

NEPA SHRM Meeting Minutes

Call to Order

A meeting of [NEPA SHRM BOD](#) was held at via zoom video conference on February 2, 2021 at 5pm.

Attendees

Heather Clark
Christine Jensen
Neena Patton

Karen Yarrish
Julian Beck
Regina Corchado

Nina Graaf
Carrie Krott
Sharon Brodie

Doug Hertel
Brooke Lipperini

Members not in Attendance

Joseph Sileo

Kellie Knesis

William Aquilino

Bryanna Burnside

Old Business

1. **January Meeting Minutes (Neena)**
 - a. Christine motioned to approve the minutes, Brooke seconded
 - i. Neena has uploaded the final version in the Drop Box

Presidents Update

1. **President's Update**
 - Heather sent around the SHRM SHAPE Submission
 - Submitted January 15, 2021
 - The new planning Chapter document is out for 2021
 - Provides all details for our Chapter for 2021 (events, logo, requirements to apply for excel the following year)
 - Volunteer Leader Update - please check the email from Heather to see if you need to take action
 - Heather reviewed specific tasks assigned
 - We participated in the recent membership campaign and added 6 new members, and as a result, we received \$90. None of the campaign's top-performing chapters were in PA
 - State Council requested an updated list of contact information for the BOD members
 - Encourages all members to engage as appropriate when you receive information or requests for support, etc.
 - The first State Council meeting is next Friday and will have an update on the quarterly meetings (virtual through September) - Heather will be looking for others to attend as well

Committee Updates

- **Communications Committee (Brooke):**
 - Shelly assisted in making updates to prep for dual membership
 - Our data will not purge so we retain all previous records
 - Christine brought up the issue for new joiners that you can input your number or email address
 - If you have a number, you will retain it, but new members to SHRM National will not receive a number
 - Anyone applying for NEPA SHRM now, we should be asking for the email address that is associated with their National account
 - Discussed updating the website to be clear about what/where to enter this information - to be discussed offline
 - Brooke and the Committee will keep the board updated as it pertains to Dual Membership
- **Finance Committee (Kellie):**
 - Reviewed documents shared by Kellie in advance

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- Total Expenses \$226.59, Deposits \$2,050.00
- Checking Account \$25,645.02
- PayPal \$3,128.62, CDs \$43,766.69
- Scholarship - \$1,700
- Net Worth of \$72,540.33 - Motion to approve by Doug, seconded by Carrie
- Should we get rid of the conference line - \$25 per month?
 - Yes - we can all utilize Zoom account (login details are in Dropbox)
- **Legislation Committee (Joe)**
 - No updates this meeting
 - Juliane Von Schmeling complaint (investigation by the PA Attorney General's office for practicing law without a license): *Joe to follow-up on this previous meetings*
- **Membership Committee (Christine):**
 - 6 new Members in Dec and 7 new through recent audit
 - Mass email to at-large members, asking them to join
 - When we go to Dual Membership, how will we handle partial membership fees
 - i.e., if you join today, then renew your SHRM membership, you will be charged again
 - We will retain this topics as a standing item for each upcoming meeting to ensure we have a plan once dual membership starts - will we reimburse a partial or the full \$25?
- **Professional Development Committee (Doug and Carrie)**
 - Working to have 1 event every month - the team is working on the 2021 Event Calendar
 - February - Presentation by Rosen, Jenkins and Greenwald on Disciplining during COVID
 - Jim Valentine - 85 people are registered right now
 - Zoom is set to have only 100 participants
 - Look into whether we should expand this membership in case we have an event with over 100 people
 - March - Proven Strategies to keep Remote Workers Engaged, Enthused and Effective
 - 22 registered so far - we are charging for this event
 - April - Professional Development will be two ½ day sessions - all speakers scheduled
 - 6.5 Credits
 - If individuals want to join only 1 day, they will want to pay have half so we need a decision as to how we will address that
 - Initial thought is to charge for full amount regardless, however, can share a recording - Julian to check if we will still be able to grant the credits (we might need to be able to see who watched it)
 - We need 5 more speaker topics to fill us for the remainder of the year
- **Governance Committee (Karen)**
 - Excel Award
 - 2020 Application - due March 15
 - Very close to finalizing
 - 2021 Initiatives to be Drafted
 - Along with providing results of 2020, start to put together goals for 2021
 - Karen will set-up time with Heather to frame out 2021
- **Student Relations Committee (Regina)**
 - Would like to see an initiative for the Excel Award
 - Potentially the Round Table with HR professionals
 - Regina met with Eileen this week for transition
 - Potential to offer a Job Shadow program (for a few hours or for a day)
 - Regina will draft a summary/template to outline the details
 - Dr. Marchese is seeking a 'Capstone' speaker for the Seniors in the class
 - 50 Minutes about your experience in HR over the years
 - Let Regina know if you or someone you know is interested in doing this (class of 10) - Regina will circulate an email for volunteers
- **Scholarship Update (Nina)**
 - Received 1 application for our 2021 scholarship - Nina shared this to the BOD prior to today's meeting

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- Active member for SHRM and Christine has double checked membership, planning to sit for the exam December 10, 2021
- Applicant has been in HR for an extended time and meets all qualifications
- Motion to approve to award this scholarship to Katheryne Hait in the amount of \$750 and carryover the additional \$750 - BOD all in Favor, Approved.
- How do we promote our scholarships better to lead to more submissions, more individuals going for their certification, etc.?
 - One suggestion might be to offer our suggestions on preparing - providing someone to provide feedback on their experience, etc. (Julian?)
 - Package it with an advertisement for the Penn State courses?

New Business

- Heather will be sharing some work that has been done to line up event sponsors and affinity sponsors.
 - We will need to review the sponsorship terms document and then complete an electronic vote.

Meeting Close - Meeting Adjourned - Motion by Karen, seconded by Regina, BOD confirms

Action Items

- **Brooke**
 - To discuss the “join now” link with Heather/Christine, etc. to determine if there is a way to make it clear what a new member will need to input for their application (SHRM # vs. Email tied to SHRM membership)
- **Committee Chairs and Karen**
 - Work together to finalize 2020 Excel submission and solidify goals for the 2021 Excel application
 - Karen to meet separately with Heather to frame out the goals we have so far for 2021
- **Heather and Kellie**
 - Cancel the ‘Start Meeting’ account for our conference lines as it is a \$25 per month fee and we can all utilize the Zoom account
- **Heather and Carrie**
 - Determine if we will expand our Zoom account to allow over 100 participants at an event and if so, work with the right individuals to update our account type
- **Joe**
 - Joe will look further into the Juliane Von Schmeling situation - check web to see if she is marketing herself as a NEPA SHRM member. Contact the attorney listed on the complaint form for more information
- **Julian**
 - Check to see if we can award credits if someone is only able to attend a portion of the professional development event and we share a video (do we need to be able to prove the video was ‘watched’)
- **Nina**
 - Work with appropriate BOD members to ‘package’ how we will promote our scholarships in the future, including what to share for the Penn State courses that will be offered
- **Regina**
 - Work to determine what goal around Students we will focus on to include in our 2021 Excel Application
 - Prepare summary/draft outlining the Job Shadow program recommended
 - Share an email requesting volunteers for speaking to Dr. Marchese’s senior class - Capstone

Next Meeting

March 2, 2021 - Zoom Call at 5pm



02/10/2021

Date