There will be a formal election in July. Elizabeth will attend TXSHRM in May in place of Luis. Luis will look at budget to see if other BOD members could attend HR Southwest or Leadership conference. Christie Montalvo will be conducting this month’s board welcome duty.

No other business, Luis Cabrera adjourned the meeting at 12:54 p.m.

Meeting minutes taken by Kaylee Hawkins, Secretary.