

NEPA SHRM Meeting Minutes

Call to order

A meeting of [NEPA SHRM BOD](#) was held at 32 Union Street WB PA on January 8, 2019 at 5:30 PM.

Attendees

Heather Clark	Dr. Karen Yarish
Christine Jensen	Nina Patton
Brooke Lipperini	Sara Rosinski-Perez
Joe Sileo	Dr. Lee Felder
Marc Marchese	
Doug Hertel	
Kellie Knesis	
Tracey McMillian-Booker	
Tara Petroski	

Members not in attendance

Eric Emiliani

New business

- A motion was made electronically to approve the December minutes by Christine and seconded by Marc.
- Introductions of the new Board Members.
- Agreement to promote MAEA's Y.E.S. (Your Employability Skills) program. YES is a certificate program that helps students develop the fundamental skills employers require to maintain a well-trained work force.
 - Agreement to promote the YES program on Website
- The Affinity Program is not finalized and will be published on the website. Doug is working to identify someone on the Professional Development Committee to take over both the Affinity Program and the Sponsorship.
- Recommendation to the Chambers (Lackawanna and Luzerne Counties) to Change/extend hours for Job Fairs to increase attendance.
 - Heather to draft letter
- State/Local Internship Program (SLIP) program to be posted to the website for employers to participate.
- The suggestion was made by Doug to offer a service the members to provide HR advice and / or resources. Discussion was had around the liability of such offering.
 - Brooke to provide information regarding the ability to start a forum like this on our website.
 - The risk / liability will need to be discussed further.

Committee Update

- Communications Committee
 - Two volunteers; committee meeting monthly. The schedule needs to be determined and the first meeting set.
 - Standardizing and documenting the procedure on how to use the website will be the first line of business
 - Plan out the promotions on social media for the year

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- Create a check list on how to “find us” for new members including QR codes. This should be something that is sent out to new members when they join and provided at events etc. to get more traction on our social media platforms and website.
- Finance Committee
 - Committee Transitioning from Christine to Kellie effective 1/1/19.
 - Committee planning to meet. The schedule needs to be determined and the first meeting set.
 - Expenses review for December 2018A motion was by Kellie to approve December expenses and it was seconded by Brooke.
 - 2018 yearly review available; \$4203.81 net profit
 - Total capital \$59,413.00; no outstanding liabilities
 - Less profit in 2018 but more activity; scholarship disbursement and giveaways
 - A motion was by Lee to approve 2018 yearly expenses and it was seconded by Kellie.
- Legislative Committee
 - Two new members; initial brief call
 - Meeting on the third Tuesday of every month at 9am.
 - Planning to enhance the legislative committee to better align with National SHRM
- Membership Committee
 - Transition to Christine
 - Just received final audit from 2018.
 - Membership will be meeting 2nd Monday of every month at 1:00pm
- Professional Development Committee
 - Meeting next Wednesday and an ongoing monthly schedule will be finalized.
 - A tentative calendar of events was distributed.
 - Professional Development Seminar is tentative for April 11, 2019, Misericordia will be sponsoring
 - Legal Update is tentative for October 10, 2019
 - Planning the remainder of 2019 for possibly 6 or 7 more events
 - Student Mixer at Rodano’s on Feb, 21 2019 at 5:30 pm – 7:00pm
 - We need to personally reach out to employers to get HR professionals from different industries to attend. Needs to be more than just the BOD of NEPA SHRM
 - Brooke to advertise the event on the website, social media, and through email on the website to members.
 - Scholarship
 - Transitioned from Heather to Marc
 - We have three candidates for 2019 thus far. Board needs to continue to advertise and gain more applications.
 - Random selection will take place at February BOD meeting
- Governance Committee
 - Transition from Heather to Karen
 - Karen to take point on compliance with Bylaws, Officer and Board of Director terms of office, and assisting Heather with SHAPE and Excel on a go forward basis.

Old Business

- Wrap up for 2018
- Shape award requirements and updates for 2019
 - Phone call meeting in February

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- Committee Chairs to review SHAPE and Excel and identify at least one initiative for 2019 for their committee to fulfill Excel.
- Will be looking for volunteers to attend state meeting
- Excel award requirements for submission 03/15/2019

Motion to adjourn by Karen and was seconded by Doug

Next Meeting

The Careerlink 32 Union Street WB PA on February 5, 2019 @ 5:30 pm.

Tara Petroski

01/8/2019

Secretary

Date