

NEPA SHRM Meeting Minutes

Call to order

A meeting of [NEPA SHRM BOD](#) was held at 32 Union Street WB PA on March 6, 2018 at 5:30PM.

Attendees

Kerri Greco (Holland)
Tom Becchetti
Heather Clark
Kerri Greco (Holland)
Janine Hennigan
Doug Hertel
Christine Jensen
Marc Marchese
Kellie Knesis
Brooke Lipperini

Members not in attendance

Joe Sileo
Tracey McMillian-Booker
Christina O'Reilly

Tara Petroski
Melissa Bowditch

New business

- February meeting minutes were reviewed and approved.

Old Business

- H. Clark reported on the State Council Meeting she attended on February 23.
 - We have access to the PA State GoToMeeting service should we need it. Contact Judy Rang for use.
 - Clint Morrison is our Membership Core Leader.
 - Laraine Knauss is our MAC Rep (Membership Advisory Council) - the liaison between the Chapters and SHRM BOD.
 - Ideas from other chapter's reports:
 - Many chapters have gotten their small games of chance license to pursue fundraising.
 - Provide a headshot service to members for a donation to the SHRM Foundation; serves as the fundraiser.
 - Post card mailers
 - Creative events for anniversaries such as 25 years at a winery
 - Night at the races
 - Mock interviews and resumes reviews
 - Quarterly membership calls

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- H. Clark presented the opportunity to partner with HireStory; a service that provides video packages for websites, social media, etc. for recruitment. We would receive 10% of every package sold through our promoting the service.
- H. Clark proposed the following for 2018 SHRM Event Attendance:



2 2018 State and
National Event Attenc

A motion was made by H. Clark to approve the approximate expenses presented and attend the events. It was seconded by K. Knesis.

▪ Action Items

- C. Jensen, D. Hertel, and K. Knesis looking into professional headshot pricing.
- H. Clark to get references for HireStory.
- K. Knesis to reach out to J. Sileo and T. McMillian to determine who will attend the July Council Meeting and Leadership Conference in Carlisle.
- H. Clark to post national and state events on our website.

• Committee Updates

○ Communications Committee (B. Lipperini)

▪ Website

- B. Lipperini reported that the website is set to go into “blackout” for approximately three weeks and then forward to the new website after the PDS.

▪ Action Items

- B. Lipperini to continue to work on the Logo creation.
- B. Lipperini to continue to work with J. Sileo on the review and selection of the Privacy Policy for the new website.
- B. Lipperini to promote the PDS on Facebook with a contest again.

○ Finance Committee

- C.Jensen presented the February 2018 expenses. A motion was made by D. Hertel and seconded by B. Lipperini to approve the expenses as presented.



4 February
Expenses.pdf

- C.Jensen presented the Citymark Federal Credit Union Certificates of Deposit. A motion was made by K. Knesis and seconded by B. Lipperini to approve investing in three CDs in approximate equal amounts as follows:
 - 12 months at 0.75%
 - 18 months at 0.95%
 - 24months at 1.10%
- H. Clark gave a sponsorship program update in C. O'Reilly's absence and requested ideas for potential sponsors to provide to C. O'Reilly.

▪ Action Items

- C. O'Reilly to identify a list of potential sponsors for the next meeting and begin to line up sponsors for events for the remainder of the year.
- M. Bowditch to promote the Wage Access Survey (contact for brochures, promote at events, flyers, website, etc).

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H. Clark to send email to membership requesting HR volunteers for Career Link's resume / mock interview event.

- Legislation Committee
 - **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
 - **Action Items**
 - K. Knesis / T. Becchetti create plan for membership inclusive of retention plan (expired members) and engagement (new members); propose options for New Member Mixers; provide plan at March meeting.
 - Kellie to develop membership report; expired and new members for each BOD meeting.
 - K. Knesis / H. Clark to finish the database cleanup/ Connor (K. Knesis intern) to assist.
- Professional Development Committee
 - D. Hertel presented a calendar of events for the remainder of the year - working on identifying. The Legal Update will be held on October 11, 2018.
 - **Action Items**
 - J. Hennigan to send C. Jensen follow up items for PDS (contract, deposit needed, etc).
 - H. Clark to promote PDS on social pages to get the date out.
 - J. Hennigan to create event locations summary:
 - C. O'Reilly to assist in contacting other "Kings-like" facilities to host events (How much space do they have, what is the cost for the room, parking, food options, etc), provide findings and details at March meeting.
 - J. Hennigan to get the same information from the Scranton Chamber.
 - J. Hennigan to provide a spreadsheet for the March meeting with the details (cost breakdown, room size, parking, food, etc.) of all event locations we will consider including those that O'Reilly identifies, those we've used in the past, Chamber etc.
 - T. Petroski to finalize plans for professional development picture and check award
 - T. Petroski to Finalize 2019 Scholarship App and Website
 - T. Petroski to promote the scholarship award via other avenues such as newspaper, social media, etc.
- Governance Committee
 - Continue to await approval of the by-laws.

A motion was made by D. Hertel to adjourn the meeting and seconded by J. Hennigan.

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Next Meeting

Careerlink 32 Union Street WB Pa on April 3, 2018 @ 5:30 pm.

Tara Petroski

04/02/2018

Secretary

Date