

NEPA SHRM Meeting Minutes

Call to order

A meeting of [NEPA SHRM BOD](#) was held via conference call.

Attendees

Heather Clark
Doug Hertel
Christine Jensen
Kellie Knesis
Tara Petroski
Kathy Peters
Ana De Los Santos

Members not in attendance

Ken Zula

Old Business

Governance

- Governance Committee to prepare spreadsheet for tracking Officer and Board Membership terms.
 - 2017 Ballot
 - A motion was made by Christine Jensen to accept the results of the Survey Monkey ballot distributed in March of 2017 appointing the following individuals to the Board of Directors:
 - Annie Higgins, Janine Hennigan, Brooke Lipperini, Sarah Jonas, Kerri Holland, Joe Sileo, and Marc Marchese. Kellie Knesis seconded the motion.
 - Should any of these individuals choose not to accept the appointed position, we will move to the next ranked individual on the survey.
 - Kellie Knesis will notify those individuals who were appointed as Board Members, confirming their acceptance of the position (must respond by April 5) and inviting them to join us for a meeting following the Professional Development event on April 13 at 4:15pm.
 - Doug Hertel to reach out to Tom Becchetti should all other individuals accept their appointments.
 - A motion was made by Christine Jensen to accept the results of the Survey Monkey ballot distributed in March of 2017 appointing Heather Clark as President-Elect. Kellie Knesis seconded the motion.
 - A motion was made by Christine Jensen to accept the results of the Survey Monkey ballot distributed in March of 2017 appointing Kellie Knesis as VP of Membership. Heather Clark seconded the motion.
 - A motion was made by Christine Jensen to accept the results of the Survey Monkey ballot distributed in March of 2017 appointing Tara Petroski as Secretary. Kellie Knesis seconded the motion.

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- Kellie Knesis will send a note to individuals who expressed interested in participating in NEPA SHRM inquiring as to what committees they would like to participate in.

Financial

- Christine Jensen reviewed the financial audit requirements of the Chapter. She will send a copy of these to the BOD. It was determined that the Governance Committee will add a requirement for an audit every five (5) years to the bi-laws. Christine to get pricing for an audit to be done.
- Kathy Peters will join the Finance Committee.

Professional Development

- Revisions made by the Professional Development Committee to the Scholarship Application were reviewed and accepted. It was agreed that two scholarships will be given to individuals who took the exam in 2016 (pass or fail) and two individuals who took the exam in 2017 (pass or fail) in addition to the two 2018 recipients. The need application deadline will be January 30 with notification by February 15.

Communications

- Heather Clark reviewed the following email addresses associated with the Go Daddy Account:

- jobs@nepashrm.org Forwarded to christinejensen@lswib.org
- membership@nepashrm.org Forwarded to kpeters@kemper.com and knes925@epix.net
- president@nepashrm.org Forwarded to kzula@comcast.net
- webmaster@nepa.org Forwarded to mailbot@omnimagnet.com and brooke.lipperini@fncb.com

- It was determined that each respective account will no longer be forwarded to nepashrm@yahoo.com and only be forwarded to the individual noted above. Should the plan above work appropriately, we will eventually stop using the nepashrm@yahoo.com email address.

Heather Clark

Board of Director

03/30/2017

Date