

NEPA SHRM Board of Directors Meeting Minutes

Date: January 6, 2025

Time: 5 pm

Location: Zoom

Board Members:

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

Call to Order

- Neena Patton called the meeting to order & welcomed new (& returning) board member Julian Beck.

Action Items: Regina Corchado

- Officers' strategic planning session to be scheduled for the Board.(Regina)
- Tax Filing requirements (Neena) communicated with LVI CPA -outstanding
- Volunteers needed to attend the Skills in Scranton Workforce Summit in March 19th
- Minutes from the November meeting were emailed to the board, and we agreed to do an email approval of the minutes. Regina to send for the electronic vote. *Done.*
- SHRM foundation donation was made

Approval of December Minutes: -sent for electronic vote. This was not completed at the January meeting. (Electronic vote secured 1.24.26, RC)

President's Updates: Neena Patton

Neena shared the PA state council's new operating guidelines. Sent out via email to the board.

Neena reiterated that we will be looking for volunteers to attend the workforce summit in Scranton. Heather Clark is going to connect with the contact there and iron out the sponsorship amount and volunteer details.

Neena has reached out to an insurance broker for D&O insurance. She will send out the insurance information by the next meeting.

Committee Reports

Communications - Rebecca Gordon reported that the committee met December 18th and created a schedule of communications for the new year. Event advertising schedules are set for January, February, and March. We have additional advertising set for PSU's spring session for SHRM Certification prep.

Sean Miller reported pending sponsorships from NetCredit and Cornerstone.

Assured Partners will be sending out a check today for their sponsorship of the Holiday Party. They are an Afinity Partner, and they will be sending some other printed materials.

Christine Jensen reported that she will secure the check from the PO Box.

It was recommended that we allow Assured Partners to sponsor an unsponsored webinar in the future to make good on the lack of visibility from the Holiday party - although they chose not to speak at the party.

Finance - Kelly and Brooke are not in attendance.

Neena Patton reported on the December Financial Report -

- Expenses of \$6,092.81, with the majority of this being the Holiday Party.
- Deposits from SHRM \$860.42.
- Checking account balance \$26,422.24
- Edward Jones account as of 12/31 \$98,792.65
- Total net worth of \$127,511.95.

December financials approved - motioned by Heather Clark and seconded by Sharon Brodie and passed with no objections.

One of the CD's have matured. Kelly sent over a recommendation to the board that passed via electronic vote.

Neena would like to review the annual financial report prior to sending out for a vote.

We need to file our 990. Neena will prepare and partner with Brooke and get that done before the end of January.

Regina Corchado proposed we fund three (3) \$1,000 certification scholarships for 2026. A motion to approve was made by David Hollender second by Christine Jensen and passed without objection. A monthly report out on scholarship will be provided going forward.

Membership

Melissa Sharp reported our membership is at 309 on a goal of 310.

A spring mixer is being planned for May in Scranton at South Side Bowl. Details are forthcoming.

Neena discussed goals and reporting of goals for 2026.

Professional Development

Heather Buck reported that the first quarter of professional development seminars are scheduled. 50 participants are scheduled for the Unemployment webinar. Not many registrations for February and March, but it is early.

The April in-person professional development event is being planned and going to take place at Four Blooms Restaurant in Drums, which is a new location for us to have an event.

Governance

SHRM affiliate standards are due Jan 31, and goal-setting for 2026 are due in March.

New Business

No new business

New Action Items - for February meeting

- Approval of December Minutes - sent via email
- Approval of January Minutes (Regina)
- 990 complete (Neena)
- Insurance Quotes to Board (Neena)
- Review of annual financials for 2025 (Neena)
- Strategy Meeting Scheduled (Regina)
- Heather Clark to contact Emily regarding Skills in Scranton Workforce Summit sponsorship and promotion details.

Adjournment

- Meeting adjourned 5:40
 - Motion to adjourn made by Christine Jensen and seconded by Sharon Brodie.
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