

# BOD Meeting Minutes

## Call to Order

A meeting of NEPA SHRM BOD was held at via zoom video conference on January 3, 2023, at 5pm.

## Attendees (Red Indicates No Camera Use)

Jose Adames	Sharon Brodie	Krissy Bryk	Heather Clark
Regina Cochado	Holly Courter	Annie Higgins	Tiffany Jackson
Christine Jensen	Kellie Knesis	Carrie Krott	Brooke Lipperini
Neena Patton	Sarah Suwak		

## Members not in Attendance

Nina Graaf

## Previous Minutes

- a. November and December Minutes (Neena)
  - i. November minutes motioned to approve by Christine and seconded by Brooke.
  - ii. Agreed we did not need minutes for December given we did not officially meet.
  - iii. Neena to transition meeting minutes and other secretary duties to Brooke prior to the February meeting.

## Presidents Update

- a. The board held a December Holiday event instead of a Meeting
- b. CLIF Report was submitted by Heather confirming our new members and officers for 2023
  - i. Volunteer leaders distribution emails, etc.
- c. Julian Beck will remain involved with our PD Committee to help us obtain credits
  - ii. New logos will need to be updated (HRCI 2023, SHRM stays the same)
- d. SHRM Foundation Donation
  - iii. Completed - \$750 in 2022 (qualifies us for SHAPE Award)
  - iv. Neena and Heather to work on SHAPE submission together
- e. Heather will be sending out an excel for committee chairs to ensure our lists are up to date with committee member data, etc.
- f. Heather and Neena will be setting up a meeting with the new members for on-boarding purposes
  - v. Each new member will need to indicate what two committees they will serve on
- g. The president (Heather) serves on the State Council as well
  - vi. We will need to have someone in attendance at each and Heather will send out the materials to see where/when we need representation

## Committee Updates

- a. Communications Committee (Brooke)
  - i. Responsible for all website, social media, and marketing to membership
  - ii. Promoting Jan/Feb Webinars and SHRM Learning program for certification
  - iii. Brooke will be listening to the most recent Volunteer Leaders meeting and share the update with the group – will transition this off of Brooke as the primary

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- iv. Neena submitted surrounding chapter for end of 2022 and will look to hand this off for 2023
- b. Finance Committee (Kellie absent)
  - a. Oversee the financials of the full Chapter
  - b. Annual review:

## NEPA SHRM Profit/Loss 2022

\$28,189.59	2022 Income
\$21,173.69	2022 Expenses
\$ 7,015.90	Net Profit 2022

- i. Motion to approve Annual report by Sharon and seconded by Regina
- c. **Net worth = \$95,914.29**
  - i. Total expenses in the month = \$2,677
  - ii. Motion to approve December by Brooke, seconded by Carrie
- c. Legislation Committee (Open)
  - a. Joe will be continuing to help us communicate these important legal updates to our members.
  - b. If anyone is interested, please let Heather know so that this committee can continue as needed. Does not have to be an attorney.
    - i. We also have an opportunity to engage Renee.
    - ii. Annie Higgins offered and will connect with Heather separately.
- d. Membership Committee (Christine)
  - a. Goal, retain members and gain new members
    - i. All members must be a SHRM National member too – 100%
    - ii. Dual membership is in place (NEPA and National run concurrently)
    - iii. Total of 283 Members
      - 1. Our goal was 294 for 2022 so we did not hit that
      - 2. 3 new members this last week
- e. Professional Development Committee (Sharon)
  - i. Upcoming Events / Plans
    - a. January
      - i. DEI event the end of the month
    - b. February
      - i. Quiet Quitting
    - c. March
      - i. Will be an in-person in the Hazleton Area
    - d. April PD Event
      - i. Will be all day in-person at the Holiday Inn, East Mountain Blvd (6 credits)
- f. Governance Committee (Heather)
  - i. Excel Award Application
    - 1. 2022 Goals to be finalized by Neena and Heather
    - 2. Will begin working on 2023 Goals as well

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- g. Student Relations Committee (Regina)
  - i. Meeting focused on launching the student scholarships for membership payment
    - a. 3 have been approved but they have not submitted their expenses yet
  - ii. Scholarship Sub-Committee (Nina)
    - a. 2 \$750 scholarships toward certification available for New Business
    - b. Regina to sync with Nina to obtain applications by end of January, etc.

**Meeting Close** - Meeting Adjourned – Motion by Sharon, seconded by Christine, BOD confirms

## Action Items

- **Committee Chairs**
  - Please remember to send monthly committee meeting notes to Heather to share with full BOD prior to each scheduled meeting
  - Review the excel that Heather will send to ensure members in your committee are up to date, etc.
- **Brooke**
  - Review the latest volunteer's webinar and share any updates/important information with the committee (transition this responsibility to another member(s))
- **Heather**
  - Coordinate with PD to have the logos for HRCI and SHRM 2023 updated for materials, etc.
  - Send out committee by committee data to ensure members are updated, etc.
  - Send out dates to coordinate attendance at State Council meetings for 2023
- **Heather and Neena**
  - Coordinate an on-boarding meeting with the new members
  - Work on SHAPE submission and ensure completion by the deadline (1/31)
  - Work on completing 2022 Excel goals for submission by 3/15 and setting 2023 goals
- **Neena**
  - Transition secretary duties to Brooke
  - Working on next surrounding chapter submission and will look to hand this task off in 2023
- **New Members**
  - Attend on-boarding when scheduled by Heather
  - Consider and determine 2 committees you would like to participate on
- **Nina**
  - Please provide the scholarship applicants to Heather

## Next Meeting

February 7, 2023 – Virtual



January 03, 2023

Date