

BOD Meeting Minutes

Call to Order

A meeting of NEPA SHRM BOD was held at via zoom video conference on May 2, 2023, at 5pm.

Attendees (Red Indicates No Camera Use)

Heather Clark	Nina Graaf	Annie Higgins	Tiffany Jackson
Christine Jensen	Carrie Krott	Brooke Lipperini	Neena Patton
Sarah Suwak	Regina Cochado	Krissy Bryk	

Members not in Attendance

Kellie Knesis	Holly Courter	Sharon Brodie
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Previous Minutes

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

Presidents Update

- a. Upcoming events
 - a. State Leadership Conference Meeting on July 20 & 21 – Heather to attend, Nina as back-up; Brooke to attend Virtual portion
 - b. State Annual Conference on September 13 & 14 – Tiffany to attend
 - c. Volunteer Leader Summit – dates TBD; will identify attendees once dates are finalized
- b. Jose Adames resigned from his seat on the BOD as of 4/12/23
- c. Dropbox reaching maximum capacity for our shared files
 - a. Transferring files from Dropbox from Google Drive

Committee Updates

- a. Communications Committee (Brooke)
 - i. Christine to update non-member list
 - ii. Krissy to take surrounding chapter events
 - iii. Sarah to handle volunteer leader webcasts
 - iv. Neena has updated meeting minutes and schedule on website
 - v. Blog submissions – legislative committee will submit content when available
 - vi. Resources tab content to be updated
 - a. Remove PathStone link
 - b. Confirm Workforce Readiness content with Sharon
- b. Finance Committee (Heather in Kellie's absence)
 - i. Oversee the financials of the full Chapter
 - ii. Reviewed monthly financial report, including checking account balance, expenses, deposits and PayPal account balance
 - iii. Chapter financial support increasing from \$25 to \$30
 - iv. **Net worth = \$106,709.08**

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- a. Motion to approve March financial statement by Carrie, seconded by Regina
- c. Legislation Committee (Annie)
 - a. Committee did not meet in April
 - b. Working on an event possibly in the next couple of months
 - c. Annie attended a recent State Council meeting
 - i. Volunteer Leadership conference in Gettysburg upcoming, free registration
 - ii. Several chapters are struggling with membership
 - iii. President Elects encouraged to attend State Council meetings
- d. Membership Committee (Christine)
 - a. Goal, retain members and gain new members
 - i. All members must be a SHRM National member – 100%
 - ii. Dual membership is in place (NEPA and National run concurrently)
 - iii. Reconciliation process established
 - iv. Promoting membership with event flyers; free events for members
 - v. Consider mailer for at-large – Cost approx. \$300
 - 1. National working on outreach flyer
 - vi. Growth of membership
 - 1. 287 members as of Feb 28
 - 2. 291 members as of April 4
 - 3. 286 members as of May 2
 - b. Workforce readiness (Sharon)
 - i. Planning June webinar event
 - ii. Need more participation on this sub-committee
- 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. Approximately 30 registered for event – Opioid in the Workplace
 - d. April PD Event 4/6/23 – 71 registrations; 67 attendees
 - i. Will be all day at the Holiday Inn – East Mountain, Wilkes-Barre (6 credits)
 - ii. 2 Sponsors identified for this event
 - e. May – registration open for the following
 - i. ‘Maximize your Potential’ – May 18th
 - ii. Microstepping a Return to Office Strategy that Works – May 23rd
 - f. HR Legal Spotlight
 - i. 4-part series
 - ii. Part I – 34 attendees
 - iii. Part II – registration open
 - g. August – possible seminar related to benefits

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- f. Governance Committee (Heather)
 - i. Excel Award Application
 - 1. In process, finalizing goals with Committee Chairs
 - ii. Proposed changes to by-laws – Neena to send proposed changes to BOD prior to June meeting
- g. Student Relations Committee (Regina)
 - i. Working on student networking event for Fall 2023
 - ii. Pushing for student memberships before end of the semester
- h. Scholarship (Nina)
 - a. Send email blasts to membership regarding benefits of certification and link to scholarship information on our website
 - b. Reviewed scholarship financial report – funds available \$2,070.50
 - c. Suggestion to expand scholarship to include financial support to membership related to professional development

Meeting Close - Meeting Adjourned – Motion by Nina, seconded by Sarah, 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
- **Heather**
 - Will send instructions on Google Drive
- **Heather and Neena**
 - Work on revision of Board Bucks program - ongoing
- **Neena**
 - Will send proposed by-law revisions to BOD
- **Nina**
 - Will distribute Scholarship financial report
- **Heather and Nina**
 - Will discuss initiative to promote certification to our membership

Next Meeting

June 6, 2023 – Virtual

Brooke Lipperini

May 5, 2023

Date