

NEPA SHRM Board of Directors Meeting Minutes

Date: December 4, 2025

Time: 4:30 pm

Location: Radisson Lackawanna Station – Ballroom

In Attendance:

Heather Clark, Melissa Sharp, Brooke Lipperini, Regina Corchado, Christine Jensen, Kellie Knesis, Sharon Brodie, Rebecca Gordon, Heather Buck, David Hollander, Neena Patton

Missing: Stacey Nybeck, Victoria Karp, Sean Miller –(Sean joined late)

Call to Order

- Neena Patton called the meeting to order
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Action Items:

- A motion was made to send \$500 to the SHRM Foundation for our annual gift. An additional \$80 was collected as overpayments for the party. All registrants indicated they would donate the overages to the foundation.

**Note after the party -- \$180 cash was collected from photographer donations for headshots. The total to be donated to the foundation is \$760.

- Officers' strategic planning session to be scheduled for the Board.(Neena)
- Tax Filing requirements (Neena)
- Volunteers for Skills in Scranton Workforce Summit in March

Approval of Previous Minutes

- Minutes from the November meeting were emailed to the board, and we agreed to do an email approval of the minutes. Regina to send for the electronic vote.
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President's Update

Neena Patton and Heather Buck attended VLBM in Cancun. Both indicated it was a very nice event, and we should continue to send two board members annually. The cost is covered for two attendees by the National SHRM, aside from flights.

Neena also spoke about the research completed and conversations had surrounding the need for chapter insurance. The requirement by National SHRM for our local coverage requirements has been pushed to 2027.

Discussion around the need for insurance continued, for the reason of the relatively significant revenue in our accounts. A motion was made by David Hollander, seconded by Christine Jensen, and unanimously passed for our chapter to purchase Errors and Omissions insurance for January 1, 2026. Other coverages will be explored in the future. The estimated amount for this coverage will be less than \$1k annually. (about 700-800 was quoted) The group agreed that this is a priority, and others can be revisited next year.

Other topics covered at VLBM:

- Cybersecurity Insurance
- Q1 Clean-up of current SHRM-affiliated websites. We will be transitioning to a new platform, and SHRM would like all old/outdated photos and materials deleted before the transition.
- Two (2) individuals will have access as administrators to the new platform. It will be limited. Transition will happen in Q2 2026.
- SHRM is not increasing its membership fees for 2026.

Julian Beck was voted onto the board and will be inducted during tonight's Annual Meeting and Holiday Celebration. Julian has served on the board in the past.

New Business

- The desire for a paid resource for the chapter remains. The board agrees we need someone to assist 3-5 hours per week. Pay rate, schedule, and budget is needed and will happen in a future discussion.
- A discussion was held around sharing a resource with another chapter, and a specific candidate was discussed. It's unclear if that individual has the bandwidth to take on our chapter's needs.
- It was suggested that our chapter examine whether we should increase our fees at this time or in 2026. This could help offset the cost of a paid resource. There was a lack of consensus on this topic, and further discussion is needed at another time.
- A strategic planning session was recommended and is to be scheduled by Neena. This was added to action items.
- Our chapter will participate in the March 19th Skills in Scranton Workforce Summit as we have in years past. We will send representatives to do mock interviews, and we will be a sponsor.

Adjournment

- Meeting adjourned at 5:20 PM.
 - Motion to adjourn made by Neena Patton. Seconded by Christine Jensen
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Following the December Board Meeting, committee reports were communicated during the Holiday Party and Annual Meeting to the guests in attendance. There were about 40 members and guests present.

Finance - A financial update was provided during the annual meeting by Brooke Lippernini.

Professional Development - A professional development update was provided by Heather Buck

Membership -A membership update was provided by Melissa Sharp including:

- NEPA SHRM membership stood at 308 members as of November 30th.
- We had also set a goal of maintaining a 90% retention rate of current members.
- We consistently exceeded that retention goal throughout 2025, averaging over 100% retention for the year.