

BOD Meeting Minutes

Call to Order

A meeting of NEPA SHRM BOD was held in-person at The Radisson and virtually via Zoom on December 5, 2024, at 4:30pm.

Attendees (Red Indicates No Camera Use)

Neena Patton	Heather Buck	Brooke Lipperini	Christine Jensen
Melissa Sharp	Regina Corchado	Heather Clark	Kellie Knesis

Members not in Attendance

Carrie Krott	Sean Miller	Holly Courter
--------------	-------------	---------------

Previous Minutes

- a. November Minutes (Brooke)
 - i. November minutes motioned to approve by Christine and seconded by Heather C.

Presidents Update

- a. 2024 State Event Attendance
 - a. State Annual Conference – September 12 – 13 – Holly Courter
 - i. Holly provided overview of the conference and shared recommendation to send an additional representative from our chapter next time since the conference was so large
 - b. Volunteer Leaders Business Meeting, Washington DC – November 21 – 23
 - i. Neena attended and will share information and materials during our January meeting
 - ii. Several changes at SHRM (email with details shared to BOD)
 - c. By Laws are approved
 - d. Workforce Summit
 - i. Scranton Chamber of Commerce
 - ii. March 20, 2025 – discussion around having a table with mock interviews again
 - iii. Neena to follow up on details
 - e. CLIF Report submitted 11/30/24 (due 12/1)
 - f. SHAPE due end of January
 - g. EXCEL due in March

Committee Updates

- a. Finance Committee (Kellie Knesis)
 - a. Review of previous month expenses, deposits, checking account balance.
 - b. Total net worth = \$121,752.19

BOD Meeting Minutes

- c. Every month there will be a review of the PayPal account and will move funds over \$500 to the PNC account.
 - d. Motion to approve November financial statement by Regina and seconded by Heather B.
 - e. Contact made with accounting audit firm who we have used previously for our last audit in 2018.
- b. New business
- ii. Thank you, Christine and Kellie, for your continued help and support in the roles you've held for the past SIX years!
 - iii. Carrie will continue to support PD and communications; Holly will continue to support membership – thank you both!
 - iv. Need to finalize our Chairs, Co-Chairs and Committee alignments for 2025.

Role	2025
PRESIDENT	24 Neena Patton
PRESIDENT ELECT	
PAST PRESIDENT	24 Heather Clark
VP MEMBERSHIP	25 Melissa Sharp
VP FINANCE	25 Brooke Lipperini
SECRETARY	25 Regina Corchado
BOARD MEMBER	25 Christine Jensen
BOARD MEMBER	25 Kellie Knesis
BOARD MEMBER	25 Sharon Brodie
BOARD MEMBER	25 Rebecca Gordon
BOARD MEMBER	24 Sean Miller
BOARD MEMBER	25 Katheryne Hait
BOARD MEMBER	24 Heather Buck
BOARD MEMBER	25 David Hollander
BOARD MEMBER	25 Victoria Karp
BOARD MEMBER	25 Stacey Nybeck

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

Action Items

- **Committee Chairs**
 - Please remember to send monthly committee meeting notes with Neena or save to Google Docs
- **Kellie:**
 - Explore option for Venmo account
- **Neena**
 - Work on revision of Board Bucks program – ongoing pending by-law approval
 - Follow up with Scranton Chamber on the Workforce Summit
- **Sean**
 - Engage with NET Credit Union regarding possible sponsorship

BOD Meeting Minutes

Next Meeting

January 7, 2025 – virtual via Zoom

Brooke Lipperini

December 5, 2024

Date