

NEPA SHRM Meeting Minutes

Call to order

A meeting of **NEPA SHRM BOD** was held at via conference call on August 4, 2020 at 5pm.

Attendees

Neena Patton
Christine Jensen
Joe Sileo

Heather Clark
Bryanna Burnside
Nina Graaf

Karen Yarrish
Doug Hertel
Kellie Knesis

Eileen Notarianni
Julian Beck
Brooke Lipperini

Members not in attendance

Carrie Krott

William Aquilino

Meeting Minutes

1. **July Minutes (Neena)**
 - a. Eileen motioned to approve July minutes, Nina seconded
 - i. Neena has uploaded the final version in the DropBox

Presidents Update

1. **President's Update**
 - a. PA State Council Meeting and Quarterly Review Call
 - i. Both held via Zoom
 1. Cancelled State Meeting in September
 - ii. Heather forwarded email regarding fundraiser for the Foundation (electronically)
 1. Give Smart Program - more information to come on this - will be looking for our support
 - iii. Sent out more information about another Phishing concern
 - iv. Some other Chapters are doing Quarterly News Letters
 1. What are they offering, what credits, etc.?
 2. We were solicited by a site called 'Star Chapter' used to manage membership and event management (a few are using this now)
 - v. Some Chapters are still doing All Day Summits
 1. Phone Apps, etc. to log on via webinar
 2. Chapters are lowering cost and taking advantage of marketing to a wider audience
 - a. Discount for members
 - b. Adding an option to add membership with your purchase
 - i. Pittsburgh and Southeastern are examples - Heather to review with Doug / Carrie
 1. EX. \$450 for two day seminar - Exhibit site
 - b. Annual Leadership Conference held via 2 day Webinar last week
 - i. Christine and Doug attended
 - c. Dale Carnegie Events
 - i. We had some glitches for the most recent event with the website, PayPal
 - ii. They want us to build in the cost for the PayPal fee (rounded to nearest dollar)
 1. Heather will review with Kellie as far as what we will be collecting versus what we will owe Dale Carnegie
 - iii. Doug will review all details before we start to advertise the events to make sure it's clear
 - d. SHRM would like us to participate in the Inclusion Seminar
 - i. 12pm tomorrow 8/5 - credit available, free (sponsored by National SHRM)

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Committee Updates

- **Communications Committee (Brooke):**
 - No updates at this time.
- **Finance Committee (Kellie):**
 - Financial Reports sent to BOD members in advance of the meeting
 - Will refrain from sending account detail in the future because the account numbers are included
 - Total net assets among all accounts = \$75,967.64
 - 1 individual with a Scholarship (Ellen) passed her certification so that will be paid to her
 - Plan is still to move to a new account with PNC but this has not happened yet
 - Those with cards will need new ones
 - 13th month CD maturing in October (at 16K right now)
 - Motion to accept the financial report by Christine, seconded by Doug
- **Legislation Committee (Joe)**
 - Will be getting back to regular legislative posts in the upcoming weeks
 - We will move to using Joe's personal email account
- **Membership Committee (Christine):**
 - Completed an audit and picked up 14 members from National
 - Additional 4 members in June and July - applied through the Website
 - 336 verified members
 - Dual Membership - covered last meeting
 - Will have to consider our one-time fee position and how this will work - National will get back to us but we may want to consider an annual fee
 - National won't know if someone is joining for the first time or not - so, we will have to go with the annual or no fee at all
 - Someone on membership committee to see what other PA Chapters are charging
 - Still figuring out how to measure Retention
 - 94% of our members are National members (should be 100% but it's a point in time as renewals occur) - much better than previous audit
- **Professional Development Committee (Doug)**
 - Events, 2020
 - Feedback from previous events are available in Dropbox
 - Very few are giving feedback so we need to do a better job of encouraging feedback
 - Maybe we can ask that people complete the survey to receive their certification code
 - PA HRC, August 25, 2020
 - Topic will include new process and how to interact with HRC
 - Another 30min on Disability Discrimination claims as they relate to COVID19 - have seen an increase in these kinds of issues
 - Recent Dale Carnegie Event Requires a New Cert Code
 - The dates do not allow entry
 - Zoom presentations to continue for the foreseeable future
- **Governance Committee (Karen)**
 - Chapter of the Year Award
 - Submitted August 1, 2020
 - Excel Award - 2020
 - Karen sent an email and will send again - looking for goals, objectives and timelines from the Chair of each Committee
 - Marketing Awards
 - Heather will reach out to Brooke to have her market to our members
 - Newspapers have been provided the information but we haven't seen it printed
- **Student Relations Committee (Eileen)**
 - No July Meeting but will plan one for August 4, 2020
 - Sharing events with Committee and Students
 - Students have joined the committee and we have added a Student Page on our Website

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- **Scholarships (Nina)**
 - Reached out to all 4 Recipients
 - 2 are scheduled
 - 1 has taken it and passed - submitted to Kellie for payment
 - Waivers and Bio request have gone out to winners to add to our website ☺
 - Can we advertise discount to students for referrals to add members? Perhaps use the Gift Cards that we previously offered.
 - Incentivize - will be paying the \$25 so we should honor, no reason not to do the same program that we just offered for anyone else

New Business

Meeting Close - Meeting Adjourned - Motion by Karen, seconded by Kellie

Action Items

- **Bill and Doug**
 - Will give some thought to the extension of our Keystone College partnership to provide some potential topics, questions, speakers, etc.
 - Bill has started an outline and will work with Doug (from previous meeting)
- **Christine**
 - Will have membership committee research how other PA chapters are handling annual fee versus no fee at all so that we can make a decision prior to implementation of dual membership renewals with National
- **Doug**
 - Will review Dale Carnegie Event marketing to ensure it's clear on pricing (adding PayPal cost)
- **Heather**
 - Review with Doug and Carrie the opportunity to have membership added as part of signing up for events and whether we can market to wider audience this way
 - Review with Kellie the way we will charge for Dale Carnegie events going forward as they want us to include the PayPal fees on top of cost
 - Work with Brooke to have our awards marketed via our website, etc.
- **Joe**
 - Obtain more information on potential Benefits Group partnership on a 2 hour webinar on healthcare (from previous meeting)
- **Karen**
 - Finalize Excel Award Goals
- **Kellie**
 - Working on closing PNC account and moving to new bank account due to recent issues. (from previous meeting)
 - Payout of 1 SHRM scholarship for individual who passed certification test
- **Nina**
 - Implement and have marketed the discount for membership to students

Next Meeting

September 1, 2020 - will hold via Conference Call



08/04/2020

Date

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