

# BOD Meeting Minutes

## Call to Order

A meeting of **NEPA SHRM BOD** was held virtually via Zoom on January 9, 2024, at 5:00pm.

## Attendees (Red Indicates No Camera Use)

|                  |                  |               |                 |
|------------------|------------------|---------------|-----------------|
| Christine Jensen | Brooke Lipperini | Neena Patton  | Sarah Suwak     |
| Regina Cochado   | Heather Clark    | Holly Courter | Sean Miller     |
| Tiffany Jackson  | Kellie Knesis    | Heather Buck  | Denisse Batista |
| Carrie Krott     | Krissy Bryk      | Melissa Sharp |                 |

## Members not in Attendance

## Previous Minutes

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

## Presidents Update

- a. HRCI recertification provider renewal completed; SHRM recertification credit provider renewal in-process
- b. Clif report submitted in December.
- c. Shape report due January 2024.
- d. Excel due March 15
- e. Volunteer Leader Webcast – Sarah will handle this moving forward and will create a folder in Google Drive and report back at our BOD meetings
  - a. Last webcast focused on chapter branding; SHRM affiliate presentation center (request SHRM staff speakers) is forthcoming
- f. State council meetings to be discussed in subsequent meetings to determine dates and assign representatives to attend.

## Committee Updates

- a. Communications Committee (Brooke)
  - a. Jan and Feb events being advertised as well as Penn State certification prep class.
  - b. Scholarship Application automated email issue has been resolved.
  - c. Surrounding chapter events sent to membership in December.
  - d. Flyer to promote certification – see if we can send via email with links embedded
- b. Finance Committee (Kellie Knesis)
  - a. December financials review of expenses, deposits, checking account balance.
  - b. Total net worth = \$105,230.18
  - 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 December financial statement by Carrie seconded by Heather.
  - e. Review income and expense statement for 2023 – net profit of \$10k

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- f. Motion to approve the income statement for 2023 by Sean, seconded by Regina.
- g. Discussion regarding the possibility of a paid position
  - i. Will be a 1099 arrangement
  - ii. Further discussion needed by Neena and Heather to determine how many hours will be approved for this position as well as a recommendation for pay rate
  
- c. Legislation Committee (Holly)
  - a. Holly to review Excel goals from 2023
  
- 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. Growth of membership
      - 1. 273 members as of January 9, 2024
    - vi. Suzie and Holly supporting with engagement of new and renewing members
    - vii. Fall member mixer event to be held in September 2024 at Railrider's game, to include guests, more details to come closer to that date
    - viii. 2024 membership goal of 280
  
- e. Professional Development Committee (Tiffany)
  - i. Previous and Upcoming Events / Plans
    - a. HR Legal Spotlight Part 4
    - b. Jan 9<sup>th</sup> and Feb 13<sup>th</sup> events finalized and registration link open
    - c. Reviewed the calendar of event delegations for the year.
  - ii. January webinar completed with 37 attendees
  - iii. Carrie working on save the date flyer for PD event; one sponsor confirmed for this event and another potential sponsor
  - iv. Registration deadline for events – each Thursday before event
  - v. Reconciliation deadline for events – each Friday before event
  - vi. Workforce readiness (Sharon absent) – no update this month
  
- f. Governance Committee (Neena)
  - i. Proposed changes to by-laws – Neena to send information on next steps from National
  - ii. Neena to send 2023 Excel goals for review as well as proposed 2024 goals.
  
- g. Student Relations Committee (Regina)
  - i. Created poster for 'becoming certified in 3 steps'.
  - ii. Need to promote Penn State prep class starting February 1.
  - iii. Excel goal reviewed.
  - iv. Scholarship (Regina)
    - a. Updating scholarship to three \$1,000 scholarships as of January 1, 2024.
    - b. Flyer draft completed to promote scholarship and certification to our membership.
    - c. Received an application for scholarship – Regina to reach out to confirm graduation date for eligibility.

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- h. New business

**Meeting Close** - Meeting Adjourned – Motion by Heather, seconded by Tiffany, 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:**
  - Look at 2023 Excel goals and report any outstanding items at next meeting.
  - Will connect with Kellie regarding 1099 processing through QuickBooks
  - Create flyer to solicit referrals for paid position
  - Submit our 2023 tax forms
- **Kellie:**
  - Talk with PSECU about possibility to move some funds from PNC into a money market account
  - Will explore option for financial audit
- **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.
  - Will make recommendation on monthly hours for paid position and corresponding pay rate
- **Brooke:**
  - Promote upcoming Penn State prep class on social (note there are links on the flyer)
  - Ask Shelly if the flyer for 3 steps to certification can be emailed as PDF and/or email to membership

## Next Meeting

February 6, 2024 – virtual

*Brooke Lipperini*

January 9, 2023

Date