

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at via conference call on May 5, 2020 at 5pm.

Attendees

Neena Patton
Nina Graaf
Kellie Knesis
Doug Hertel

Heather Clark
Eileen Notarianni
Carrie Krott

Christine Jensen
Julian Beck
Joe Sileo

Karen Yarrish
William Aquilino
Bryanna Burnside

Members not in attendance

Brooke Lipperini

Meeting Minutes

1. April Minutes (Neena)

- a. Action Item List Review with BOD assigned members
- b. Nina motioned to approve April minutes, Eileen seconded and BOD confirmed
 - i. Neena has posted minutes to the Dropbox

Presidents Update

1. President's Update

- a. Welcome Bryanna Burnside to the BOD! 😊
- b. PA State Council Meeting - Held vis Conference Call
 - i. Majority of call focused on making changes to their programs to fit the new COVID19 environment
 - ii. What platforms, phone systems, etc. are being used? Some chapters are flourishing and some are struggling
 - iii. NEPA SHRM has offered 2 Webinars so far - Members only.
 1. There was a lot of discussion around cost and charging for Webinar events (i.e. small charges of \$10 or \$15 to cover platforms or speaker fees)
 2. One opportunity is to perhaps allow donations
 - iv. Pushing MAC Survey
 1. Bryanna to work with Heather to send members a note encouraging participation
 2. Bryanna is continuing to help with advertising some other initiatives being put out for National and PA SHRM
 - v. New Excel Workbook has been distributed:
 1. Requires 2 initiatives with membership (acquisition and retention)
 2. Heather to work with Karen on requirements around roles and next steps
- c. Keystone Partnership
 - i. Certificate program - offering 20 or so credits
 - ii. 20% discounts for NEPA SHRM members

Committee Updates

- **Communications Committee (Brooke):**
 - Covered by Bryanna
 - Advertising Keystone Certification
 - Updating LinkedIn page
 - Revamping Discussion board with some of the Webinar information

NEPA SHRM Meeting Minutes

- **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
 - Balance total of \$70,662.10
 - Motion to accept financial report by Christine, seconded by Eileen, approved by BOD
 - \$33 fee from PNC - charged twice (cancellation of fraudulent check and accidentally charged it again - will refund one of the charges)
- **Legislation Committee (Joe)**
 - The committee has been posting guidance on the new legislation and will continue to do that as they come out regarding COVID19, etc.
 - Held webinar on COVID19 guidance on 4/24
 - Posted 10+ notices providing legislation guidance in last few weeks
- **Membership Committee (Christine):**
 - 3 New applications in April (2 approved, 1 waiting for approval from SHRM)
 - 1 referral from Carrie, awarded a gift card
 - Call next week with National SHRM on how our membership is tracked, affiliation, etc.
 - Meeting scheduled for next week with the committee on Monday 5/11
- **Professional Development Committee (Doug)**
 - Events, 2020
 - Past Event Review
 - Talent Succession Planning - March 10 (results?)
 - 4/24, COVID19 Legislation Guidance
 - Very well received, lots of great questions
 - Send Survey
 - 4/30, HR Helping HR
 - 54 in Attendance - excellent work Carrie and Team!
 - Send post-event email and survey
 - Discussing a second HR Helping HR Webinar
 - Perhaps focused around furloughs, being recalled, etc.
 - How does the workplace look when people return? CDC Guidelines, Social Distancing, PPE, etc.
 - In process of looking for presenters - to be offered in next couple of weeks
 - Discussing upcoming webinars with PA HRC and BLS in upcoming months as well
 - Professional Development Seminar
 - Hoping to reschedule to later in the year but it is hard to choose a date
 - Perhaps we can select a date within the next couple of weeks
 - Workplace Discrimination and Retaliation
 - May 14 at the Radisson in Scranton - opportunity to move this to Webinar format?
 - Bradford United Way
 - Looking to have this as in-person - later in the year - October
 - Keystone Partnership
 - May also sponsor a future event as well
- **Governance Committee (Karen)**
 - Excel Award - 2020 Guidelines have been shared
 - COVID19 has made it difficult to finalize the goals for 2020
 - Karen will work with Committee Chairs to adjust goals to match with current environment, etc.
 - Chapter of the Year Award
 - Due August 1, 2020
 - Looking for strong retention and recruitment initiatives
 - Pinnacle Award Application
 - Due September 1, 2020
 - Requires us to choose a focus for 2020
 - Heather suggesting if this should not be a focus for us this year given COVID19, etc.

NEPA SHRM Meeting Minutes

- What else can we do to adapt to the new environment and bring benefits to our members?
 - Moving to table the Pinnacle Award and pursue Chapter of the Year Award
 - Karen to work with Committee Chairs to focus efforts on Chapter of the Year
- **Student Relations Committee (Eileen)**
 - Provided notes from the May Meeting with materials sent prior to call
 - Keeping the students engaged
 - Invite to upcoming Webinars
 - What about setting up mentoring or discussion sessions with HR professionals
- **Scholarships (Nina)**
 - Awarding 3 and adding 1 more once confirmed (Julia Insalaco)
 - Nina to work on the letters
 - Will advertise on website, pictures, etc.
 - Update information to start accepting applications for the upcoming year

New Business

Meeting Close - Meeting Adjourned - Motion by Nina, seconded by Karen, confirmed by BOD

Action Items

- **Bryanna**
 - Continue to work with Heather Brooke on Social Media efforts;
 - Send communications encouraging member participation in MAC Survey as well as other initiatives being pushed out from National and PA SHRM
 - Advertise Keystone College partnership and programs available for credits
 - Updating LinkedIn page and Discussion Board
- **Christine**
 - Reviewing Membership Affiliation with National SHRM in upcoming week
- **Doug, PDC**
 - Working on sending follow-up emails/surveys for recent webinars and compiling results
 - Determine topics, dates and times for upcoming Webinar events (HR Helping HR, BLS, PA HRC etc.)
- **Karen and Heather**
 - Focus committee and efforts to Excel Award and Chapter of the Year Award
- **Nina**
 - Determine based on details received to award 4th scholarship (Julia Insalaco email) and communicate scholarships, prepare advertising/photos to web-site and other outlets, etc.

Next Meeting

June 2, 2020, TIME and LOCATION TBD



05/05/2020

Date