

NEPA SHRM Meeting Minutes

Call to order

A meeting of [NEPA SHRM BOD](#) was held via conference call on March 5, 2019 at 5:00 PM.

Attendees

| | |
|------------------|-------------------------|
| Heather Clark | Dr. Karen Yarish |
| Doug Hertel | Tracey McMillian-Booker |
| Brooke Lipperini | Sara Rosinski-Perez |
| Joe Sileo | Dr. Lee Felder |
| Marc Marchese | Eric Emiliani |

Members not in attendance

Christine Jensen
Kellie Knesis
Tara Petroski
Nina Patton

New business

- A motion was made to approve the February minutes by Joe and seconded by Marc.
- Heather attended the State Council meeting on 2/22/2019 from 1:00pm – 3:00pm. All Chapter Presidents or representatives were in attendance, along with State Council representatives. A new logo for the State Council was proposed and will continue through the vetting process. New SHRM Certifications were announced, which we will promote at our upcoming events. A discount code (STATE20) was shared for all chapter members to use when renewing National Membership. The revenue sharing program was discussed, which our chapter is pursuing – we will need 4 volunteers in total throughout the year to volunteer at a PA State SHRM conference in order to qualify.
- Heather reviewed the status of our Excel Award application, which is due on 3/15/2019. The electronic final draft is available for review in Dropbox. The application looks back at our initiatives in 2018 and will be submitted no later than Friday, 3/8/2019.
- Communications Committee
 - Current Projects: SOPs for website and promotions for events
 - SOP for Creating an Event on the website has been drafted and is under review. Discussion regarding website admin access by all BOD members. Brooke to confirm
 - Doug suggested creation of an Event Template to provide clarity and consistency on event details. Brooke to follow-up
 - Motion made to market a promotion for Professional Development – all paid registrants will be entered for a chance to win free registration for a future event. The winner will be selected at random and will be announced during Professional Development. Seconded by Doug.
 - Brooke to create flyer for our website and social media accounts to be distributed at events etc. Heather to get Brooke access to Canva.
- Finance Committee
 - Review of February expenses. Motion to approve by Lee, seconded by Joe



Financial Statement
Feb 2019.pdf

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- Legislative Committee
 - Joe is registered to participate on The Advocacy Team, aka The 'A' Team
 - Joe to provide 2019 Excel award information to Karen

- Membership Committee
 - Membership Drive is continuing through 3/15/19
 - 40 new membership applications have been received as of 3/1/2019
 - Measurements for success of the membership drive initiative to be determined
 - Q1 membership audit is upcoming and will occur mid-April

- Professional Development Committee
 - Lethal Violence Seminar on 3/7/19 with 39 registrants
 - Professional Development Seminar on 4/11/19 with 19 registrants so far
 - Speakers and times are arranged
 - Goal is 100+ attendees
 - Brooke to send Social Media links to BOD
 - Other events to be held in June and September, topics to be determined
 - Scholarship
 - 2020 application form is updated and on the website
 - Marc to track award funds given and number of recipients

- Governance Committee
 - Karen working with Heather for 2018 and 2019 Excel Award
 - Karen to reach out to committee chairs to confirm/revise goals to include measurable outcomes

Motion to adjourn by Karen and was seconded by Marc.

Next Meeting

April 2, 2019 @ 5:30 pm at the Luzerne County Career Link Office.

Brooke Lipperini

03/06/2019

Date