

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at River Grille, 670 North River Street, Wilkes-Barre, PA 18702 on Thursday, December 5, 2019 at 4:30pm.

Attendees

Neena Patton
Christine Jensen

Joe Sileo
Kellie Knesis

Heather Clark
Brooke Lipperini

Doug Hertel
Karen Yarrish

Members not in attendance

Eric Emiliani

Tracey McMillan

Marc Marchese

Tara Petroski

Old business

We have not received the October 1, 2019 minutes from 2019 Secretary Tara Petroski. Once received for review, an electronic vote will be called for approval.

November 2019 minutes were shared in advance of and a motion for approval was shared by Kellie and seconded by Brooke Lipperini.

Presidents Update

- Report Due Dates:
 - CLIF was submitted by the due date of December 1, 2019;
 - SHAPE due January 31, 2020 - will need some financials from Kellie;
- 2019 SHRM Donation:
 - Last year we donated \$280;
 - Heather motioned to approve \$500 and Doug seconded, received unanimous approval by present board members;
 - Due for submission by 12/31/2019 (Kellie to send).
- BOD meeting schedule for 2020 distributed; locations have been determined:
 - Welcomed new 2020 BOD members at the December 2019 event.



2020 Meeting
Schedule - Tentative

Committee Updates

- Communications Committee (Brooke): Committee met December 3, 2019
 - Surrounding Chapters - Speaker Exchange:
 - Neena sent a note to Doug and will follow-up with the list of speakers from the 2019 events so that a communication can be crafted and sent our contacts to share and identify quality speakers / topics for future events.
 - 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. - Brooke owes this to Doug for review.
 - LinkedIn Disclaimer:

NEPA SHRM Meeting Minutes

- Joe has sent us a short disclaimer for review and post to NEPA SHRM Group LinkedIn (will review and discuss at next meeting for next steps).
- Event Registration and Payment:
 - Tested adding a member only access for payment at the December 2019 Holiday Event which caused some confusion (feedback from Christine;
 - Further discussed the ability to register more than one person at a time and pay for them;
 - Brooke has an email out to Shelley (administrator) for solutions;
 - We have ability through PayPal to set it up like a shopping cart to allow multiple registrations at one time so we need response from Shelley on how to set-up on NEPA SHRM site.
- Finance Committee (Kellie): Financial Report sent to BOD members in advance of the meeting
 - CD coming due on March 12, 2020:
 - Will evaluate at the January 2020 meeting.
 - Approval of Expenses:
 - Motion by Christine and seconded by Doug / Heather.
 - Scholarships Status:
 - Paid out two scholarships (\$1,000) at the Holiday Event. \$1,700 remaining scholarship budget.
 - Travel / Expense Reimbursement:
 - Kellie working on a draft policy for Board review;
 - To be accompanied by a document for travelers to complete and submit for travel reimbursement;
 - Spent about \$2400 this year to send individuals to PA council meetings, etc.;
 - Need to revisit in Jan/Feb the benefit of committing to attendance for all events.
- Legislation Committee (Joe)
 - Committee met in December 2019;
 - Staying active with new legislative developments;
 - Posted blog regarding the new law approved through senate for minimum wage and will continue to monitor / provide updates. The positive of the new law is alignment (for the most part) of PA to Federal FLSA;
 - Will provide clarity in the future and will continue to update the board and website.
- Membership Committee (Christine): Unable to meet in November:
 - Membership:
 - Continuing to reach out to At-Large Members;
 - Will suggest again to SHRM that we need email and not just home address.
 - Results of audit, which Christine had to clean up:
 - Deadline if response was November 12, 2019;
 - Originally came back at 83% (we don't know when someone's SHRM Membership Expires)
 - Christine has started to ask individuals so we will have this in advance
 - After review / clean-up, new percentage is at 97%
 - National SHRM is running the discount for registration and renewals so that is being marketed out to non-members, etc.
- Professional Development Committee (Doug)
 - 2020 Event Planning:
 - Working on an event for January or February, attempting to run 2 events in one day in two different locations to reach a wider geographical area;
 - Professional Development Seminar to be held April 9, 2019 at the Woodlands;
 - Suggestion to begin marketing events further in advance to allow more time and reach a wider audience. Christine suggests to set-up a timeline document to be implemented for each event identifying when who is responsible for beginning the marketing process.
 - Perhaps assign to someone on the Development Committee
 - Bradford County United Way:
 - Doug is working on planning and is seeking support from our volunteers for this program;
 - Richard Lum (sp?), HR Manager from Chewy may assist along with Stacey Wysack (sp?);
 - Target implementation is January 2020.
 - Affinity and Sponsorship Program Updates:
 - None at this time.

NEPA SHRM Meeting Minutes

- Scholarship (Marc):
 - Two scholarship winners attending the December Holiday Event (\$500 each) for check presentation;
 - Marc not aware of any new applications for 2020 at this time;
 - BOD will need to identify someone to take over the management of the scholarship program in 2020 as Marc will no longer be a board member.
- Governance Committee (Karen)
 - Excel Award Application:
 - Due March 15, 2020; please review Karen's email when she sends the updated copy and provide any needed updates;
 - Chapter of the Year Award Application - Due August 1, 2020; will be pursued;
 - 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;
 - Succession Planning:
 - Heather suggests being more proactive in identifying and determining who will backfill board officers whose terms are coming to an end;
 - Example: President is a 3 year term, Heather has 1 more year, then Doug has 3 year term - at what point should we identify the next president elect?

New Business

- C3 Group Member Input (Christine):
 - C3 Group reached out to Christine to seek help in obtaining input from HR Professionals;
 - Proprietary screening tool called 'C-Screen' - would like HR professionals to test the usage and in return the company would offer 5 complimentary consulting hours to 10 randomly selected participants;
 - Joe has some concerns around the solicitation (in offering the consulting hours);
 - While we could support but state not to offer the consulting hours, we will first obtain some guidance from PA SHRM (we do not want it to be construed that we are endorsing the product and soliciting on their behalf;
 - Christine will send to Laura LaBuda, PA State Council (response from National has been very slow lately;
 - Christine will share back to C3 group that we are holding off until we are provided that feedback from PA or National SHRM.

Meeting Close

- Motion to close by Heather and seconded by everyone ☺

Action Items

- Tara to complete minutes of October 1, 2019 BOD meeting and send to Heather for distribution and a vote
- Neena to provide a list of 2019 speakers to Doug to prepare communication to send to surrounding chapters in an effort to seek their feedback and 'Good Speaker' list
- Neena to review disclaimer sent by Joe for next steps in posting on NEPA SHRM LinkedIn Group page
 - Joe to work on full disclaimer
- Brooke to prepare template "thank you" correspondence to send to attendees after events and share with Doug
- Brooke to follow up with Shelley on a solution for multiple member / non-member event registration
- Kellie to prepare a draft Travel/Expense Policy for BOD review
- Kellie to send the SHRM Foundation Donation by December 31, 2019
- Doug will finalize speakers/agenda for the Bradford County United Way presentation
- Karen to send Excel Award Application for review prior to January 2020 board meeting

NEPA SHRM Meeting Minutes

- Christine will send to note to Laura LaBuda, PA State Council looking for feedback regarding our ability to help solicit HR professionals on behalf of a company looking to test a new application
 - Christine will also share back to Pat that we are holding off until we are provided that feedback from PA or National SHRM

Next Meeting

Thursday, January 7, 2020 @ 5:30 pm at McNees



12/13/19

Date