

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at 32 Union Street WB Pa on September 5, 2017 @ 5:15PM.

Attendees

Tom Becchetti	Janine Hennigan	Brooke Lipperini	Tara Petroski
Heather Clark	Christine Jensen	Marc Marchese	Joe Sileo
Doug Hertel	Kellie Knesis	Kathy Peters	

Members not in attendance

Ana De Los Santos Tracey McMillan-Booker Kerri Greco (Holland)

New business

- H.Clark proposed a 2017/2018 meeting schedule to continue meeting the first Tuesday of each month however, designating alternating months of Board Meetings and Regular Meetings. Per NEPA SHRM bylaws Regular Meetings should be held and open to all members. Four Board Meetings are also required each year per National. The proposed meeting schedule was reviewed and approved by the Board.



2018 Meeting
Schedule - Tentative.i

- **Action Items**

- H.Clark to post the tentative schedule to the website with a location, general agenda, and request of members to email us should they wish to attend.

Old Business


- Committee Updates
 - **Action Items**
 - Board Members to review the duties on the committee list and let the Chair of the committee know if any adjustments need to be made. Committee Chairs to let H.Clark know of adjustments.




Committees
2017.08.24.pdf

- Committee Chairs to write a “blurb” describing what the committee does for NEPA SHRM and provide to H.Clark for the website and to solicit new volunteers from membership.

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- C.Jensen to distribute committee details she has seen from National in the past to assist in writing of the descriptions.
- H.Clark to email membership soliciting volunteers for vacancies such as the Communications Committees and Scholarship/Fundraising Committee.
- H.Clark to update website with committee descriptions and contact information.
- Communication Committee
 - Website
 - B.Lipperini presented the benefits of SHRM Affiliate Website Program outweighing the benefits of a local company.

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pdf
 - The Board voted YES to migrate current website to the SHRM Affiliate Website.
 - More information to follow; expect migration to occur early 2018
 - Brooke to head-up migration, perhaps an intern to assist.
 - Action Items
 - M.Marchese to investigate an intern to assist with the website migration.
 - B.Lipperini to provide a timeline for the migration.
- Finance Committee
 - Financial Review
 - C.Jensen secured a financial review by McGrail Merkel Quinn & Associates, P.C. expected to be completed by the end of the year.
 - The firm will review our procedures and make recommendations to be held on site.
- Legislation Committee
 - Action Items
 - J.Sileo will work with McNees' Library Information Group to provide legal updates to be included on the new website and possible email blast on current topic to the members.
 - B.Lipperini to ensure there is a place incorporated on the new website for the McNees Blog and legal updates.
- Membership Committee
 - K.Knesis reported that the deadline for the audit was met and all old membership applications are cleaned up.
 - Membership audits/reconciliation will be done quarterly on a go-forward basis.
- Professional Development Committee
 - Reaffirmation by September 28
 - C.Jensen working on the transition from Ken Zula as well as attending the Webinar on September 6, 2017.
 - Student Mixers
 - Scranton- Back Yard Ale house 10/12
 - Wilkes-Barre- Rodano's 10/5
 - Cost \$5 for students and \$10 for members
 - 5:30pm - 7pm
 - D.Hertel to provide 5 minutes on "Why Join NEPA SHRM" at the kickoff
 - Name tags will be provided
 - Consider having a scavenger hunt to break the ice
 - Attendees must be paid in advance

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- **Action Items**
 - C.Jensen to order NEPA SHRM pens to have for the student mixers.
 - C.Jensen to create events on website.
 - H.Clark to have scholarship flyer made and available for Student Mixers.
- Survey
 - **Action Items**
 - J.Hennigan to provide new / updated version of survey.
 - J.Hennigan to provide and maintain Excel file with survey results from programs.
- Legal Update
 - **Action Items**
 - H.Clark to send Legal Update via National SHRM E-Blast.
 - C.Jensen to check to see if credits have been approved.
- December Event
 - H.Clark, K.Peters, and T.Petroski presented data from previous years regarding the loss at the December Event. This is not an event for profit, but an event we wish to breakeven and reward our membership with a social event. Recommendations were put forth.
 - 
December Event Discussion.pdf
 - The Board decided to replace the annual raffle fundraiser with a 50/50 that would be held at each program throughout the year to fund the scholarship.
 - It was decided that in order to decrease the cost of the event, J.Hennigan would look at alternatives for location, food, etc. for the event. The bar will be cash only this December.
 - **Action Items**
 - C.Jensen to purchase 50/50 tickets to be used as each program.
 - J.Hennigan to investigate and propose alternatives for the December event with the goal of breaking even on cost and providing a social Holiday Event.
 - D.Hertel to provide information to J.Hennigan on caricature options for the December Event.
- Scholarship Committee
 - Three applications have been received thus far. Volunteers are needed to assist K.Peters with this committee.
- Governance Committee
 - Bylaws
 - We would like a January 1, 2018 effective date for the new bylaws
 - Tentative Schedule is as follows
 - 10/15/17 Review by J.Sileo complete
 - 12/01/17 Retuned from SHRM
 - 12/15/17 Membership Vote Complete
 - 01/01/18 Effective
 - Succession Planning and Annual Election
 - Action Items
 - T.Petroski to present at Succession Planning meeting on 10/03/17 and prepare for annual election. Installation of officers to occur at December Event (Annual Meeting).

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Announcements

2017 Meeting Schedule

October 3, 2017 (Leadership Transition, Strategic Planning, Succession Planning)
November 7, 2017
December 5, 2017
January 9, 2018

All regular BOD meetings will be held at the WB Careerlink 32 Union Street at 5:15 pm.

Special Events

Mid-State Social Media event - Tabled
Student Mixer- Tentative date 10/05/2017 & 10/12/17
Legal Update - October 12, 2017
Annual Meeting - December 7, 2017

Next Meeting

Careerlink 32 Union Street WB Pa on October 3, 2017 @ 5:15 pm.

Tara Petroski

Secretary

9/8/2017

Date