

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at via conference call on June 2, 2020 at 5pm.

Attendees

Neena Patton
Nina Graaf
Doug Hertel

Heather Clark
William Aquilino
Kellie Knesis

Christine Jensen
Carrie Krott
Julian Beck

Karen Yarrish
Bryanna Burnside
Brooke Lipperini

Members not in attendance

Joe Sileo

Eileen Notarianni

Meeting Minutes

1. May Minutes (Neena)

- a. Nina motioned to approve May minutes, Bryanna seconded and BOD confirmed
 - i. Neena has uploaded the final version in the DropBox

Presidents Update

1. President's Update

- a. Two Attachments in the Materials
 - i. Excel Award and Finalized SHAPE details for 2020
 1. Is the Certification Director Required? Heather to find out more details.
- b. Board Bucks for Members joining throughout the Year
 - i. Board agrees to proration of Board Bucks allocated for the following year
 - ii. Language to be updated in Board Bucks document (Heather / Neena):
 1. In the event that a new member is on-boarded to the NEPA SHRM BOD during the year to backfill an exited member, the eligibility amount will prorated based on the number of months completed. For example, the total board buck award for eligible members is \$250 - if a member joins in May of the year, completing 8 months of service, they would be eligible for \$166.67.
 - iii. Motion by Christine to approve, seconded by Karen, approved by BOD (no one opposed)
- c. HR Helping HR
 - i. There are 41 registered for tomorrows event 6/3
 - ii. Heather will send out one more blast tonight
- d. Next Meeting
 - i. We are not currently scheduled for July or August - should we consider having a meeting or continue without them but retain our Committee meetings, etc.
 - ii. Are we too disconnected not having them?
 1. BOD agrees we should continue our meetings.
 2. Heather to look at the schedule and have invites sent.

Committee Updates

- **Communications Committee (Brooke):**
 - Meeting was last week
 - Advertising the Paylocity Webinars
 - Updating content for the Social Media Posts
 - Addressed concern about Keystone events being at the top - updated the website so that these are pushed down by just listing the end date
 - How do we get more activity to the NEPA SHRM LinkedIn Discussion Board?

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- Will discuss this during the HR Helping HR meeting tomorrow
 - Surrounding Chapter Outreach
 - Previously focused on speaker exchange
 - Switch to focusing on what unique ideas do we have to share to engage members?
 - Will share HR Helping HR Webinar Series - link to recording
 - Ensuring all of our members are part of the LinkedIn site
- **Finance Committee (Kellie):**
 - 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
 - Balance total of \$75,922.83
 - Motion to accept financial report by Doug, seconded by Karen, approved by BOD
 - We will be closing current PNC account and moving due to recent issues
- **Legislation Committee (Joe)**
 - No Updates
- **Membership Committee (Christine):**
 - Met with National SHRM
 - Completed a Quarterly Audit
 - Up to 318 Members, back to 2-3 new members per month
 - Spotlight on new members (great feedback - lead by Tracey)
- **Professional Development Committee (Doug)**
 - Events, 2020
 - Past Event Review
 - Talent Succession Planning - March 10
 - Vase majority of responses were strongly agree - very good feedback
 - Only 2 negative responses (location and time not content)
 - 4/24, COVID19 Legislation Guidance
 - Very well received, lots of great questions
 - Sent Survey - results just have to be pulled from the website (Heather will teach Doug)
 - 4/30, HR Helping HR
 - 54 in Attendance - excellent work Carrie and Team!
 - Sent post-event email and survey went out (Heather to teach Doug how to do this)
 - Second HR Helping HR Webinar
 - 6/3 at 8:30am, 41 registered
 - Carrie has been driving this:
 - Content is focused on furloughs, being recalled, etc.
 - How does the workplace look when people return? CDC Guidelines, Social Distancing, PPE, etc.
 - Working actively on BLS
 - This will be held 6/24 - will get a flyer out to get this posted
 - Will be a webinar - utilizing our Zoom account
 - Would like to charge a nominal fee (if it's eligible for HRCI/SHRM CP/SCP)
 - Professional Development Seminar
 - Hoping to reschedule to later in the year but it is hard to choose a date
 - Workplace Discrimination and Retaliation
 - May 14 at the Radisson in Scranton - opportunity to move this to Webinar format?
 - Bradford United Way
 - Looking to have this as in-person - later in the year - October
 - Legal Update
 - Looking for response from McNees on doing this in the fall 2020
- **Governance Committee (Karen)**
 - Excel Award - 2020 Guidelines have been shared
 - COVID19 has made it difficult to finalize the goals for 2020

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- Heather will provide feedback on latest document
- Karen will work with Committee Chairs to adjust goals to match with current environment, etc.
- Chapter of the Year Award
 - Due August 1, 2020
 - Looking for strong retention and recruitment initiatives - some of the terms around this may change so we may still apply and use what we have done.
- Pinnacle Award Application
 - Due September 1, 2020
 - Will be tabling this for this year given the requirements.
- **Student Relations Committee (Eileen)**
 - Julian shared that many items were tabled due to COVID. Once students return to school, we will be targeting how to engage.
- **Scholarships (Nina)**
 - Awarding 3 and adding 1 more once confirmed (Julia Insalaco)
 - Nina to work on the letters
 - Will advertise on website, pictures, etc.
 - Do we need a release to put these 4 up on our LinkedIn?
 - Get Bio and Sign-off as part of standard process going forward - Christine will send the waiver to Nina.
 - Nina needs insight into how to receive emails when someone does take the test - Heather will forward to Nina and Eileen
 - Will have a side-bar on process
 - The website requires updates to the website - advertising for 2021 (application requires update)

New Business

Meeting Close - Meeting Adjourned - Motion by Brooke, seconded by Karen, confirmed by BOD

Action Items

- **Bryanna and Bryanna**
 - Update visibility and location of Keystone events on website.
 - Conduct audit to ensure all of our members are part of the LinkedIn Group.
- **Christine**
 - Will provide Nina with the waiver to utilize photos/bios on website as part of scholarship program.
- **Doug**
 - Working with team on flyer and communications for advertising 6/24 BLS event.
 - Will we charge any fee?
 - Follow-up with McNees on fall legal event.
- **Heather**
 - Find out more details on whether we must add a Certification Director role.
 - Schedule upcoming July meeting as BOD agrees to continue via phone in order to stay connected.
 - Will teach Doug to pull survey results from the website for review and analysis.
 - Will provide feedback on latest Excel Award document to Karen.
- **Karen**
 - Once feedback is received on Excel award goals will work with Committee Chairs to finalize.
- **Kellie**
 - Working on closing PNC account and moving to new bank account due to recent issues.
- **Neena**
 - Update board bucks document to include new language.

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- Share HR helping HR links to presentation as part of the surrounding chapter outreach. Goal will be to see if there are any new ideas to share between chapters, etc.
- **Nina**
 - To sync with Heather on updates to the website, emails around when someone takes the certification tests, etc.

Next Meeting

July 2020 - Heather to send out information as this was not previously scheduled.



06/11/2020

Date