

BOD Meeting Minutes

Call to Order

A meeting of NEPA SHRM BOD was held at via zoom video conference on February 7, 2023, at 5pm.

Attendees (Red Indicates No Camera Use)

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

Members not in Attendance

Kellie Knesis

Previous Minutes

- a. January Minutes (Brooke)
 - i. January minutes motioned to approve by Regina and seconded by Neena.

Presidents Update

- a. Heather attended State Council Meeting
 - i. Heather will distribute Curtis's contact information
 - ii. Many chapters holding hybrid events to continue engagement
 - iii. Membership was down in 2022 throughout the State
- b. Excel Award
 - i. Applying for 2022 Platinum award
 - ii. Setting goals for 2023 – Heather to distribute once finalized; Committee Chairs to share goals with committee participants
- c. Bylaws
 - a. Revising sections regarding active participation expectations and how this ties to term on the BOD

Committee Updates

- a. Communications Committee (Brooke)
 - i. Responsible for all website, social media, and marketing to membership
 - ii. Monthly meetings rescheduled to 3rd Wednesday of the month at 4:00pm
 - iii. Promoting Feb Webinar, March Member Only Mixer, March seminar, save the date for PD in April and SHRM Learning program for certification
 - iv. 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
 - v. Neena submitted surrounding chapter for end of 2022 and will hand this off to Krissy Bryk for 2023
- b. Finance Committee (Kellie absent)

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- i. Oversee the financials of the full Chapter
 - ii. Review of February Financial Report – Regina advised correction needed: Tiffany Walker to be changed to Tiffany Augusto
 - iii. Tax filing that we submit annually; successfully submitted for 2022; Neena will save filing in Dropbox when finalized
 - iv. Christine to discuss with Kellie the option to authorize the proper Directors to move investments from CitiMark Credit Union to Edwards Jones in one or more Certificate of Deposit. Currently making 0.7% – 1.15% interest. Edwards Jones would be 4.75%. Heather motions to move the 4 CD's currently with City Mark to Edwards Jones at an interest rate of over 4% and give Christine and Kelly authorization to make the transaction. Christine to advise the BOD if the loss on the current investment is anything other than one quarter of interest. Seconded by Sharon.
 - v. **Net worth = \$96,250.90**
 - a. Total expenses in the month = \$318.53
 - b. Motion to approve February financial statement as presented via email by Kelly (with the edit mentioned in point C above) by Sharon, seconded by Nina
- c. Legislation Committee (Annie)
- a. Upcoming meeting on Thursday and will determine initiatives for this year
- 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. Reconciliation process established
 - iv. E-blast for at-large membership in Q1; sent e-blast to expired members in database
 - v. Holly reaching out to new and renewing members in place of Tracey; Suzie reaching to new members to connect with us on Social Media
 - vi. New Member Mixer event on 3/2/23
 - vii. Growth – goal of 263, +2%/6 members
 1. 275 members currently
 2. January gain of 13 new members
- e. Professional Development Committee (Sharon)
- i. Previous and Upcoming Events / Plans
 - a. January
 - i. DEI event the end of the month
 - ii. 70 registered
 - iii. 40+ in attendance
 - b. February
 - i. Quiet Quitting
 - ii. 120 registered
 - c. March
 - i. Will be an in-person in the Hazelton Area
 - d. April PD Event
 - i. Will be all day at the Holiday Inn – East Mountain, Wilkes-Barre (6 credits)
 - ii. 2 Sponsors identified for this event

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- 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
- g. Student Relations Committee (Regina)
 - i. Renewed interest in committee participation.
 - a. Speaker series for 2023 is of interest
 - b. February meeting will finalize goal for Spring semester
 - c. Regina looking for contact at Penn State
 - ii. Scholarship Sub-Committee (Nina)
 - a. 2 applications received, 1 withdrew; 1 in good standing as confirmed by Christine
 - b. Motion to award scholarship to Isabel Lembe in the amount of \$750 for 2023 SHRM Certification by Christine, seconded by Jose
 - c. Late applications open to Board vote
 - d. Heather and Nina to connect regarding initiative to promote certification to increase the % of certified members

Meeting Close - Meeting Adjourned – Motion by Sharon, seconded by Carrie, 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
- **Brooke**
 - Review the latest volunteer's webinar and share any updates/important information with the committee (transition this responsibility to another member(s))
- **Heather**
 - Will distribute Curtis's contact information
- **Heather and Neena**
 - Work on revision of Board Bucks program
- **Neena**
 - Working on next surrounding chapter submission and will look to hand this task off in 2023
 - Will save tax filing in Dropbox
- **Christine and Kellie**
 - Will transfer CD's to Edward Jones
- **Heather and Nina**
 - Will discuss initiative to promote certification to our membership

Next Meeting

March 7, 2023 – Virtual

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Date