

NEPA SHRM Meeting Minutes

Call to order

A meeting of [NEPA SHRM BOD](#) was held at 32 Union Street WB PA on January 9, 2018 at 5:15PM.

Attendees

Melissa Bowditch
Heather Clark
Christine Jensen
Janine Hennigan
Doug Hertel
Marc Marchese

Tracey McMillian-Booker
Tara Petroski
Joe Sileo
Kellie Knesis
Brooke Lipperini
Christina O'Reilly

Members not in attendance

Tom Becchetti
Kerri Greco (Holland)

New business

- December 5, 2017 meeting minutes were reviewed and approved.
- In order to try to start meetings on time meetings will be at 5:30pm (rather than 5:15pm) on a go forward basis. We will reevaluate after the next few meetings if this helps us start on time.
- 2018 Committees were reviewed
 - Action Items
 - Committee Chair's to schedule a monthly meeting in between BOD meetings to "keep things moving." BOD meetings to be only a report of what the committee has accomplished that month.
 - Committee Chairs to email H.Clark any changes or updates to members and their duties prior to the February BOD meeting.

Old Business

- Committee Updates
 - Communications Committee
 - Website
 - Migration to the new website is moving slowly.
 - \$50 was spent to promote the December event and gain additional followers on Facebook.
 - Action Items
 - B.Lipperini to investigate a Logo Contest for the creation of a NEPA SHRM logo.
 - B.Lipperini to have J.Sileo review and help select a Privacy Policy for the new website.
 - B.Lipperini to provide a timeline for migration to the new website.
 - Finance Committee
 - Financial Review
 - C.Jensen explained the McGrail Merkel Quinn & Associates review.
 - Recommendations are as follows:
 - QuickBooks
 - Additional signer for checks

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- A formal bank reconciliation
- Minimize credit card usage
- Formal approval process for expenses



Financial Review
Report 2017.pdf

- C.Jensen requested volunteers to serve on the committee. Both T.McMillian-Booker and J.Hennigan have volunteered and will be joining the committee.
- A motion was made by T.Petroski and seconded by D.Hertel to remove BethAnn McCartney as signatory on our PNC account and add Heather Clark as signatory along with ordering a debit card.
- QuickBooks has been set up and is being utilized as of January 5, 2018.
- The process to liquidate our PNC Certificates of Deposit and Money Market account and invest the funds in a Capital One Money Market Account is more detailed than first anticipated and is a work in process.
- C.Jensen presented the expenses that were incurred. H.Clark made a motion to approve the expenses and it was seconded. Approval of Expenses will be a standing item on the Agenda moving forward.
- C.Jensen reviewed the 2017 Financials.



SHRM

Expense-Income Spre

- Legislation Committee
 - J.Sileo continues to pursue avenues for providing State and Federal Legislative updates to NEPA SHRM Members.
- **Action Items**
 - B.Lipperini to work with new website to identify how we can have an email distribution tool with the capabilities of keeping up to date membership email lists, compiling with subscribe/unsubscribe, etc.
- Membership Committee
 - K.Knesis and H.Clark continue to work on membership upkeep. K.Knesis reported that audits will be done at the end of every month for the prior two months expired members and dates will be updated in our database.
- **Action Items**
 - K.Knesis to provide a Membership Report at each board meeting to include expired members, new members, etc. from the prior month.
 - K.Knesis to provide approach for reaching out to expired members as well as new members to get them engaged and attending events.
- Professional Development Committee
 - A Retirement Workshop seminar will be held.
 - Professional Development event will be held on April 12, 2018.
- **Action Items**
 - C.Jensen to identify date for retirement workshop and M.Marchese to look into King's for room to host. J.Hennigan to look for alternatives in the case the King's is unavailable.
 - J.Hennigan to identify location options for Professional Development.
 - D.Hertel working on ways to obtain strategic credit to provide to members.
 - H.Clark to look into the use of Canva for the development of flyers.
- Governance Committee

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- o Continue to await approval of by-laws.

Next Meeting

Careerlink 32 Union Street WB Pa on March 6, 2018 @ 5:30 pm.

Heather Clark

02/06/2018

President

Date