

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at 32 Union Street WB PA on February 6, 2018 at 5:30PM.

Attendees

Tom Becchetti
Melissa Bowditch
Heather Clark
Janine Hennigan
Doug Hertel
Christine Jensen

Kellie Knesis
Marc Marchese
Tracey McMillian-Booker
Christina O'Reilly
Tara Petroski

Members not in attendance

Kerri Greco (Holland)
Brooke Lipperini
Joe Sileo

New business

- January 9th meeting minutes were reviewed and approved.
- President's Update
 - Shape Year End Report was submitted by H.Clark.
 - A motion was made to pursue the 2018 Excel Award.
 - **Action Items**
 - Looking to increase participation in National and State events to meet award requirements. Heather to send out National / State events and secure attendance (with expected costs) from Board Members.
 - Committee Chairs to track initiatives identified at the meeting throughout the year in preparation for their write up to apply for the Excel Award. A summary of accomplishments in the following areas:
 - Membership Retention (Kellie)
 - Membership Engagement (Kellie)
 - Certification Promotion (Doug)
 - Recertification opportunities (Doug)
 - New website (Brooke)
 - Legal update via email (Joe)

Old Business

- Committee Updates
 - Communications Committee
 - Website
 - B.Lipperini was not in attendance. H.Clark and C.Jensen gave a brief update on the website progress.
 - Go-live date is expected after April event.
 - **Action Items**
 - B.Lipperini to provide website timeline for next board meeting.

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- B.Lipperini to email quote options for logo creation. We should plan to have a logo complete by mid-March so we are prepared for the website go-live.
- J.Sileo and B.Lipperini to finalize privacy policy for new website.
- Finance Committee
 - Monthly Expenses



Monthly
Expenses.pdf

- C.Jensen presented the monthly expenses. A motion was made by J.Hennigan to approve the expenses as presented. M.Marchese seconded the motion.
- C.Jensen presented the IRS determination letter, which confirmed the organization is classified as a 501C6.
- Action Items
 - C.Jensen continuing to pursue the liquidating of our PNC Certificates of Deposit and Money Market account and invest the funds in a Capital One Money Market Account.
 - Wage Access Survey to be promoted. Contact company to get brochures, flyers, website etc., and promote at events.
 - Get sponsorship program back off the ground. Both C.Jensen and D.Hertel have parties potentially interested in sponsoring.
- Legislation Committee
 - J.Sileo continues to pursue avenues for providing State and Federal Legislative updates to NEPA SHRM Members.
- Membership Committee
 - K.Knesis and H.Clark continue to work on membership upkeep. K.Knesis reported that audits will be done at the end of every month for the prior two months expired members and dates will be updated in our database.
- Action Items
 - K.Knesis and T.Becchetti to create plan for membership inclusive of retention plan (expired members) and engagement (new members); propose options for New Member Mixers; provide plan at March meeting.
 - K.Knesis to develop membership report; expired and new members for each BOD meeting.
 - K.Knesis and H.Clark to finish the database cleanup.
- Professional Development Committee
 - Upcoming events
 - A Retirement Workshop seminar will be held on March 9, 2018
 - Professional Development event will be held on April 12, 2018.
 - J.Hennigan and D.Hertel to finalize Professional Development location; most likely Woodlands.
- Action Items
 - C.O'Reilly to assist J.Hennigan in contacting other "Kings-like" facilities to host events (How much space do they have, what is the cost for the room, parking, food options, etc), provide findings and details at March meeting.
 - J.Hennigan to get the same information from the Scranton Chamber.
 - J.Hennigan to provide a spreadsheet for the March meeting with the details (cost breakdown, room size, parking, food, etc.) of all event locations we will consider including those that Christina identifies, those we've used in the past, Chamber etc.

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- D.Hertel to work with committee to lock in events for other months throughout the year (i.e. May, June, September).
- T.Petroski to communicate to scholarship award winners explaining what needs to be submitted for reimbursement and inviting them to the Professional Development seminar (picture at 4:30pm if they can't make the event).
- T.Petroski to update scholarship application, etc. to award two 2018 scholarships and identify ways to promote the scholarships we gave away.
- Governance Committee
 - Continue to await approval of by-laws.

Next Meeting

Careerlink 32 Union Street WB PA on March 6, 2018 @ 5:30 pm.

Tara Petroski

03/05/2018

Secretary

Date