

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at 32 Union Street WB PA on September 4, 2018 at 5:30 PM.

## Attendees

Heather Clark  
Melissa Bowditch  
Christine Jensen  
Brooke Lipperini  
Joe Sileo  
Marc Marchese  
Doug Hertel  
Kellie Knesis  
Christina O'Reilly  
Tracey McMillian-Booker  
Tara Petroski



## Members not in attendance

Janine Hennigan

## Old Business

- A motion was made to approve the June minutes by Kellie and seconded by Brooke.
- President's Update
  - The bylaws have been approved.
  - The logo is submitted to National for approval.
  - We won't be eligible for the State Revenue sharing program because we don't have enough of our board members volunteers at the state events. Heather doesn't count as a volunteer.
  - We submitted for the state Chapter of the Year Award
  - Christine is attending the State Conference and State Council Meeting in September
  - Kellie provided a review of the Leadership Conference she attended in July.
  - We are now using Dropbox. Heather has set up a structure and invited all of the board members. We should be saving all files related to NEPA SHRM in Dropbox.
  - Review of Initiative List
    - Melissa – Research isn't complete and she will have a full report for the next board meeting, however, so far she has found that our cost for events is on par with other chapters. BOD meetings are combined with educational events and some chapters have an annual fee that covers programs.
    - Christina – Scranton is probably limited to the Radisson and Hilton. Tracey will coordinate with Christina possible employer sites that she can look into. The WB venue list is still needed. Doug will follow up with Janine to obtain for the October meeting. Hazleton list is really only Top of the 80's. Heather will post on the website that we are looking for event facilities.
    - Tracey – Membership attraction and retention. Tracey will put together a program for both attraction of new members and retention of current members to include ideas like Thank you cards and follow up phone calls for new members, a membership referral program, adding a list of new members to the website and a "resource card."
    - Marc – A motion was made by Marc and seconded by Tara to accept the Affinity Partner Program as presented with the add of the fee to the agreement. The program needs to be put on the website and a disclaimer needs to be added.

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- Heather put together the survey results from this year. Doug to review with the professional development committee and prepare ideas for the October meeting.
- Heather is going to send an email out to membership to gain interested in board seats and committee seats.
- Communications Committee
  - Brooke will run a FB promotion for September and October events.
  - We ended our relations with Omni Magnet and Cyber Source effective 9/3/18. Go Daddy will be revisited at the end of the year but is a nominal cost.
- Finance Committee
  - A motion was maybe by Heather to approve the June and July expenses and it was seconded by Doug.
-  2018.06.pdf
-  2018.07.pdf
- Legislative Committee
  - Joe looking into how we can best support National SHRM and gain interest locally with legal updates. He will monitor the National SHRM website on topics they are highlighting.
- Membership Committee
  - Heather reported that the membership audit is due in two weeks.
- Professional Development Committee
  - NetCredit Union will sponsor the September Event. Express Pro is interested in the December event. Christina confirming.
  - Scholarship – Tara to draft the press release. We'll post on social media and in the newspapers. Need to begin to get applications for next year's scholarship.
- Governance Committee
  - No update.

## New business

- Kellie will let us know by September 7 if she will be moving into VP of Finance role.
- Tara will let us know by September 7 if she will be resigning from the Secretary role.
- We have two vacant board seats to fill for 2019.
- Succession planning meeting will be in November with election followed by installation of officers at the December annual meeting.

## Next Meeting

Careerlink 32 Union Street WB Pa on October 2, 2018 @ 5:30 pm.

*Heather Clark*

President

9/26/2018

Date