

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at C3i Solutions, 525 Keystone Ave., Pittston, PA 18640 at 5:30pm.

## Attendees

Neena Patton  
Christine Jensen  
Eileen Notarianni  
Kellie Knesis (P)

Joe Sileo (P)  
Karen Yarrish  
Julian Beck (P)

Heather Clark  
Brooke Lipperini  
Sharon Ebert

Doug Hertel  
Nina Graaf  
William Aquilino

## Members not in attendance

None ☺

## Meeting Minutes

### 1. January Minutes (Neena)

- a. Action Item List Review with BOD assigned members
- b. Christine motioned to approve January minutes, Karen seconded and BOD confirmed

## Presidents Update

1. Completed one more round of introductions (name, current company and title, years on BOD, etc.)
2. President's Update
  - a. New Conference Call Lines
    - i. Upgraded current service
      1. Heather provided new numbers via email, please update current meetings to the new numbers (one for BOD meetings, one for committee meetings)
  - b. PA SHRM State Council
    - i. Looking for contacts to drive specific efforts (has to be a BOD Member):
      1. Workforce Readiness - Christine
      2. Diversity Initiative - Eileen
    - ii. Event dates will be shared in the near future and Heather will seek volunteers to attend PA Council events
    - iii. Revenue Sharing
      1. Dollars from events are divided among the chapters who meet all criteria
        - a. About \$1,300 for 2018 but we were not awarded, spent \$2,400 trying to get the revenue sharing
        - b. Should we try to get the revenue sharing next year? If we get enough people to attend/volunteer, we will apply (will keep pushing PA SHRM events on social media), but as long as we have representation at each meeting/event that is sufficient
        - c. Budget \$2,500 in support of attendance/travel for these events
          - i. Sharon motioned to approve, Brooke seconded, BOD approved
    - iv. Promote SHRM Certifications
      1. 10 Credits available via Veteran's training through SHRM
  - c. Shape Application
    - i. Has been submitted and the next step is to begin working on 2020 submission
  - d. Board Bucks Document Review
    - i. Intent is to reward board members who are actively participating and giving time
    - ii. Reviewed basic expectations to be a BOD member and additional criteria to be eligible for the board bucks
      1. Motion to approve by Nina, seconded by Eileen, approved by Board
        - a. 2019 attendance will determine 2020 eligibility for use

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- e. Board Members
  - i. Eric has stepped down - by-laws state that we fill that position
    - 1. Heather can appoint someone and suggests the individual that would have been next in line from the most recent election = Carrie Krott from Benco Dental
      - a. Motion by Bill to approve, Karen seconded, board approves.

## Committee Updates

- **Communications Committee (Brooke):**
  - Focused our most recent meeting on working with Bryanna to work on goals for Social Media
    - Schedule of regular postings is being developed by Bryanna
  - NEPA SHRM Group LinkedIn discussion board:
    - Bryanna will be sending the list of topics and will be requesting different board members to post topics to the discussion board
    - Would like individual's to 'own' the topic - have some knowledge on the topic and facilitate the discussion on the board
      - Review document 'NEPA SHRM Social Media' Information sent with tonight's materials
  - Analytics for our NEPA Website
    - Shelly (contact for our Website) responded and can set us up with the ability to pull data and analytics from our website
      - We will need a Google email account
  - Event "thank you" email:
    - Doug has provided feedback to Brooke
  - Surrounding Chapters - Speaker Exchange:
    - Neena sent communication regarding speaker exchange - limited response so far - requesting updated 2020 directory
- **Finance Committee (Kellie):**
  - Financial Reports sent to BOD members in advance of the meeting
    - Approval of Expenses:
      - Kellie reviewed account balances and provided all documents prior to the meeting
        - Reviewed 2019 revenue versus spend - net increase around \$8,000
        - Neena submitted 2019 990-N Tax Form, accepted documentation posted to Dropbox
    - Discussed having a financial / peer review periodically and then having an outside auditor in between each transition to new chair at the end of a term
      - 1<sup>st</sup> year audit should be completed by end of first quarter for previous financial year - we are in agreement to complete this with another board member, not on the finance committee
  - CD coming due on March 12, 2020:
    - Will evaluate at the next meeting
  - Travel / Expense Reimbursement:
    - BOD members to review and provide feedback to Kellie on the expense reimbursement policy - will vote on it in March
- **Legislation Committee (Joe)**
  - No committee call in January
    - Scheduled call for this month - no postings/updates in January
    - Plan to have a few items posted this month
- **Membership Committee (Christine):**
  - Four new members in January
  - Creating a new form for new members to share some important information with us
  - Event for new members, perhaps scheduling a happy hour for all new members in last year
  - Three touches for new members after they join - via email
- **Professional Development Committee (Doug)**
  - Upcoming Events, 2020

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- NEPIRC Event coming up on March 10, 2020 - NEPA SHRM to co-host. NEPIRC will cover expenses. No cost to attend.
  - Topic: Talent Succession Planning
  - 50 people scheduled to attend right now
- Professional Development
  - Scheduled April 9, 2020 at the Woodlands
  - 4 speakers (ethics in the afternoon)
  - Will start sending the save the date out via email, on the NEPA SHRM Group, etc. - Heather will put something together and send out
    - Will include new member mixer after this event
- Bradford County United Way
  - Date has been determined for end of March - communications to go out soon
  - Would expect 75 people to attend - we are sending 4 people to present
- Backfilling Doug for next Year, 2021
  - Looking to have someone work closely with for the remainder of this year - would like to have someone on-board by the next meeting
- Affinity and Scholarship Program Updates
  - No new updates
- Scholarship
  - We have three applicants, two scholarships to give out
    - Jennifer Ann Crosby
    - Ellen Meehan
    - Veronica Giamusso
  - We have \$1700 remaining from last year's carryover balance and we budget \$1500 annually
    - The application states 2 at \$750
    - Since we have carryover, we will award to all three applicants - Karen motioned to approve, Christine seconded, BOD all in favor
      - Will make sure we get a picture for website at the Prof Development Mtg
- **Governance Committee (Karen)**
  - Excel Award Application - Due March 15, 2020
    - Included in the materials for tonight - we have met all goals, 2019 completed and being submitted in next week or two
    - Start prepping 2020 document
      - New Ideas for Potential Goals:
        - 1 - Student Relations Committee Goal
        - 2 - NEPA SHRM LinkedIn Discussion Board
        - 3 - New Membership Orientation/Mixer and Welcome, Newly Certified Recognition
      - Karen will start a document for the Goals and share with committee chairs
  - Chapter of the Year Award Application - Due August 1, 2020
  - Pinnacle Award Application - Due September 1, 2020
    - Getting Talent Back to Work
    - Once Excel finished, Karen will circulate the Pinnacle information to determine next goal/initiative
- **Student Relations Committee (Eileen):**
  - Eileen is the new Chair!
    - Developed committee and mission - increase student membership, certification, etc.
    - Looking to develop market materials, what can we offer students (mixers, networking, etc.?)
    - Focus will be to expand to new ideas and new ways to engage students
      - Let's ask the students
      - Prepare materials that include 'why should I be a National SHRM member and a NEPA SHRM member'?
  - Eileen to share meeting invite for their monthly meetings - if this is going to be our Pinnacle award submission, we need everyone to help/participate.

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## New Business

- **Requests for membership input - State Council Recommendations (Christine)**
  - Will guide individuals to join NEPA SHRM Group on LinkedIn and post there
- **“How To” Social Media (Brooke)**
  - Brooke ran a short training session
- **PSU Sexual Harassment and Title 9 Training (Doug)**
  - Bill will take this and provide
- **Medical Marijuana - small company looking for feedback (Karen)**
  - Bill wrote a guidance document for Benco - will help support

## Meeting Close

Meeting Adjourned - Motion by Bill, 2<sup>nd</sup> by Eileen, confirmed by BOD

## Action Items

- **All BOD Members:**
  - BOD chairs to update conference bridges to the new numbers for their committee meetings. See attached that Heather provided via email.
  - Review ‘NEPA SHRM Social Media’ Information sent with last week’s materials.
  - Review the Travel/Expense policy and send feedback to Kellie prior to next meeting and be prepared to vote on implementation of this.
- **Brooke:**
  - To work with Communications group to set-up a google email in order to utilize Google Analytics from our NEPA Website.
  - Bryanna will be sending topics for NEPA SHRM Group Discussion board and asking members to begin this process (really own and provide good discussion on the topic).
- **Bill:**
  - Will be taking on the PSU Sexual Harassment and Title 9 Training effort (Doug has the details).
  - Will provide guidance to a company looking for some guidance on Medical Marijuana (Karen has the details).
- **Christine**
  - Will send out communication on guiding NEPA members to join the NEPA SHRM Group on LinkedIn.
- **Doug:**
  - To work with Brooke/Bryanna to push out the save the dates for Prof Development meeting in April and also to prepare and send communication for the Bradford County Way scheduled for end of March.
  - To work to identify potential backfill as Chair on Prof Development Committee so that person can work with him the remainder of 2020.
- **Heather:**
  - To reach out to Carrie Krott from Benco Dental to fill the vacated BOD role.
- **Karen:**
  - Will begin the 2020 goals list from brainstorm at the meeting and start to share/discuss with Committee Chairs.
- **Neena**
  - To work with officers to finalize new attendance tracking, board bucks tracking, etc.

## Next Meeting

March 3, 2020, 5:30 pm @ McNees

# NEPA SHRM Meeting Minutes



02/012/2020

Date