

NEPA SHRM Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held at via conference call on November 1, 2020 at 5pm.

Attendees

Heather Clark
Christine Jensen
Carrie Krott

Karen Yarrish
Julian Beck
Kellie Knesis

Nina Graaf
Brooke Lipperini
Neena Patton

Doug Hertel
Eileen Notariani
Joe Sileo

Members not in attendance

William Aquilino Bryanna Burnside

Meeting Minutes

1. October Meeting Minutes (Neena)

- a. Carrie motioned to approve September minutes, Karen seconded
 - i. Neena has uploaded the final version in the Drop Box

Presidents Update

1. President's Update

- a. National will be offering a Complimentary Certification Exam
 - i. This will be the Certification Director role, but Julian is already certified so we can allow another volunteer leader if they would like to go
 - ii. If you can test up to the next level, say PHR to SPHR, Carrie would be interested. We can see if Bryanna is interested as well
- b. Professional Development Institute of Keystone
 - i. Provide SHRM and HRCI credits - virtual - great options for Strategic credits, etc.
 - ii. Have been working to see how we get this out to members - 10% to NEPA SHRM Members (Janet Jones is contact - working with Heather on a Flyer)
 - iii. Will be allowing a BOD member to take a course to test - if strategic then Christine will take, if not, Brooke is interested
- c. 2021 Meeting Schedule
 - i. Heather will prepare the schedule - staying with Tuesday meeting and will want to meet in-person once per quarter (pending COVID)
 - ii. Eileen will be stepping down - we require a new Chair of Student Relations Committee (also D&I to represent us for the State Council)
 1. Eileen is willing to stay on the student relations committee
 2. Eileen will stay on D&I since it doesn't have to be filled by a BOD
 3. We have 2 openings on the ballot with Eileen needing to step down
- d. Business Meeting - Virtual
 - i. Christine/Heather registered so far - maybe we can split it up because it's 4 days
 - ii. Will take a look at it and see who can fill what times - Heather is going to send the schedule around to see if we can cover as much as we can (report back what you learned at a high level)

Committee Updates

- **Communications Committee (Brooke):**
 - Transitioning to a new employer - please use Brooke's new email
 - Promoting SHRM membership campaign- working on continued social media postings

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- **Finance Committee (Kellie):**
 - CD Renewed
 - \$16,661.19 was balance on CD - 36 month CD
 - Next CD expires April 2021 and then one in March 2022
 - Financial Reports sent to BOD members in advance of the Meeting
 - Total Expenses \$1,106.52, no Deposits
 - PayPal \$2,650.29
 - Net Worth of \$75,500 approximately
 - Motion to approve by Kellie, seconded by Doug/Karen
 - Volunteer for the Give Smart Program (we didn't have a volunteer) - virtually fundraise for the SHRM foundation
 - PA SHRM State Council created a competition to win a free speaker session - state is split into 4 groups to compete
 - Link is on our social media page - we started to share last week
 - A motion was made to donate \$500 to the SHRM Foundation for 2020 as we have done in years past. The motion was seconded by XXX. Kellie will send a check to make sure we meet the deadline.
- **Legislation Committee (Joe)**
 - Nothing new posted since the last meeting. Looking for opportunities on what to post next.
 - Joe provided the Excel Award details to Karen.
 - Reviewed the Juliane Von Schmeling complaint (investigation by the PA Attorney General's office for practicing law without a license):
 - Joe tried to utilize the links in complaint form, but they are not active. Joe to contact SHRM attorney to discuss issue in greater detail and will report back.
 - Heather had talked to Susan Post only - they won't take any action until we (NEPA BOD) file a complaint - then they will investigate.
 - Joe is going to look into further to see if she markets herself as a NEPA SHRM member - Joe will also see if there is any update on the case.
- **Membership Committee (Christine):**
 - Christine shared the membership report:
 - 1 new member in October = 335 (audited number)
 - Holiday Event and Recognition of our members who obtained Certification in 2020
 - Denise from membership - reaching out to see who (5 so far)
 - A gift would be great - perhaps a NEPA SHRM Portfolio
 - Heather will draft a letter, Christine will order the portfolios (10 to ensure we have enough)
- **Professional Development Committee (Doug and Carrie)**
 - Events, 2020
 - Coordinating something for the Holiday Event
 - Potentially a motivational speaker or HR Helping HR 3
 - Perhaps we can provide a code for lunch, etc.
 - Organizational Caring with Alissa Carpenter held 10/26
 - 45 people in attendance (paid speaker) and overall went well
 - Professional Development folder - needs to be updated for events since June
 - Heather will reach out to Carrie to help and show her where (in Dropbox)
 - After events - let's start putting something up on LinkedIn Group to generate discussions
 - Heather has not heard back from Bill on the Keystone Courses
 - Doug secured a speaker for 11/24 - once agenda is firm, they will get the Flyer and website ready for registration
- **Governance Committee (Karen)**
 - Ballot to go Mid-November:
 - President, President-Elect and 2 Open Board Seats
 - Will go through official inductions at the December event
 - Excel Award - 2020
 - Updated document with all information from Chairs has gone out with meeting information - all BOD, please review and provide comments/updates to Heather and Karen
- **Student Relations Committee (Eileen)**
 - Will hold the Panel Q&A in February 2021

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- Looking for a panelist on board/committee to answer some questions for students - perhaps via Handshake- Send Eileen an email if interested
 - Bryanna has volunteered, Doug may be able to join as well (looking for 4-5)
 - Nine volunteered
- Students are gathering their questions to be prepared
- Bryanna has updated information on the website
- Scholarships (Nina)
 - No report

New Business

- Christine and Carrie had a call with Jim Valentine of RJ&G to discuss RJ&G assisting with the 2021 Legal Update. Tentatively scheduled for October 21, 2021.
- Doug has not heard from Karen of McNees.

Meeting Close - Meeting Adjourned - Motion by Eileen, seconded by Doug, BOD confirms

Action Items

- **BOD members:**
 - Give Smart Foundation - donate if you can and share links out in support of the Foundation.
 - Review the Excel Award Application shared in the Meeting documents
 - Email Eileen if you'd like to be an HR Panelist for the Student Q&A sessions in February 2021
 - "Sign up" for specific volunteer leader business meeting sessions
- Kellie
 - Make donation to SHRM Foundation
- **Christine**
 - Will order portfolios and work with Heather to send a letter along with the portfolio to newly certified members in 2020 (recognition)
- **Doug and Carrie**
 - Dropbox event folders need to be updated with feedback information for events going back to August 2020
 - Event finalization and flyer for 11/24 event
- **Heather**
 - 2021 Ballot to go out for voting by Mid-November (and Karen)
 - Heather to check with Janet Jones (Keystone contact) on courses available to BOD member - will it be for Strategic credit? Will allow us to take as a test for free.
 - To share proposed 2021 meeting schedule.
 - To write letter for newly certified members.
 - Circulate schedule for volunteer business meeting.
- **Joe**
 - Joe will look further into the Juliane Von Schmeling situation (investigation by the PA Attorney General's office for practicing law without a license) - check web to see if she is marketing herself as a NEPA SHRM member. Contact the attorney listed on the complaint form for more information.

Next Meeting

December 5, 2020 - Conference Call



11/02/2020

Date

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