

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at the Anthracite Café 804 Scott St WB Pa on December 5, 2017 @ 4:00 PM.

## Attendees

Heather Clark  
Christine Jensen  
Janine Hennigan  
Doug Hertel

Marc Marchese  
Tracey McMillian-Booker  
Tara Petroski  
Joe Sileo

## Members not in attendance

Tom Becchetti              Kellie Knesis  
Brooke Lipperini        Kerri Greco (Holland)

## Old Business

- November 7, 2017 meeting minutes were reviewed and approved pending one changed requested by M. Marchese - typo under Governance Committee.
- The CLIF report was completed and submitted per H.Clark.
- H.Clark reported that she had a conversation with John Drake of Penn State Worthington subsequent to the award from Ken Rudrud of SHRM for 2017 SHRM Learning System Champion. As such the Penn State logo and flyer are posted on our website and we should continue to promote.
- Committee Updates
  - Communications Committee
    - Website
      - Tabled - B.Lipperini was not in attendance. H.Clark gave a brief update regarding next steps.
      - Promotion was done for the December event on Facebook. Facebook "likes" grew by approximately 31. Agreed to promote each event in a similar fashion.
- Finance Committee
  - Financial Review
    - Motion to liquidate our PNC Certificates of Deposit and Money Market account and invest the funds in a Capital One Money Market Account- better interest rate with equal access to funds.
    - C.Jensen to refund herself for lottery tickets she purchased for the Holiday Event that had to be paid for in cash.
  - Action Items
    - 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.
    - C.Jensen to pursue adding H.Clark to bank account.
- Legislation Committee

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- 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
  - H.Clark provided an update on the currently modified process being utilized to verify applications and membership expiration dates. Responses from SHRM still continue to be challenge. May move to monthly requests rather than twice a month to see if it helps alleviate the problem.
- Professional Development Committee
  - The Opiod Prevention Workshop will be held at King's College on January 10, 2018.
  - The February event is in the works.
  - The Professional Development event will be held April 24, 2018.
- Governance Committee
  - Awaiting approval of by-laws

## New business

- The Installation of Officers was held with membership.
  - Melissa Bowitch and Christina Mandarano were installed as Board of Directors effective January 1, 2018.

## Next Meeting

Careerlink 32 Union Street WB Pa on January 9, 2018 @ 5:15 pm.

*Tara Petroski*

Secretary

12/26/2017

Date