

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at 32 Union Street WB PA on October 2, 2018 at 5:30 PM.

## Attendees

Melissa Bowditch  
Christine Jensen  
Joe Sileo  
Marc Marchese  
Doug Hertel  
Kellie Knesis  
Tracey McMillan-Booker  
Tara Petroski

Guest - Sara Rosinski

## Members not in attendance

Janine Hennigan  
Heather Clark  
Brooke Lipperini

## Old Business

- A motion was made to approve the September minutes by Christine and seconded by Marc.
- President's Update:
  - New NEPA SHRM logo was approved and is now up on the website.
  - Membership audit is complete; 14 people are coded to NEPA SHRM chapter but are not in our database; 24 are not coded to NEPA SHRM but are in our database.
  - Audit report will be reviewed by MEA Robert Bennett (new in role)
  - Did not win Chapter of the Year Award (congrats to SEPA SHRM for winning)
  - Christine attended the 2018 Annual State Conference held at Penn State; a networking/learning event, about 300 people in attendance, 3 key note speakers, very informative.
  - 2018 BOD ballots to include Christine as VP of Membership and Kellie as Treasurer.
  - 2018 Holiday event is now posted on the website.
- Communications Committee
- Finance Committee
  - A motion was made by Tara to approve September expenses and it was seconded by Marc.
  - To date NEPA SHRM has received three quarterly payments and a random payment of \$120. Payments do not seem to have a regular schedule
  - Christine used the Chapter Credit Card in error for \$48.00 and reimbursed the account.
- Legislative Committee
  - Joe looking to expand the legislative committee – he received interest from Elisa Gibson from the Univ of Scranton
  - Brooke to create a link on the website for the LGBT Protection Committee.
  - Brooke to create a link on the website for the current PA State Legislation.

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- Membership Committee
  - Minor discrepancy on the number of members 228 v 225
  - Working on engagement activities for community service
  - Looking to build sub-committee with an eye toward membership expansion and or participation growth
- Professional Development Committee
  - September event on the topic of Retention -- 26 registered/21 attended profit of \$400.00
  - Legal update is 10/18/18
    - Marc working with students to put together the binders (who will assist Christine)
    - Doug is looking for support for the logistics for binder/door/tables etc.
    - Student mixer to follow Legal Update at the Radisson.
    - Pop-sockets will be ordered as giveaways with new logo
    - Raffle gift – Two \$50.00 Visa Gift cards
  - Holiday event is the next event
    - Christina has a few sponsors in mind for the event
- Governance Committee
  - No update.

## New business

- Affinity program is ready to be approved by Heather and added to the Website
- Approximately 15 people are interested in joining the BOD
- SHRM accreditation is completed/HRCI accreditation is a more involved process
- Podium sign to be ordered with new logo.
- 17<sup>th</sup> Annual Disability Conference held at the U of Scranton; a motion was made by Kellie and seconded by Marc to donate \$150.00 as opposed to attending.
- Heather to create a welcome letter to the membership to go into event flyers
- We will support Express Staffing by putting their next event (10/24/18 “Refresh Leadership”) up on web page.
- Student Mixer planned for 11/15/2018 at Rodano’s in Wilkes-Barre
- Guest Sarah Rosinski expressed interest in coordinating our Scholarship Program
- Limited number of viable event venues in Hazleton

## Next Meeting

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

*Tara Petroski*

**Secretary**

10/29/2018

**Date**