The regular monthly meeting of the Coastal Bend SHRM Board of Directors Retreat was called to order by Board President Luis Cabrera at 11:40 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**

**October 9, 2019**

**Board Members Present:**

Luis Cabrera, PHR, SHRM-CP – President

Elizabeth Shockley, CSP – President Elect

Bill Hibbs – Member at Large

Toni Nerren, SPHR – Past President

Stephanie Molina, PHR – VP Finance

Cassondra Casanova, PHR – VP Legislative Affairs

Melissa Quinones, CSP – VP Community Outreach

Mary Canales, PHR, SHRM-CP – VP Professional Development

Kaylee Hawkins, PHR, SHRM-CP – Secretary

**Not Present:**

Ludy Ramirez – VP Membership

**Board Approvals**

Financial Reports – Stephanie Molina presented the September financials to the board. She was able to add the AR to the financial statements and clean up the reports since members have paid. Membership fees from 2017 were voided. There was a loss of $2,000.00 for the labor law conference. Stephanie suggested that we budget better for next year’s conference. Luis Cabrera mentioned that the budget was based on last year’s numbers. Since the financial hit of the labor law conference, the checking account has low funds. Stephanie would like to transfer $8,000.00 into the checking account from money market. There is no need for a motion to move money. Stephanie is able to move money into the chapter’s checking account. Bill Hibbs made a motion to approve the September financials, Elizabeth Shockley second the motion, Board approved. Bill Hibbs said that when he reviewed the budget, it looks like the cost of the travel for board members to attend conferences is what is making the budget slim. He suggested that Elizabeth needs to come up with money making ideas for next year. Elizabeth said that we have savings in Navy Army and that the money has already been absorbed.

September Minutes – The September meeting minutes were presented to the BOD. Elizabeth Shockley found an error that read “feeds” instead of “fees.” Bill Hibbs made a motion to approve the meeting minutes with the wording amended, Stephanie Molina second the motion, Board approved the September 2019 Board meeting minutes with changes.

**Membership**

Luis Cabrera presented one membership application to the Board. The applicant, Erica Tagle, applied for student membership with active SHRM membership. Luis reached out to Erica to see what school she is currently attending and what her SHRM number is. Board will hold on approving until Luis receives further information.

Luis also reported that Ludy requested information from National SHRM on audit.

**Community Outreach**

Melissa Quinones, VP of Community Outreach, would like to start advertising for the Purple Door outreach. Bill Hibbs suggested that members can give gift cards as they help more than anything. November raffle or donation will go towards gift card purchase. Luis Cabrera would like to give membership a goal to make this a campaign. Stephanie Molina would like to give incentive to membership to donate.

Toni Nerren let Melissa know that the Endowed Scholarship Banquet at Texas A&M has a RSVP date of November 6th. Melissa also let the board know that the name of the chapter has been updated for the Texas A&M Scholarship.

**Professional Development**

Mary Canales, VP of Professional Development, will be sending out an email by Friday to all labor law conference participants with the approved HRCI and SHRM credits. The October speaker has been booked. The October speaker was also a speaker from the labor law conference. She has speakers scheduled to speak at the November through February professional development meetings. Mary is interested in learning about her budget for speakers in 2020. She has also talked to four members that are interested in getting certified. Mary would like to start certification classes in February.

**Legislative Affairs**

Cassondra Casanova, VP of Legislative Affairs, informed the board that there were 87 attendees for the labor law conference. There were a few technical difficulties but overall it went smoothly. Cassondra has started getting price quotes for next year and might push the date up one week. Mary Canales asked if the board liked the concurrent speakers. There was a suggestion that the speakers could have more diverse topics in the breakout sessions and that the keynote speakers focus on the theme of the conference. Elizabeth Shockley recommended no speaker during the lunch break. Bill Hibbs asked if the board is going to split the raffle between SHRM and the Purple Door. Stephanie would like to send a check to SHRM by the end of the year. It was decided that 100% of the money raised in November will go to the Purple Door.

**Finance**

Stephanie Molina, VP of Finance, would like to clarify the refund process. If a refund is needed, please reach out to Stephanie. Stephanie can then go into Wild Apricot and start the refund process. This will keep communication streamlined. A few members have reached out to Stephanie to let her know they have paid, and she is currently conducting an audit. Emails have been sent out to those who still owe money. Stephanie asked if the board would like to have business cards for each position. This conversation has been tabled for January.

**Secretary**

No business to discuss.

**President Elect**

Elizabeth Shockley, President Elect, presented the updated contract from the Texas State Aquarium. Elizabeth thanked Bill Hibbs for providing his legal services on the contract. There were a few changes made to the invoices each month. For example, February would have an interactive pasta bar. Elizabeth will look at monthly attendance and pull averages. She suggested in the lower attendance months, to have a lighter food option. The Aquarium wants base room rental up front, but this can be refunded if we cancel within 90 days. Elizabeth would like to keep the luncheon fees the same for 2020. The Aquarium will need a final head count each month 72 hours before the event. Cassondra has thought of moving the labor law conference to October. She will work on getting a quote to move the conference to the Aquarium. Elizabeth will go ahead and book the Aquarium for the month of September. The board can cancel either September or October if needed for the conference. Bill Hibbs moved that Luis Cabrera sign the agreement and the invoices for the Aquarium. Toni Nerren second the motion, board approved.

**Past President**

No business to discuss.

**Member at Large**

No business to discuss.

**President**

Luis Cabrera, President, is currently working on two sponsors for September. He may have a raffle idea, but this has not been finalized. The BOD email set up is complete. These emails can be auto forwarded to email of choice. The main admin can change passwords if needed. Luis will update the chapter website with the email addresses.

The Aquarium is hosting the Coastal Bend Integrative Series and asked if CB SHRM would be a co-sponsor to offer credit. The topic is on Diversity and Inclusion. The BOD will move forward with this.

Luis is reviewing the by-laws on email communication. He asked if there were any proposed changes to the by-laws. Luis will be attending VLS. This month’s board welcome duty will fall to Melissa Quinones. Stephanie is working on making name tags for the board members.

No other business, Luis Cabrera adjourned the meeting at 12:56 p.m.

Meeting minutes taken by Kaylee Hawkins, Secretary.