

BOD Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held virtually via Zoom on February 6, 2024, at 5:00pm.

Attendees (Red Indicates No Camera Use)

Christine Jensen	Brooke Lipperini	Neena Patton	Sarah Suwak
Regina Cochado	Heather Clark	Holly Courter	Sean Miller
Tiffany Jackson	Kellie Knesis	Heather Buck	Denisse Batista
Carrie Krott	Melissa Sharp	Krissy Bryk	

Members not in Attendance

Previous Minutes

- a. January Minutes (Brooke)
 - i. January minutes motioned to approve by Heather and seconded by Melissa.

Presidents Update

- a. HRCI recertification provider renewal completed; SHRM recertification credit provider renewal in-process
- b. Excel due March 15
- c. Clif report submitted in December 2023.
- d. Shape report submitted in January 2024.
- e. 2024 State Event Attendance – volunteers needed
 - a. Q1 State Council Meeting - February – Neena
 - b. State Legal & Legislative Event – May 2 & 3 – possibly Regina
 - c. State Leadership Conference – July 25 & 26 – OPEN
 - d. State Annual Conference – September 11 – 13 – possibly Tiffany
 - e. Volunteer Leaders Business Meeting – November 21 – 23 – Neena
- f. Independent Contractor role
 - a. Motion to approve moving forward with paid Independent Contractor role at approximately 5 hours per week at an hourly rate between \$25 and \$30 per hour. Motion by Christine and seconded by Regina.

Committee Updates

- a. Communications Committee (Brooke)
 - a. PDF flyer cannot be included in the email body to membership when sending from our website platform.
 - b. PDF can only be sent via email as a link or attachment.
- b. Finance Committee (Kellie Knesis)
 - a. December financials review of expenses, deposits, checking account balance.
 - b. Total net worth = \$106,817.70
 - c. Every month there will be a review of the PayPal account and will move funds over \$500 to the PNC account.

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- d. Motion to approve January financial statement by Neena seconded by Heather.

- c. Legislation Committee (Holly)
 - a. The committee is scheduled to meet under Holly's leadership and will report more next month.

- d. Membership Committee (Christine)
 - a. Goal, retain members and gain new members
 - i. All members must be a SHRM National member – 100%
 - ii. Dual membership is in place (NEPA and National run concurrently)
 - iii. Reconciliation process established
 - iv. Promoting membership with event flyers; free events for members
 - v. Growth of membership
 - 1. 273 members as of January 9, 2024
 - 2. 253 members as of February 6, 2024
 - vi. 2023 – Membership summary
 - 1. Ended the year with 269 members, which is an increase of 4%
 - 2. Member retention rate of 83%
 - vii. Suzie and Holly supporting with engagement of new and renewing members
 - viii. Fall member mixer event to be held on September 12, 2024 at Railrider's game, to include guests, more details to come closer to that date
 - ix. 2024 membership goal of 280

- e. Professional Development Committee (Tiffany)
 - i. Previous and Upcoming Events / Plans
 - a. HR Legal Spotlight Part 4
 - b. Feb 13th events finalized and registration link open
 - c. Reviewed the calendar of event delegations for the year
 - ii. January webinar completed with 37 attendees
 - iii. PD event registration open.
 - iv. Registration deadline for events – each Thursday before event
 - v. Reconciliation deadline for events – each Friday before event
 - vi. Event topics identified for each month through November 2024
 - vii. Workforce readiness – no update this month

- f. Governance Committee (Neena)
 - i. Proposed changes to by-laws – Neena to send information on next steps from National
 - ii. Neena to send 2023 Excel goals for review as well as proposed 2024 goals.

- g. Student Relations Committee (Regina)
 - i. Working on creation of an in-person event to include higher education professionals and students. Expand reach to more Colleges in the area.
 - ii. Effort to promote membership mixer to the student population.

 - iii. Scholarship (Regina)
 - a. Updating scholarship to three \$1,000 scholarships as of January 1, 2024.
 - b. Flyer draft completed to promote scholarship and certification to our membership.
 - c. Received an application for scholarship – Regina to reach out to confirm graduation date for eligibility.

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- h. New business

Meeting Close - Meeting Adjourned – Motion by Heather, seconded by Kellie, BOD confirms

Action Items

- **Committee Chairs**
 - Please remember to send monthly committee meeting notes to Heather to share with full BOD prior to each scheduled meeting.
- **Neena:**
 - Look at 2023 Excel goals and report any outstanding items at next meeting.
- **Kellie:**
 - Talk with PSECU about possibility to move some funds from PNC into a money market account
 - Will explore option for financial audit
 - Will explore option for Venmo account
- **Heather and Neena**
 - Work on revision of Board Bucks program - ongoing
- **Brooke:**
 - Promote flyer for certification

Next Meeting

March 5, 2024 – virtual

Brooke Lipperini

February 6, 2023

Date