

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of [NEPA SHRM BOD](#) was held at 32 Union Street WB PA on April 2, 2019 at 5:30 PM.

## Attendees

Christine Jensen  
Doug Hertel  
Tara Petroski  
Joe Sileo  
Dr. Marc Marchese

Dr. Karen Yarish  
Tracey McMillian-Booker  
Kellie Knesis  
Dr. Lee Felder  
Eric Emiliani

Neena Patton

## Members not in attendance

Sara Rosinski-Perez  
Brooke Lipperini  
Heather Clark

## Old business

- A motion was made to approve the March minutes by Marc and seconded by Karen.

## Presidents Update

- 2018 Excel award was submitted on 3/6
- Our MEA (Membership Engagement) Representative has taken another position with SHRM, therefore we are to work with the general membership email address for inquiries until another MEA is assigned.
- 2019 Event Attendance Recap
  - 5/2-5/3 Legislative and Legal Conference in Harrisburg PA; Doug to attend
  - 8/2-8/3 PA SHRM Leadership Conference in Carlisle PA; Christine and Neena to attend
  - 9/19-9/20 PA SHRM State Conference in State College; Karen to attend
  - 11/15-11/17 Volunteer Leaders' Summit in Washington DC; Doug and possibly Heather to attend
    - \*\*Reminder, register for early bird rates and book travel. Everyone must sign up to volunteer for the State Council in order for us to pursue the revenue sharing program.
- We've inquired with Susan Greene (state council) as to how to "sign up" to volunteer and have not yet heard back. Still in the works.
  - Heather investigating how membership growth effects (if at all) the rev sharing program
- Volunteers are Chapter Members and the number of volunteers required for each Chapter is based on Chapter size as determined by SHRM at the beginning of the calendar year, the requirements are as follows:
  - Super/Mega: 6 per Chapter
  - Large: 5 per Chapter
  - Medium: 4 per Chapter
  - Small: 3 per Chapter
- We've revamped the "tabs" at the top of the website to allow the "Resources" tab to be on the main page and not buried under "More." As Amy identifies sponsors and affinity program members, their information will be more easily accessible on the website.
- With the volunteers we've gotten this year, we've identified a need to put a document together with all the pieces that go into a professional development event and who handles what parts. Heather is working on the first draft for Doug's review and input.
- Looking into getting pens with our new logo on them. Will be sending out a proof for vote.

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## Committee Updates

- Communications Committee – no update at this time. Brook to send electronically.
- Finance Committee
  - Review of March expenses. Motion to approve by Lee, seconded by Joe
  - Review of current CD's



PNC Account Activity March 2019.pdf



Financial Statement March 2019.pdf

- Legislative Committee
  - Elisa writing up a post for the blog about the Advocacy Day
  - Joe looking to provide information to the website on local and national legislation – exploring ways to pull more information from other sources.
  - Sent a blog to the website regarding the new OT
- Membership Committee
  - Tracey to send out welcome letter to new members along with a gift
  - Outreach to Chambers of Commerce to identify local employers and contact their HR professionals about membership will continue; Christine Sompel to send draft letter for Committee's review
  - Tara Petroski and Suzi Franks to continue outreach to National SHRM At-Large members
  - Tara and Denise reached out to HR Professionals at the Job Fair at Mohegan Sun
  - 70 new membership applications as a result of the membership drive
  - Creating awareness by reaching out to other chapters; Tracy trying to find ways to better assist veterans Tracy is attending the Dress for Success event in Lackawanna County on April 4, 2019.
  - Next meeting April 15th
- Professional Development Committee
  - Lethal Violence Seminar on 3/7/19 with 52 registrants/45 showed/ 37 positive evals /profit of \$8.79
  - Professional Development Seminar on 4/11/19 with 68 registrants so far
    - Monday preliminary number to Woodlands
    - Christine, Tara and company to work on binders
  - Diversity event planned for June
  - September event TBD
  - Legal update in October
  - Scholarship
    - 2020 application form is updated and on the website,
    - Two 2018 scholarships previously identified were not awarded due to the fact that 1 recipient actually was company paid and the other recipient didn't take the certification exam in 2018
    - 2019 award on track to receive
    - Marc led discussion about changes to the scholarship program that may help assure funds set aside are spent annually. Several ideas were discussed including reimbursement to non-NEPA SHRM members, scholarships for undergrad and grad students for HR education (expanding beyond certification), "up front" vs. "after the fact" payments, self-study HR books reimbursement, etc. Marc will reach out to all board members for their input on ideas.
  - Working on SOPs for program development activities to allow for more consistency and to help with "succession planning" for these responsibilities as others assume more involvement.

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- Amy Genovese seeking individuals to be Affinity Program participants and/or program Sponsors. Please provide any leads you may have to Amy.
- Working on gifts for presenters that volunteer their time
- Governance Committee
  - Karen sent out a draft communication for 2019 Excel Award; looking for feedback. We have considerable time to prepare this and edit this submission and Karen will reach out to committee chairs to confirm/revise goals to include measurable outcomes for next year

## New Business

- Global Leadership Summit <globalleadership.org> simulcast was discussed. This is a faith based two-day leadership event with world class presenters. We were asked to promote this event and this was discussed. It was determined that we would not promote this event since it was not affiliated with SHRM or human resources management practices specifically. However, it was agreed that any Board member who wishes to promote this as an individual can certainly do so.
- We identified a recent challenge with student registration; we agreed that we were not able to “monitor” or verify student enrollments vs. “HR employee” enrollments. We agreed that we will remain on the honor system with regards to student enrollments.
- Heather sent out information for State conference in September
- Looking for a recommendation to recommend Nina French as a breakout session speaker at PA SHRM 2019 Annual Conference
- Motion to adjourn by Karen and was seconded by Marc.

## Next Meeting

May 7, 2019 @ 5:30 pm at the 125 North Washington Ave Scranton PA 18503.

*Tara Petroski*

04/02/2019

Date