

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at McNees, 125 North Washington St., Scranton, PA on Tuesday, January 7, 2020 at 5:30pm.

Attendees

Neena Patton
Christine Jensen
Nina Graaf

Joe Sileo
Kellie Knesis
Eileen Notarianni

Heather Clark
Karen Yarrish
Julian Beck

Doug Hertel (P)
Brooke Lipperini (P)
Sharon Ebert

Members not in attendance

Eric Emiliani

William Aquilino

Meeting Minutes

1. October Meeting Minutes

- a. We have not received the October 1, 2019 minutes from 2019 Secretary Tara Petroski
- b. Once received for review, an electronic vote will be called for approval

2. December Minutes (Neena)

- a. Action Item List Review lead by Heather:
 - i. Brooke shared template of thank you email for event attendees for review
 - ii. Solution for event payment is still a difficulty
 - iii. BOD to review Travel Policy submitted by Kellie attached with email items
- b. Neena updated New Business Section and Resent Final Minutes – Heather posted in Dropbox
 - i. Kellie motioned to approve, Nina Graaf seconded and BOD confirmed.

Presidents Update

1. Welcome New BOD Members

- a. Completed introductions.

2. President's Update

- a. PA SHRM State Council
 - i. As events come up, we will be looking for attendance at Council Meetings and Conferences (NEPA SHRM will reimburse expenses)
 - ii. May also receive funds as part of this participation from PA State Council
- b. Volunteer Resource Center (VLRC)
 - i. Heather reviewed the Volunteer Resource Center that is available for our use
 - ii. Link to VLRC is available in the materials that Heather provided
- c. Dropbox is set-up with new users and will be our location for storing and sharing documents
- d. Shape Workbook attached with tonight's materials email
 - i. 2020 will be available in February
 1. As a Chapter, we have to fulfill requirements since we are 100% affiliated with SHRM National and we are going for the Excel Award
 2. We will be submitting the SHAPE Application soon
- e. Kellie sent in the SHRM Foundation donation of \$500 at end of 2019

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Committee Updates

- **Communications Committee (Brooke):**
 - Committee met January 6, 2020
 - Event “thank you” email:
 - Draft ‘thank-you’ note to go out after event attendance provided for review - intent is to include materials from event and a list of future events
 - Brooke provided the draft to Doug for review
 - NEPA SHRM Group LinkedIn discussion board:
 - Bryanna will be sending the list of topics and will be requesting different board members to post topics.
 - Twice a month is good as a starting point to see what kind of discussion engagement we are able to obtain
 - Send note to Bryanna to see if we can send invites to people to be part of the Group (how to instructions)
 - There is someone posting recertification notes to our discussion board:
 - Brooke to look into the credibility of these posts
 - Event Registration and Payment:
 - No perfect solution at this point
 - Brooke will continue to try different methodologies in order to come up with a new solution that is easier for all to manage
 - Brooke will be setting up a test for us to walk through to see if the newest idea will work. Will share with Christine to test. Payment to be set-up as ‘add to cart’ style.
 - Surrounding Chapters - Speaker Exchange:
 - Neena to send communication regarding speaker exchange
- **Finance Committee (Kellie):**
 - Financial Report sent to BOD members in advance of the meeting
 - CD coming due on March 12, 2020:
 - Will evaluate at the next meeting
 - Approval of Expenses:
 - Kellie reviewed account balances and provided all documents to BOD prior to the meeting
 - Net worth is almost \$68K
 - Travel / Expense Reimbursement:
 - BOD members to review and provide feedback to Kellie on the expense reimbursement policy
 - Kellie to reach out to Laura LaBuda about PA State Council Mileage Reimbursement - how does NEPA SHRM submit for reimbursement
- **Legislation Committee (Joe)**
 - New blogs regarding continued changes to NLRB rules
 - Expect these changes to continue - Trump administration overturning some of the changes put in place by Obama administration
- **Membership Committee (Christine):**
 - Christine continues to have issues getting National SHRM to respond to new member applications
 - In their next meeting, the Membership Committee will review the notes from Doug’s last event attendance to see if we can incorporate any of the ideas discussed
 - Continuing to contact ‘at-large’ members
 - Are any of the new BOD members interested in taking a look at the list to see if they can help us engage anyone? Christine to send to BOD.
- **Professional Development Committee (Doug)**
 - Upcoming Events, 2020
 - NEPIRC Event coming up on March 10, 2020 - NEPA SHRM to co-host. NEPIRC will cover expenses. No cost to attend.
 - Christine sent flyer to Brooke to start Marketing - will add something that states ‘Free Event’. Registration will be through Event Bright not NEPA SHRM
 - Topic: Talent Succession Planning

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- Brooke will add to website and send an email to members as well. (Copy the link to Event Bright to the click 'here')
 - Professional Development
 - Scheduled April 9, 2020 at the Woodlands
 - Sponsor confirmed
 - Brooke to add a save the date to the website and will get an email out - Doug will send Brooke an email with the details
 - Bradford County United Way
 - Doug continuing to organize and has a planning call scheduled for next Tuesday, hoping to have something in February if volunteers can align on a date
 - Affinity and Scholarship Program Updates
 - St. Joseph's Center in Scranton has previously expressed interest in sponsoring an event
 - Fidelity Bank has also expressed interest
 - Scholarship
 - We have one applicant (Ellen Meehan) for the 2020 Scholarship opportunity
 - We will make one final "push" for applicants ahead of the January 31 deadline for submission
 - We will review applications at the next BOD meeting to make scholarship award decisions
 - Related to efforts of local HR professionals to become certified, Doug has a flyer for Penn State prep class - will send to Brooke to add to website and send out via email.
- **Student Relations Committee (Vacant):**
 - Seeking interested BOD members for this committee
- **Governance Committee (Karen)**
 - Excel Award Application - Due March 15, 2020
 - Each committee set goals to support initiative - 6 goals total
 - Will try to finish 2019 document in January 2020 to prepare for submission
 - We need to start prepping 2020 document
 - Call with committee chairs should suffice - Karen to schedule for mid-February
 - Chapter of the Year Award Application - Due August 1, 2020
 - Pinnacle Award Application - Due September 1, 2020
 - Getting Talent Back to Work
 - Once Excel finished, Karen will circulate the Pinnacle information to determine next goal/initiative
 - Succession Planning
 - President Elect will need a backfill next year
 - No current board seats open

New Business

- **Board Member Expectations / Board Bucks**
 - Review 'Board Bucks' document shared by Heather (put together by Christine)
 - Heather reviewed requirements of being on the BOD
 - Reward program for your participation on the NEPA SHRM BOD
- **Committees Document**
 - BOD Members please take a look at committees list and determine which committees you would like to be a part of
 - Looking to establish the 'Student Relations Committee' this year
 - We need a Chair
 - Responsible for establishing members on the committee at local colleges, organizing student mixers, engaging and growing this program with students
 - Potential to use for the Pinnacle Award
 - If anyone is interested in leading please let Heather know - some individuals on professional development committee are interested in being members

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Meeting Close

Meeting Adjourned - Motion by Eileen, 2nd by Karen, confirmed by BOD

Action Items

- Doug
 - Review draft of Thank You correspondence and provide feedback to Brooke.
 - Requested one last push for obtaining more candidates for scholarships (Email, Website, etc.).
 - Share Penn State SHRM Prep class with Brooke to post on website.
- Brooke
 - Set-up new payment methodology and share for testing.
 - Look into recertification posts on LinkedIn group site for credibility.
 - Market NEPIRC event coming up on March 10, 2020.
 - Set-up save the date and share on website for the April 9, 2020 professional development event.
- Neena
 - Share email regarding Speaker Exchange.
 - Develop new attendance tracker for Board Bucks tracking.
- Karen
 - Set-up meeting to finish 2019 Excel Application
 - Plan for developing 2020 Goals to be scheduled for mid-February
- Christine
 - Will circulate at-large membership list to see if there are individuals that BOD members know and can reach out to on a personal level to join NEPA SHRM.
- All BOD Members
 - Review Board Bucks document in anticipation of voting at the next Meeting.
 - Review Travel / Expense policy and provide feedback to Kellie.
 - Determine interest in participating in a particular Committee and let Heather know.
 - Determine interest in being Chair or Member on the new Student Relations Committee.

Next Meeting

February 4, 2020, 5:30 pm @ C3i Solutions, 525 Keystone Ave., Pittston, PA



01/20/2020

Date