

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at 32 Union Street WB Pa on November 7, 2017 @ 5:15PM.

Attendees

Heather Clark
Kerri Greco (Holland)
Janine Hennigan
Doug Hertel
Christine Jensen

Kellie Knesis
Marc Marchese
Tracey McMillian-Booker
Tara Petroski
Joe Sileo

Members not in attendance

Tom Becchetti
Brooke Lipperini

New business

- The October Volunteer Update was reviewed. H.Clark will distribute the updates as they are provided by SHRM. Committee Chairs to address items that apply to them as necessary.

Old Business

- October 3, 2017 meeting minutes were reviewed and approved.
- Committee Updates
 - Communications Committee
 - Website
 - Tabled - B.Lipperini was not in attendance. H.Clark gave a brief update regarding next steps. Action Items remain as is.
 - **Action Items**
 - B.Lipperini is putting together options for the next BOD meeting to promote our Social Media accounts (i.e. costs for promoting posts, giveaways for sharing, etc.) to increase our following.
 - B.Lipperini to email and propose dates for meeting to address next steps for the website including project plan / timeline.
 - C.Jensen to distribute QR code information that Careerlink uses. We will look into using QR codes to link to our Social Media and website.
- Finance Committee
 - Financial Review
 - C.Jensen reported on the financial review conducted by McGrail Merkel Quinn and Associates. Met with McGrail on October 31, 2017. No major issues. One missing receipt was found for the laptop purchased through Ken Zula.
 - C.Jensen reported on her investigation of the requirements of holding a 50/50 raffle at our events. A Small Games of Change license would be required. She recommended we hold on the pursuit of the license and conducting a 50/50 raffle. The purpose of the raffle is to raise money for the scholarship. On a go-forward basis the scholarship will cost \$1,500 per year which we are comfortable that we can afford so long as we maintain our 100% National membership status and

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continue to maintain our event's success. The license has an application fee of \$125 and comes with maintenance that may not be worth it at this point.

- Action Items
 - C.Jensen to distribute recommendations from McGrail Merkel Quinn.
 - C.Jensen to investigate the cost and implementation of Quickbooks with a possible effective date of January 1, 2018.
 - C.Jensen to follow up regarding our incorporation with McGrail Merkel Quinn investigating using our EIN.
- Legislation Committee
 - J.Sileo is currently pursuing the opportunity to utilize PA Legislation Service to provide alerts that he can push out to our membership.
 - Action Items
 - B.Lipperini to work with new website to identify how we can have an email distribution tool with the capabilities of keeping up to date membership email lists, compiling with subscribe/unsubscribe, etc.
- Membership Committee
 - K.Knesis reported the results of the membership audit came back at 58% SHRM membership. We are required to be at 100%. H.Clark and K.Knesis provided a re-audit to SHRM and are awaiting the results. Over 1k individuals remain in the database as either duplicates or non-members that need to be worked through. SHRM end dates will now be tracked in our website and we will audit them on the 15th and last day of each month.
- Professional Development Committee
 - The survey and event summary were discussed. It was agreed upon to use the event summary on a go forward basis to track both the results of the surveys and success of the events.
 - Action Items
 - H. Clark to modify the event summary to include the date and income / expenses.
 - J. Hennigan to collect votes for meal for the Holiday Event.
- Governance Committee
 - The resumes of Christina O'Reilly, Melissa Bowditch, and Eric Emiliani were reviewed.
 - The BOD agreed that the three applicants met the criteria to be placed on the ballot (held an active National membership and submitted a resume).
 - Action Items
 - H. Clark to create the ballot and send to membership for voting.
 - The CLIF report needs to be submitted by December 1, 2017 and installation of Officers will be held at the Holiday Event.

Next Meeting

Anthracite Café, 804 Scott St., Wilkes Barre, PA, December 5, 2017 @ 4:00 pm.

Heather Clark

President

12/04/2017

Date