

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at McNees Wallace & Nurick, Suite 220 (2nd floor), 125 North Washington Avenue, Scranton, PA 18503 on Tuesday, November 5, 2019 at 5:30 PM.

Attendees

Neena Patton
Dr. Marc Marchese
Neena Patton

Joe Sileo
Christine Jensen
Tracey Booker-McMillian

Heather Clark
Kellie Knesis

Doug Hertel
Tara Petroski
Brooke Lipperini

Also in attendance Laura Labuda, PA SHRM State Council

Members not in attendance

Dr. Karen Yarish

Old business

Secretary Tara Petroski will circulate the minutes of the October 1, 2019 for review and an electronic vote will be called for approval.

PA STATE SHRM Update

Laura Labuda, PA SHRM State Council, Southeast District provided an overview of State SHRM activities. She is the Southeast Regional Director for Pennsylvania SHRM in a volunteer capacity as an extension of National SHRM on the Pennsylvania level. She serves as a contact for support, questions, best practices, guidance, etc. PA State SHRM free Volunteer Conference each summer open to Chapter members. Four State Council meetings held per year throughout the year as well. Suggests we add the dates to our agenda. Looking for ways that chapter members can volunteer in remote ways to take advantage of the chapter revenue sharing program. Encourages NEPA SHRM to continue to submit for Chapter of the Year award. National SHRM Volunteer Leadership event being held next week. Doug Hertel to attend. Heather commented that we are evaluating the cost benefit of sending members to State events. Laura shared that we can seek reimbursement from PA SHRM for mileage to these events. Laura will share the information with Heather for future reference. Her term is for three calendar years and expires December 31, 2020.

Presidents Update

- Several reports are due at the end of the calendar year:
 - CLIF report due December 1, 2019;
 - SHAPE due January 31, 2020 - will need some financials from Kellie;
 - Foundation donation is by December 31, 2019.
- Kellie is analyzing the cost of sending members to the State SHRM events in pursuit of revenue sharing. Dates for PA State SHRM will be distributed in the near future.
- BOD meeting schedule distributed; locations to be determined

NEPA SHRM Meeting Minutes

Committee Updates

- Communications Committee (Brooke): Committee met November 4, 2019;
 - Surround Chapters - Speaker Exchange: Neena has been contacting other chapters through PA State Council to advertise our events. She and Doug recommend sharing info about our speakers with other Chapters so they will share in turn.
 - Event “thank you” email: Brooke developing a template for review and approval of post-event communications thanking attendees and letting them know about future events. Emails will come from the Communication Committee.
 - LinkedIn Disclaimer: Joe Sileo working on disclaimer for the discussion forum for our website.
 - Brooke identified a solution for the website to restrict members to receive member rates for events. Will be tested for the next event.
 - Tracking how attendees learned about our events so we can better target individuals for attendance.
 - Bryanna Burnside will begin to take the lead on getting slide up on screen re: NEPA SHRM; she will bring marketing materials to events as well. Brooke will serve as her backup.
- Finance Committee (Kellie): Financial Report attached;
 - CD coming due on March 12, 2020; will evaluate at the January 2020 meeting
 - Approval of Expenses: clarification to deposits that 10/2/19 was from National SHRM CMJ motion to approve, Second Joe Sileo; motion carried.
 - Travel / Expense Reimbursement Policy: Kellie will draft a policy for Board review
- Legislation Committee (Joe)
 - Committee has a new member, Bill Aquilino
 - They are trying to stay active with new legislative developments; 2 recent postings: potential of PA white collar overtime exemptions & DOL proposal for 401K disclosures to be done online.
 - Heather suggested sending out emails to our members when new posts are made to the legislative blog. Joe agreed.
- Membership Committee (Christine):
 - Membership: September 2019 - 4 new members; 6 members pending National SHRM confirmation dating back to October 15, 2019
 - Results of audit received this afternoon; will be reviewed and responded to by deadline of November 12, 2019
 - Membership Announcements (Tracey):
 - Proposes sending out info about new members/newly certified members, on Facebook/website to welcome them and recognize them;
 - Tracey to develop questionnaire to send to new/newly certified members for BOD review
 - Heather to ask National SHRM if they can notify us of newly certified members.
- Professional Development Committee (Doug)
 - Recap Legal Update: Almost reached 100 attendees; evaluations generally very positive; only one disagree - as to the time of day for the event. Very good feedback on the presenters.
 - Recap Bullying in the Workplace: About 40 attendees; McNees was satisfied, networking followed successfully.
 - Upcoming Event Planning
 - Student Mixers: 31 registered for Wilkes-Barre and 11 for Scranton
 - Holiday Event at River Grille on December 5, 2019 with a magician as entertainment; need an idea for a fundraiser for the Foundation donation.
 - Bradford County United Way: 5 people have volunteered for this event; needs to be finalized
 - Affinity and Sponsorship Program Updates: Net Credit Union sponsoring the Holiday event; Paylocity will sponsor 2020 Professional Development event.
 - Scholarship (Marc): 2 applications for undergraduate award; no applications for graduate award. We budgeted \$500 for one award in each category for a total funding of \$1000. Motion to award 2 undergraduate scholarships at \$500 each by Joe Sileo, second by Heather, motion carried. Marc to invite awardees to Holiday event for a check presentation.
- Governance Committee (Heather in Karen’s absence)
 - Excel Award Application - Due March 15, 2020; please review Karen’s email and provide any needed updates.
 - Chapter of the Year Award Application - Due August 1, 2020; will be pursued

NEPA SHRM Meeting Minutes

- Pinnacle Award Application - Due September 1, 2020 - our initiative is Getting Talent Back to Work: Outreach will invite NEPA SHRM members to Reemployment Subcommittee meeting
- 2020 Board Terms & Election: Email will be sent to all members with the ballot on November 6, 2019; a link to bios will be provided; deadline of November 15, 2019 to vote.

New Business

Matt Hope, CEO of Summa -Employee & Community Wellness and Health (Christine):

Matt Hope, CEO of Summa was referred by Ken Okrepkie, Regional Manager-Pocono Northeast Region of Ben Franklin Technology Partners of Northeastern Pennsylvania. Matt is interested in speaking to HR professionals to learn more about employee and community wellness and health promotion programs. Their goal is to learn about the wants and needs of HR professionals throughout NEPA and identify possible opportunities for collaboration.

Before we commit, we need to see the method used to gather data, questions, and how results will be utilized as well as how personal data may be used, is it collected or can they respond anonymously.

Motion to adjourn, Joe Sileo, second by Doug Hertel, motion carried.

Action Items

- Tara Petroski to complete minutes of October 1, 2019 BOD meeting and send to Heather Clark for distribution and a vote
- Kellie Knesis to prepare a draft Travel/Expense Policy for BOD review
- Joe Sileo to prepare a disclaimer for use on LinkedIn Forum blog
- Neena Patton to prepare a communication to send to surrounding chapters sharing our “good speaker” list and asking that they share their list
- Brooke Lipperini to prepare template “thank you” correspondence to send to attendees after events
- Brooke Lipperini to test solution to member vs. non-member rates for registration
- Brooke Lipperini to further define in the registration process how individuals heard about our events
- Tracey McMillan-Booker will prepare a questionnaire re: new/newly certified members for BOD review
- Christine Jensen will respond to membership audit results
- Doug Hertel will finalize how the donations for the SHRM Foundation will be realized at the Holiday event
- Doug Hertel will finalize speakers/agenda for the Bradford County United Way presentation
- Marc Marchese will notified scholarship winners and invite them to the Holiday Event for a check presentation
- Christine Jensen will follow up with Outreach re: Reemployment Subcommittee meeting
- Heather Clark will send out 2020 ballot for voting
- Christine Jensen will contact Matt Hope of Summa to determine the method used to gather data, questions, and how results will be utilized as well as how personal data may be used, is it collected or can they respond anonymously and then share this information with the BOD

Next Meeting

Thursday, December 5, 2019 @ 4:30 pm at the River Grille in W-B.

Christine M. Jensen 11/6/19
Date