

NEPA SHRM Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on November 2, 2021, at 5pm.

Attendees (Red Indicated No Camera Use)

Julian Beck	Sharon Brodie	Bryanna Burnside	Heather Clark
Brooke Lipperini	Carrie Krott	Christine Jensen	Nina Graaf
Kellie Knesis - Arrived Late		Neena Patton	

Members not in Attendance

Regina Cochado Joseph Sileo

Old Business

1. **October Meeting Minutes (Neena)**
 - a. Christine motioned to approve the minutes; Nina seconded
 - b. Neena has uploaded the final version in the Drop Box

Presidents Update

1. **President's Update**
 - o Volunteer Leaders Business Meeting
 - Fully virtual event, November 10th through November 12th
 - NEPA SHRM will send representation, Brooke has volunteered - we can't apply for the excel award if we do not have individuals attend
 - o Nomination's ballot needs to go out this week for the 2022 board seats
 - Having trouble obtaining volunteers but the committee is meeting tomorrow to try to get this together and out
 - o December Event
 - Will be held the 9th at 5:30pm with the board meeting starting for 4:30pm
 - o Excel Award
 - Finalizing professional development section with Carrie and then this is complete

Committee Updates

- **Communications Committee (Brooke):**
 - o Committee met October 13, 2021
 - o Completed the registration for legal updates review
 - Working with Carrie for payments for upcoming events as well
 - o Promotion - Email and Social
 - Upcoming NEPA SHRM Events
 - Apprenticeship Program
 - o Surrounding Chapters
 - Neena preparing next submission
- **Finance Committee (Kellie):**
 - o Documents shared by Kellie in advance for November financials
 - Net Worth of \$84,072.38 - Motion to approve by Brooke, second by Julian

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- **Legislation Committee (Joe - absent):**
 - HR 101:
 - *Laura Jefferies to work with Joe on the presentations*
 - Survey potential for new members to help us find new topics, understand what they want to get out of their membership, etc.
 - *Carrie to send questions to Heather to put together the survey monkey*
- **Membership Committee (Christine):**
 - Growth - Goal of 342 (12/31/2021)
 - 308 Members as of 10/4/21 roster report - had 18 renew and 2 new in September
 - A moving target with dual membership
 - Sending renewing members thank you emails
 - Updated at-large member list from SHRM (about 400) - reaching out to these individuals
 - Planning an in-person mixer for early 2022 to welcome new members
 - Comparison discussion on evening, lunch, breakfast, etc.
 - *Potential to include in the survey Heather is putting together as well*
 - *Christine to organize date, location, etc. and propose cost back to the board*
- **Workforce Readiness Sub Committee (Sharon)**
 - Potential Workforce Readiness Event with Elizabeth Kohm from National SHRM
 - Representative from National SHRM - has not been responsive to date
 - Event would include topics on all of Workforce Readiness Initiatives
 - *Potential for early 2022 - Sharon will try 1 more time and if no response will reach out to Heather for support through Susan Post*
 - *Sharon / Julian looking into PDC and HRCl credit eligibility*
- **Professional Development Committee (Carrie)**
 - Events
 - October
 - Legal Update survey complete - Bryanna pulling in the results and financial
 - November
 - Leading through the Great Resignation 11/9 - Suzie Franks
 - 48 registered as of today
 - December
 - Holiday Event 12/9, will be virtual
 - Posted on NEPA SHRM Website
 - Deb Colitas - Digital Networking Superstar, Mitigating Digital Fatigue
 - January
 - HR are People Too
 - The Importance of Mindfulness
 - February
 - Marijuana Landscape in Pennsylvania
 - HR 101 Series
 - 4 meetings for next year
 - 2/17 - Recruitment & Selection
 - 5/19 - Pay & Benefits
 - 8/18 - Performance Management & Record Retention
 - 11/17 - Employment Law Basics
 - Not for credit at this point - knowledge share, small business owners - how NEPA SHRM can support them in these efforts (sample policies, templates, etc.)
 - Sponsorship
 - Paylocity - bronze sponsor for next event
- **Governance Committee (Heather)**
 - 2021 Excel Initiatives
 - Requires additional information from Professional Development Committee
 - Open board seats - 2022 election; nominating committee
 - *Meeting this week to finalize and send out ballot*
- **Student Relations Committee (Regina)**
 - Student Speaker Series scheduled 11/10

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- 8 speakers set-up so far (2 attorneys and several other great speakers)
- **Scholarship Sub Committee Update (Nina)**
 - Flyer for 2022 Scholarship is being prepared so that it can be distributed for advertising
 - *Heather will help Nina to update the correct flyer to share with her*
 - Website and spreadsheet have been updated
 - Prep-Courses
 - *Brooke to update the website*

New Business

- None

Meeting Close - Meeting Adjourned - Motion by Kellie, seconded by Bryanna, BOD confirms

Action Items

- **Brooke**
 - Sharing attendance list with Neena for those attending events free as part of Board Bucks
 - Update the website for information regarding scholarships, prep courses, etc.
- **Bryanna**
 - Share legal update survey results and an actionable takeaway
- **Christine**
 - Coordinating options for in-person event for early 2022 for new members with BOD presence
- **Heather and Carrie**
 - Finalizing Professional Development section for the Excel Award Application
 - Carrie to send survey questions to Heather regarding HR 101 events
- **Joe**
 - Work with Laura Jeffries and Carrie on HR 101 materials, etc.
- **Nina**
 - Marketing scholarship work and following up with previous winners on certification/testing status for reimbursement

Next Meeting

December 9, 2021 - Virtual



11/02/2021

Date