

NEPA SHRM BOD Meeting Minutes

Date: February 3, 2025

Time: 5 pm

Location: Zoom

Board Members:

Julian Beck	Rebecca Gordon	Brooke Lipperini absent
Sharon Brodie	David Hollander	Sean Miller cam off part
Heather Buck	Christine Jensen	Stacey Nybeck
Heather Clark	Victoria Karp cam off	Neena Patton
Regina Corchado	Kellie Knesis absent	Melissa Sharp

Call to Order

- Neena Patton called the meeting to order

New Action Items

- Approval of December Minutes - sent via email
- Approval of January Minutes (Regina) done.
- 990 complete (Neena) completed - acceptance back from IRS.
- Insurance Quotes to Board (Neena) - Did not get them yet. She's been going back and forth with them - but no clear quotes yet. Maybe in the next week or two we will have quotes.
- Review of annual financials for 2025 (Neena) - Review done. Kellie made some adjustments and added dates of transactions. Added to tonights meetings minutes.
- Strategy Meeting Scheduled (Regina) - Going to talk about that tonight.
- Heather Clark to contact Emily regarding Skills in Scranton Workforce Summit sponsorship and promotion details. - Squared away, Sharon worked with Kellie, check was mailed out.

Minutes for January motion to approve - motion by Christine - Heather Clark Second. No objections – minutes passed.

President's Updates: Neena Patton

Neena Patton reviewed SHRM and PA State Council attendance requirements, confirmed submission of the SHRM Affiliate Standards report, discussed CPA engagement for tax and audit support, and outlined upcoming compliance obligations.

The SHRM State and National Conference Event Schedule was released. Neena reviewed the dates and locations. Neena will send and take volunteers to attend.

SHRM Affiliate Standard (replaced SHAPE) report in tonight's materials. It was submitted by the 1/31 deadline.

Looking for CPA - Working with a recommended CPA from Lehigh Valley

- Strategic Meetings Needed - Trying to schedule - the group agreed we will meet virtually. Agenda -
- Status quo vs. hiring help
- Raise Rates - Succession planning for the board.
- Officer roles need successors.

Committee Reports

Communications -

Rebecca Gordon spoke about event advertising. The April event is set, we are just finishing up the details.

Advertising: PSU and Misericordia prep courses are scheduled and advertising.

Save the date can be posted for State Conference, Womens' conference, Skills in Scranton

A suggestion was made to add something to our website about us being active for 30 years.

Website update - Call invite was sent for all website Admins this week. SHRM wants everything before 2024 down off of the website. Cleanup needs to be done by 2/28.

Motion to sunset the NEPA SHRM Collaboration LinkedIn Group was made and passed without objection..

Finance -

Kelly and Brooke are not in attendance.

Neena Patton reported on the 2025 year Financial Report - 42,637.89 in income and dates have been added to the reports. Total expenses 37,365.65 for a total surplus of \$5,272.54.

Heather Clark made a motion to approve the 2025 with a second from Rebecca Gordon.

Net worth 134,342.31

We will segregate scholarship funds - PNC and Edward Jones

January financials – Sharon Motion to approve - Heather Buck second. The 2025 year end, and January 2026 financial statements passed without objection.

Membership

Melissa Sharp reported our membership has 100% retention rate. Monthly meeting was held on 1/12.

Spring Mixer will be on May 7th Free to members, at Southside Bowl- first 40 to join will be free.

Regina Corchado provided an update on the scholarship. 3 have applied and will be awarded. We have a budget to award 4 more scholarships in the calendar year 2026.

Professional Development

Heather Buck reported 2 new members to the PD team.

79 individuals registered for the February webinar.

April in-person learning event will be posted for registration soon.

Sharon and Heather are working on speakers.

March 19th for the workforce summit - Sharon needs volunteers to work this event.

Webinar June 10th - HR Leadership - sitting with Julian for credits.

Governance

Heather Clark - looking for Excel Awards/Affiliate Standards information. Due March 15th. Excel award file going, need finance goal solidified.

Action Items for Next Meeting:

Neena to send the event volunteer leader event and state council and summit schedules to the BOD for dates and volunteers. BOD members to volunteer for various dates.

Volunteers needed for March 15th workforce summit.

Invite and agenda out for first strategy session Tuesday, the 10th at 5 pm. (rescheduled to March 17th)

Heather and Neena to discuss the budget before the session.

Christine Jensen - Assured Partners and NET Credit Union should have checks in the PO Box.

Adjournment

Strategic Planning Session: Tuesday, February 10, 2026 (Virtual). Next Board Meeting: March 3, 2026.

Motion to Adjourn by Sharon Brodie, with a second by Stacey Nybeck. Meeting ended at 6:10