

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of [NEPA SHRM BOD](#) was held at 32 Union Street WB PA on February 5, 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	Eric Emiliani
Kellie Knesis	
Tracey McMillian-Booker	
Tara Petroski	

## Members not in attendance

Doug Hertel

## New business

- A motion was made to approve the January minutes by Lee and seconded by Tracy.
- Heather to attend the February State Council Meeting via conference call; Doug will attend the PA SHRM Legal and Legislative Conference in Harrisburg in May, Christine and Nina to attend PA SHRM Leadership Conference in August; Karen to attend PA SHRM State Conference in State College in September and Doug to attend the VLS in DC in November. All conference attendance will be accompanied by attending the PA SHRM State Council meeting in person (typically the day before the conference). A motion was made to approve the reimbursement of 1 attendee in Harrisburg, 2 in Carlisle, one in State College, and 2 in DC by Heather and seconded by Christine.
- The board agreed to pursue the PA SHRM State Council Revenue Sharing program in 2019 which would require the attendees at each of these events to register and volunteer. We will need 4 volunteers in total throughout the year (based on our chapter size) to volunteer in order to qualify.

## Committee Update

- Communications Committee
  - Meeting monthly; two volunteers.
  - Current Projects: SOPs for website and promotions for events
  - Planning communication stagey for the year 2019 promotion that will incur costs
    - Focus centered around increasing attendance at events
    - Measure growth with data (how many followers did we increase etc for the investment)
      - It was agreed that we want to focus on members (not FB followers) so we target HR professionals. Rather than putting dollars behind a FB promotion we will consider giving away a discounted or free ticket to an event.
- Finance Committee
  - Review of expenses motion to approve Tara seconded by Brooke



Expenses by Vendor  
Jan 2019.pdf



Financial Statement  
Jan 2019.pdf



TransactionDetailByA  
ccount Jan 2019.pdf

# NEPA SHRM Meeting Minutes

- CD investment is maturing March of 2019 for \$8000 recommend reinvestment
- Kellie will research and bring a recommendation to the board for CDs to invest in.
  
- Legislative Committee
  - Meeting on the third Tuesday of every month at 9am.
  - Two volunteers
  - The goal is to find out what National SHRM is supporting and bring it down to the chapter level and our members
  
- Membership Committee
  - Membership will be meeting 2<sup>nd</sup> Monday of every month at 1:00pm
  - May have to change March meeting
  - Identified the initiatives
  - Tracey will be reaching out to members
  - Plan to send small trinket to new members
  - Plan to reach out to new companies in the area via Chamber members
  - Goal to increase membership
  - Reach out to National SHRM to get info on At-Large members
  
- Professional Development Committee
  - Student Mixer at Rodano's on Feb, 21 2019 at 5:30 pm – 7:00pm
    - Currently low attendance
    - Revisit marketing for this event
    - Brooke to send the links out to BOD members to share
  - March 7<sup>th</sup> Lethal Violence: Trends & Preparation for Encountering Threats
  - VP of Manpower to partner with NEPA SHRM to have an event end of March; more details to come.
  - April 11<sup>th</sup> Professional Develop at the Woodland on 315
  - Roles and responsibilities have been assigned
  
  - Scholarship
    - ReFour applications for the 2019 Scholarship were received.
      - Julian Beck – not qualified. Did not take the exam in 2019
      - Ivy Rinehimer - awarded
      - Denise Balas – not qualified. Did not take the exam in 2019
      - Shivani Patel- not qualified. Not a NEPA SHRM member
    - Motion by Marc second by Brooke to award Ivy Rinehimer 2019 Scholarship
    - Marc will notify those that were not awarded as well as Ivy and promote the scholarship on social media, the website, newspapers, etc.
    - Marc to update the scholarship application on the website, etc.
  - Member of state council, Laura LaBuda, is interested in connecting with our chapter and possibly participating in a chapter meeting or attending the Professional Development Seminar. Upon discussion, it was determined that it would be preferable to have her join us for part of the Professional Development Seminar
  
- Governance Committee
  - Karen working with Heather for 2018 and 2019 Excel Award
  - If committee members have not sent their initiatives to Karen and Heather, they should send them ASAP.
  - Karen will be reaching out to committee members to make sure their 2019 initiatives line up with the application
  - Committee should review Excel documents to understand what is needed for submittal

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## Old Business

Motion to adjourn by Karen and was seconded by Marc

## Next Meeting

Via conference call March 5, 2019 @ 5:00 pm.

*Tara Petroski*

02/5/2019

Secretary

Date