

# BOD Meeting Minutes

## Call to Order

A meeting of **NEPA SHRM BOD** was held virtually via Zoom on April 2, 2024, at 5:00pm.

## Attendees (Red Indicates No Camera Use)

Christine Jensen	Sarah Suwak	Neena Patton	Sean Miller
Heather Buck	Denisse Batista	Holly Courter	Regina Cochado
Melissa Sharp	Krissy Bryk		

## Members not in Attendance

Carrie Krott	Brooke Lipperini	Heather Clark	Kellie Knesis
Tiffany Jackson			

## Previous Minutes

- a. March Minutes (Neena)
  - i. March minutes motioned to approve by Sean Miller and seconded by Holly Courter.

## Presidents Update

- a. Excel submitted March 2024.
- b. SHRM Branding initiative
  - a. Christine shared the sample we received from our contact at National
  - b. Confirmed we will not need the affiliate logo on all materials if we move to the new logo
  - c. Reviewed and approved by the board to move forward with 'Northeast PA'
- c. 2024 State Event Attendance
  - a. State Legal & Legislative Event – May 2 & 3 – Regina and Heather B (Council Mtg too)
  - b. State Leadership Conference – July 25 & 26 – Sarah Suwak
  - c. State Annual Conference – September 11 – 13 – Tiffany & Holly
  - d. Volunteer Leaders Business Meeting – November 21 – 23 – Neena and Tiffany

## Committee Updates

- a. Communications Committee (Brooke absent, no update)
  - a. N/A
- b. Finance Committee (Kellie Knesis absent – Financials reviewed by Neena)
  - a. Review of previous month expenses, deposits, checking account balance.
  - b. Total net worth = \$118,149.90
  - 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 move \$15,000 to Edward Jones account by Christine Jensen seconded by Regina Cochado.
  - e. Motion to approve March financial statement – motion by Denisse Batista seconded by Sean Miller.
- c. Legislation Committee (Holly)

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- a. Holly attended the Q1 SHRM seminar top topics included AI, pushing advocacy to increase membership.
- b. Was able to meet with Joe and Renee regarding goals for the year and sent them to Neena and Heather.
  
- 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
      - 2. 253 members as of February 6, 2024
      - 3. 259 members as of March 5, 2024
      - 4. 261 membership goal for 2024
    - vi. Suzie and Holly supporting with engagement of new and renewing members
    - vii. Fall member mixer event to be held on September 12, 2024 at Rail rider's game, to include guests, more details to come closer to that date
  
- e. Professional Development Committee (Tiffany absent, no update)
  - i. PD event registration open – 35 registrations so far; reviewed menu and agreed to keep the same as last year; sponsors to be updated on flyer
  - ii. Registration deadline for events – each Thursday before event
  - iii. Reconciliation deadline for events – each Friday before event
  - iv. Event topics identified for each month through November 2024
  - v. Workforce readiness – no update this month
  
- f. Governance Committee (Neena)
  - i. By-laws were returned and are going through final review.
  - ii. Heather submitted 2023 Excel goals on time.
  - iii. 2024 Excel goals being finalized.
  
- g. Student Relations Committee (Regina)
  - i. Working on creation of an in-person event to include higher education professionals and students. Expand reach to more Colleges in the area. Will be held at the University of Scranton towards the end of May.
  - ii. Effort to promote membership mixer to the student population for Fall.
  - iii. Scholarship (Regina)
    - a. No Applicants.
    - b. Send email blast of Flyer to promote scholarship and certification to our membership.
    - c. Promote scholarship during PD.
  
- h. New business

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Meeting Close - Meeting Adjourned – Motion by Neena, seconded by Brooke, BOD confirms

## Action Items

- **Committee Chairs**
  - Please remember to send monthly committee meeting notes with Neena or save to Google Docs
- **Christine:**
  - Communicate with and determine next steps for the National SHRM branding initiative
- **Kellie:**
  - Move \$15,000 from PNC Checking Account to either a CD or Money Market at Edward Jones
  - Explore option for financial audit
  - Explore option for Venmo account
- **Neena**
  - Discuss regular cadence of sending scholarship marketing out to members
  - Finalize by-laws from new contact
  - Work on revision of Board Bucks program – ongoing pending by-law approval

## Next Meeting

May 7, 2024 – virtual

*Denisse Batista*

April 2, 2024

Date