

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at McNees, 125 N. Washington Ave., Suite 220, Scranton, Pa at 5:30pm.

## Attendees

Neena Patton  
Brooke Lipperini  
Sharon Ebert (P)

Heather Clark  
Nina Graaf  
William Aquilino

Christine Jensen  
Eileen Notarianni  
Kellie Knesis

Karen Yarrish  
Julian Beck  
Carrie Krott

## Members not in attendance

Joe Sileo

Doug Hertel

## Meeting Minutes

### 1. February Minutes (Neena)

- a. Action Item List Review with BOD assigned members
- b. Karen motioned to approve February minutes, Nina seconded and BOD confirmed

## Presidents Update

### 1. President's Update

- a. PA SHRM State Council Conference Call (Heather Attended)
  - i. National Issue with Phishing
    1. NJ State SHRM was victim of a Phishing scam (emails requesting funds, etc.)
    2. Christine noted we are receiving some 'odd' new member requests
      - a. Email is unrecognizable - perhaps looking for the membership directory - Christine has been deleting
  - ii. PA State Council Published a New Operations Manual
    1. Day to day document - suggesting to update NEPA SHRM's operational manual
      - a. Utilize PA SHRM's as template
  - iii. Revenue Sharing
    1. PA State Council sent updated requirements documents for 2020
      - a. Heather covered with Bryanna to track all items we are posting on social media on behalf of PA State Council
  - iv. SHRM National has a new phone application
    1. Encourage use to members
  - v. Getting back to work pledge
    1. NEPA SHRM took the pledge last year
    2. We will continue to advertise and support
      - a. Brooke to work with Bryanna to promote it further via web, etc.
  - vi. Shape Application
    1. Heather sent an email on this recently - the workbook is going to change
      - a. Two membership initiatives - should publish in the near future
  - vii. SHRM has been offering webcasts that we should attempt to attend
    1. Recently, one on certification initiatives (share with Doug)
  - viii. April/May PA SHRM Council coming up
    1. We will need someone to represent us at the next two
    2. Heather will confirm on dates

## Committee Updates

- Communications Committee (Brooke):

# NEPA SHRM Meeting Minutes

- Social Media Activity
  - Bryanna launched LinkedIn Discussion Board
    - Brooke will be posting the next topic
- Registration for Events
  - Tested having multi-item cart - did not work seamlessly
  - Everyone will have to register and pay for only 1 person at a time
    - Professional Development registration is set-up and ready to go
    - Carrie will be setting up flyers for us going forward and has started to work on the updated version for the Professional Development conference
  - Will be looking into Event Brite as an option (but this might not solve the issue about people paying the right rate)
- Analytics for our NEPA Website
  - Brook has set-up a google account to be able to take advantage of the Analytics
  - There is a lot of information available so please let Brooke know if there is any specific recommendation - she will be completing a review
- **Finance Committee (Kellie):**
  - Travel / Expense Reimbursement:
    - BOD members reviewed and provided feedback to Kellie on the expense reimbursement policy
      - Kellie to ensure all updates are captured and will send one final time to finalize
    - State expenses for mileage will go to Jamie Leonard for approval to expense back to NEPA SHRM
  - Financial Reports sent to BOD members in advance of the meeting
    - Approval of Expenses:
      - Kellie reviewed account balances and provided all documents prior to the meeting
  - Phishing Scam
    - NEPA SHRM - check 1315 (Caitlin Herzog - \$2,850) - the check did get cashed
    - Kellie filed a fraud report with the bank and monitor the response back
  - CD coming due on March 12, 2020:
    - 24 month CD maturing next week - Balance is \$8,160
      - Recommending to reinvest the money - Christine will get the interest rates
        - Invest \$10,000 once we have terms - Kellie will send for an email vote from the BOD once we have the details
    - 13<sup>th</sup> month CD will mature in October 2020
  - Financial peer review
    - We will require a volunteer to spot check 2019 transactions, etc.
      - Carrie volunteered and Kellie will connect with her to complete
- **Legislation Committee (Joe)**
  - No new updates
- **Membership Committee (Christine):**
  - Four new members in January (will have February in the next week or so)
  - Reminder to check the At-Large list and reach out to anyone you feel comfortable soliciting or encouraging to join NEPA SHRM (update the column with your name)
  - Applications are in Dropbox showing all new members (unable to process if they are not a national member)
  - Generating interest by asking our members to refer a member - will send a Starbucks gift card
    - Promotion ends right around the start of April
  - Christine audited our membership against National - has not heard back on discrepancies list yet
    - Christine will complete this audit once per quarter (our numbers versus national numbers are not aligned so trying to bridge that gap)
- **Professional Development Committee (Doug - completed by Heather)**
  - Upcoming Events, 2020
    - NEPIRC Event coming up on March 10, 2020
      - NEPA SHRM to co-host. NEPIRC will cover expenses. No cost to attend.
      - Topic: Talent Succession Planning
      - 70+ people scheduled to attend at this point
    - Professional Development
      - Scheduled April 9, 2020 at the Woodlands
      - 4 speakers (ethics in the afternoon), and 1 National SHRM Speaker (Susan Post assisting)

# NEPA SHRM Meeting Minutes

- Sponsor is Paylocity (Susie Franks)
- 6.25 Credits (double checking the correct seal to go on the certificate)
- Carrie working with Heather on updated Flyer - Registration is set-up and ready to open
- New member mixer immediately starting after this event
- Bradford County United Way
  - Doug sent a Flyer and Heather can pass around again to the Board
  - March 31 event - communications went out - Towanda location
- Workplace Discrimination and Retaliation
  - May 14 at the Radisson in Scranton
- BLS and Breakfast and simultaneously Scranton for Lunch
  - Tentative June
- Something Related to Benefits
  - Creative benefits to host - date in September is tentative
- \*\*Carrie will work on one flyer for all events
- **Governance Committee (Karen)**
  - Excel Award Application - Due March 15, 2020
  - Chapter of the Year Award Application - Due August 1, 2020
  - Pinnacle Award Application - Due September 1, 2020
    - Getting Talent Back to Work was NEPA SHRMs 2019
    - Is the work we are doing on Student Outreach and Engagement sufficient to be our Pinnacle submission?
      - Additional brainstorm session may be needed - but will review guidelines at tomorrow morning's **Student Relations Committee** meeting that the whole board was invited to.
- **Student Relations Committee (Eileen):**
  - Encourage colleges/universities to move away from HRCI and move toward SHRM Certifications
    - Hours requirement for SHRM certification might be difficult for students to meet
  - Upcoming Student Mixer
    - Carrie to work on Flyer
    - 20 people registered so far with a mix of UofS, Kings, Marywood, etc.
    - Will discuss giveaways (Heather has NEPA SHRM pens)
  - Meeting with all BOD members scheduled for Wednesday morning 3/4/20 at 8am to review mission, goals and brainstorm
- **Scholarships (Nina)**
  - Approved 3 scholarship awards at the last meeting
    - Letters went out last week and we will award them at the Professional Development Conference
    - Will need to register and pay to attend the conference
    - Neena suggested to offer the scholarship winners to attend for reduced rate of \$75
      - BOD approved (Nina will craft the email and communicate with the winners)

## New Business

- **Request from Wilkes-Barre Chamber for Resume Review at Employment Expo - May 1, 2020 (Christine)**
  - Location is the Mohegan Sun Casino
  - Career Link is working closely with them - do we want NEPA SHRM to partner with them
    - Send email to our membership (ask for volunteers to attend and review resumes)
    - BOD agrees and Christine will also put information out to our members for participation

## Meeting Close

Meeting Adjourned - Motion by Bill, 2<sup>nd</sup> by Eileen, confirmed by BOD

# NEPA SHRM Meeting Minutes

## Action Items

- **All BOD Members:**
  - Watch for next NEPA SHRM LinkedIn Discussion board topic to post and provide input/feedback
  - Attend SHRM webcasts as they become available and your schedule allows - provide feedback to BOD at next meeting if you are able to attend
  - Consider ability to attend upcoming PA SHRM Meeting/Conferences in April/May - schedule to be provided once finalized
  - Check 'At-Large' membership list and reach out to anyone you may be familiar with to encourage joining NEPA SHRM
- **Brooke:**
  - To work with Bryanna to ensure tracking of all items we are posting on behalf of PA State SHRM Council
  - To work with Bryanna to promote the NEPA SHRM Work Pledge via Social Media, Web-site, etc.
  - Reviewing reports available on Google Analytics to determine which are valuable and will be shared with board
  - Will be looking into Event Brite as an option for registrants payment of events
- **Carrie:**
  - Will be taking on creation and updating all flyers for events, etc.
    - Update Professional Development Flyer (once new date finalized)
    - Bradford County United Way Flyer (March 31 unless rescheduled due to state of emergency - COVID19)
    - Workplace Discrimination and Retaliation (May 14 at Radisson)
- **Christine**
  - Provide details on interest for CD reinvestment to Kellie
  - Will be completing a quarterly audit of our membership against National membership (awaiting discrepancy results on recent audit)
  - To send communications requesting volunteers in support of WB Chamber Resume review at Employment Expo May 1, 2020
- **Eileen:**
  - Meeting with all BOD members scheduled for Wednesday morning 3/4/20 at 8am to review mission, goals and brainstorm
- **Karen:**
  - Submit Excel Award Application - due March 15, 2020
  - Begin the 2020 goals list from brainstorm at the meeting and start to share/discuss with Committee Chairs (attend Student Relations Committee Meeting 3/4/20 to brainstorm topics related to this committee as an option)
- **Kellie**
  - Ensure all received updates are included in the Travel & Expense policy and share final version prior to the next meeting
  - Follow-up on fraud report filed with bank regarding the phishing scam issue
  - Share email with BOD on approving the reinvestment of the CD maturing on March 12
    - If approved - complete reinvestment
  - Work with Carrie to set-up and complete a spot check of 2019 transactions (peer review for financials)
- **Nina**
  - Communicate with and encourage scholarship recipients to attend professional development seminar (for reduced rate of \$75) (once new date established)
- **Neena**
  - To work with officers to finalize new attendance tracking, board bucks tracking, etc.

## Next Meeting

April 7, 2020, 5:30 pm @ C3i Solutions

# NEPA SHRM Meeting Minutes



03/20/2020

---

Date