

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at via conference call on October 13, 2020 at 5pm.

## Attendees

Heather Clark	Karen Yarrish	Nina Graaf	Joe Sileo
Christine Jensen	Bryanna Burnside	Julian Beck	Brooke Lipperini
Carrie Krott	Kellie Knesis	Eileen Notariani	Neena Patton

## Members not in attendance

William Aquilino      Doug Hertel

## Meeting Minutes

### 1. September Minutes (Christine)

- a. Heather motioned to approve September minutes, Karen seconded
  - i. Neena has uploaded the final version in the Drop Box

## Presidents Update

### 1. President's Update

- a. This October Meeting will serve as our Succession Planning Meeting
  - i. Required by the SHAPE Report
  - ii. Our intent is to put our ballet out in November with voting to be completed in mid-November
- b. State Council sent out a MAC Survey
  - i. Link was not working and we didn't get it until after the completion date so our votes did not count and we are unsure if they will revote
- c. We need someone in Finance to handle the Give Smart Program
  - i. Part of Shape Application - we need to have someone facilitate the program on our behalf
  - ii. Christine suggested having Susan Branley and will attempt to reach out to her
- d. Heather applied for the 2019 SHRM Learning System Champion
  - i. We did receive this for 2019 but with Doug stepping back from his Penn State role, we may need to look for other opportunities
    1. College Misericordia started offering the prep course - maybe that's an opportunity - we just have to have a relationship with the instructor - but it looks like they may be offering for HRCI only and not SHRM CP (PHR/SPHR)
    2. Keystone may also have an opportunity to partner here (partnering with Mind Edge) - Heather will see if they have a program
- e. Julian has volunteered to take on the Certification Director role
  - i. Will fulfill a need for SHAPE application and focus on marketing, encouraging individuals to certify, researching ways to do this, etc. Thank you Julian.
  - ii. Will put Julian in touch with the new instructor of Penn State cert prep course once we know who that is
- f. State Council Meeting
  - i. Eileen attended in September and will share the notes
    1. Sharing challenges with COVID 19 and other activities (raffles, remote/virtual wine tasting - keeping people engaged)
  - ii. Eileen took on D&I activities for us
- g. Chamber Membership
  - i. We've been a member of the Scranton Chamber for a number of years (2021- \$265)
  - ii. Do we want to renew? Not getting a lot of benefit from this membership.
  - iii. Heather motions to discontinue, Kellie seconds, approved

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## Committee Updates

- **Communications Committee (Brooke):**
  - Continuing to push the Linked In Group page
  - Promoting SHRM membership - working on continued social media postings
    - Potential to win a contest with SHRM
  
- **Finance Committee (Kellie):**
  - Closed out PNC checking account and opened new account; those with debit cards will be sent information to obtain new cards
    - Christine received a letter but has to go to the bank to get the card - Heather has not received anything - Kellie will double check with the bank
  - Mailed the check to Dale Carnegie to close that out
  - CD is expiring this month - recommended that we renew that given our finances are good
    - \$16,661.19 is balance on CD - recommending a 36 month CD
      - Motion by Christine to approve and Heather approved
    - We have another one expiring April 2021 and then one in March 2022
    - There is no penalty for early withdrawal, you just don't get the interest for a period of time
  - Financial Reports sent to BOD members in advance of the meeting
    - Total Expenses \$156.56, ACH Payment from SHRM
  
- **Legislation Committee (Joe)**
  - Two blog postings, Minimizing Risk for Unpaid OT and one on Revised FFCRA Regulation
  - Joe will provide Karen the Excel Award information
  
- **Membership Committee (Christine):**
  - Christine shared the membership report:
    - 1 new member in August, 5 new members in September (and 1 already in October)
  - Roster has been submitted to National for Verification
    - 336 members as of last month (report to National has 306 because after the last quarter audit so the 30 folks are ones that we have to check renewals with National)
  - Retention and Engagement
    - Reaching out to individuals whose memberships have expired - overall went well
    - Running the contest for membership - started in October 13, 2020
  - NEPA and National SHRM member Juliane Von Schmeling is being investigated by the PA Attorney General's office for practicing law without a license
    - We notified National SHRM about the investigation and asked for guidance.
      - National came back to us and said someone has to file a complaint for National to make the decision to remove her membership, etc.
      - Heather spoke to Susan Post again and we'd have to complete the member discipline complaint form
      - Joe is going to review the situation and advise on how we should proceed
  
- **Professional Development Committee (Doug)**
  - Events, 2020
    - Exploring Everyday Bias was held 10/7
      - 65 participants - great feedback and participation
    - Organizational Caring with Alissa Carpenter (potentially 10/26)
      - Heather to review the event flyer and provide feedback
      - Brooke / Bryanna will help with advertising
    - Doug is looking for a D&I speaker from National for Mid-November
    - Considering HR Helping HR 3 or Motivational Speaker for December
  
- **Governance Committee (Karen)**
  - Open Board Seat
    - Nominating Committee met prior to this board meeting. Christine verified that this criteria has been met by all 5 candidates (we have 1 seat open to fill)
      - Committee motions to include all 5 on the ballot, Eileen seconds - BOD is in favor

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- Excel Award - 2020
  - Karen still working on application; very close to being completed
- **Student Relations Committee (Eileen)**
  - Will be putting additional information and topics on the Website
    - Looking for a panelist on board/committee to answer some questions for students - perhaps via Zoom - perhaps Mid-November (before Thanksgiving)
    - Eileen will send an email to see who's available and willing
- **Scholarships (Nina)**
  - No report

## New Business

- Note

**Meeting Close** - Meeting Adjourned - Motion by Joe, seconded by Kellie

## Action Items

- **Selected BOD members:**
  - Provide Karen responses for 2020 Excel Award application
- **Brooke and Bryanna**
  - Continuing to promote LinkedIn Group and promoting SHRM membership
  - Promote Organizational Caring with Alissa Carpenter once flyer is complete (done)
- **Christine**
  - Follow up with Suzi Franks on how other PA chapters are handling annual fee versus no fee at all so that we can decide prior to implementation of dual membership renewals with National
- **Heather**
  - Explore opportunity to partner with Keystone for the Learning System Champion efforts
- **Joe**
  - Will review the Juliane Von Schmeling situation (investigation by the PA Attorney General's office for practicing law without a license) - we need to determine if we should file a member discipline complaint form
- **Julian**
  - Taking on Certification Director Role. Will be reaching out to new instructor of Penn State program once we know who that is.
- **Karen**
  - Finalize Excel Award Goals
  - Finalize ballot and voting process for 2021 BOD
- **Kellie**
  - Distribute instructions to debit card holders on how to receive a replacement card from PNC Bank
  - Will renew the CD expiring in October for 36 months (\$16,661.19)
- **Eileen**
  - Will summarize the Q&A sessions for students and share with BOD to solicit volunteers once dates/times are selected to see who would be willing to participate

## Next Meeting

November 2, 2020 - Adjusted to Monday due to the Election, will hold via Conference Call



10/13/2020

**Date**

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