

BOD Meeting Minutes

Call to Order

A meeting of NEPA SHRM BOD was held at via zoom video conference on November 14, 2023, at 5pm.

Attendees (Red Indicates No Camera Use)

Christine Jensen	Brooke Lipperini	Neena Patton	Sarah Suwak
Regina Cochado	Heather Clark	Holly Courter	Sharon Brodie
Tiffany Jackson	Krissy Bryk		

Members not in Attendance

Kellie Knesis Carrie Krott

Previous Minutes

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

Presidents Update

- a. HRCI recertification provider renewal completed; SHRM recertification credit provider renewal in-process
- b. Chapter planning sessions upcoming –
 - a. Nominating committee selection
 - i. Proposed to include Officers – vote to be held electronically
- c. Clif report due December 1st
- d. Shape due December 31
- e. Excel due March 15

Committee Updates

- a. Communications Committee (Brooke)
 - i. Next meeting scheduled on December 6.
- b. Finance Committee (Kellie Knesis - absent)
 - a. No update
 - b. Funds moved from Pay Pal to PNC with small balance remaining in Pay Pal account
- c. Legislation Committee (Open)
 - a. No update
- 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

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- iv. Promoting membership with event flyers; free events for members
- v. Growth of membership
 - 1. 287 members as of Feb 28
 - 2. 291 members as of April 4
 - 3. 286 members as of May 2
 - 4. 281 members as of Sept 5
 - 5. 22 renewing and 3 new members this month; 277 members as of November 13
- vi. Retention rate of 90% and growth rate of 9%
- vii. Suzie and Holly supporting with engagement of new and renewing members
- viii. Fall member mixer in Sept 2024
- b. Workforce readiness (Sharon) – no update this month
- e. Professional Development Committee (Sharon/Tiffany)
 - i. Tiffany to assume position of Chair of this committee
 - ii. Sarah compiled list of potential topics for future events (based on post-event survey feedback)
 - iii. 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
 - g. August – possible seminar related to benefits
 - h. Sept – Recruitment & Retention Roundtable, HR Legal Spotlight Part 3
 - i. October - Marijuana in the Workplace, Legal Update
 - j. December – Holiday event on 12/7, HR Legal Spotlight Part 4
 - i. Christine in touch with vendor for favors for Holiday event and will coordinate order for the candy.
- f. Governance Committee (Neena)
 - i. Proposed changes to by-laws – Neena to send information on next steps from National
 - ii. 2024 BOD election underway
 - a. 5 seats available
 - b. 8 candidates are interested
- g. Student Relations Committee (Regina)

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- i. Committee to meet next week.
- ii. Scholarship (Regina)
 - a. Updating scholarship to 3 \$1,000 scholarships as of January 1, 2024.
 - b. Flyer draft completed to promote scholarship and certification to our membership.
 - c. Penn State prep class to begin February 1.
- h. New business
 - a. Discussion around hiring someone to assist our chapter with administrative tasks and event preparation.

Meeting Close - Meeting Adjourned – Motion by Christine, seconded by Sharon, 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.
- **Neena:**
 - Report out on Volunteer Leader Summit (11/16/23) and State Council Meeting (11/18/23)
 - Look at 2023 Excel goals and report any outstanding items at next meeting.
- **Kellie:**
 - Distribute the financials to BOD for electronic vote.
 - Transfer funds from Pay Pal to PNC, leaving approximately \$500 in Pay Pal.
 - Establish practice to review Pay Pal account monthly and transfer funds as needed.
- **Heather and Neena**
 - Work on revision of Board Bucks program - ongoing
 - Will discuss initiative to promote certification to our membership – Regina will report on this during student relations.
- **Christine:**
 - Develop a membership goal for 2024.
 - Explore options for how to handle the arrangement for someone to be hired via employment, vendor or 1099.
 - Create task list for possible paid position.
- **Heather:**
 - Add Google drive walk-through to January BOD meeting agenda.
- **Brooke:**
 - Promote Excel award.

Next Meeting

December 7, 2023 – In person

Brooke Lipperini

November 14, 2023

Date