

NEPA SHRM Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on March 2, 2021 at 5pm.

Attendees

Julian Beck
Regina Cochado

Sharon Brodie
Nina Graaf
Carrie Krott
Karen Yarrish

Bryanna Burnside
Doug Hertel
Brooke Lipperini

Heather Clark
Christine Jensen
Neena Patton

Members not in Attendance

Kellie Knesis

Old Business

1. **February Meeting Minutes (Neena)**
 - a. Doug motioned to approve the minutes, Christine seconded
 - b. Neena has uploaded the final version in the Drop Box
2. **Board Bucks Discussion**
 - a. Neena to schedule meeting with Kellie and Heather to put together a recommendation on whether we will cap the total board bucks that one member can continue to carryover
 - i. Potential option is \$1,500 max for BOD member, \$1,800 for officer
 - b. To discuss budget process for finance as well

Presidents Update

1. **President's Update**
 - William Acquilino has stepped down from his BOD seat
 - We have one person remaining on the ballot; however, it she has not been active as a member of the Professional Development Committee at this point (Melanie)
 - We could appoint someone to the Committee
 - BOD Chairs and Members please consider if you know anyone that might be a fit and share with Heather
 - We will revisit at next board meeting
 - State Council Meeting in February 2021
 - PA was the 6th Largest in Foundations Donations
 - BOD Members to review the MAC Attachment included in tonight's materials email
 - Provides clarity on roles and responsibilities
 - Shows how we integrate with State and with National
 - They will be starting a chat with President's to share information between chapters

Committee Updates

- **Communications Committee (Brooke):**
 - Update on SHRM Volunteer Leader Connection (VLC) Webcast - January 28
 - Media Relations Overview - Brooke shared the slides to Dropbox
 - The link is in today's materials and this is a great resource on a variety of topics
 - Continue to Like/Share/Promote the NEPA SHRM Events and Communications on your Social Media
 - Promote Give Smart - deadline is March 22nd
 - Promote better workplaces challenge cup; initiative surrounding new business
 - Promote SHRM Foundation Awards and Scholarships

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- **Finance Committee (Kellie):**
 - Documents shared by Kellie in advance
 - Total Expenses \$126.59, Deposits \$15.00
 - Checking Account \$27,333.43
 - PayPal \$3,784.06, CDs \$43,766.69
 - Scholarship - \$1,700
 - Net Worth of \$73,084.18 - **Motion to approve by Christine, seconded by Joe via email 3/7/2021**
- **Legislation Committee (Joe)**
 - Continuing to send items to Brooke/Bryanna to post announcements and blogs
 - Joe does not currently have anyone on the Legislative Committee
 - If anyone knows an individual that would like to join - please let him know
 - Heather will also send out an email to all membership to see if we can find anyone interested
 - Attempted to follow-up on this issue but has been unable to connect with the right parties:
 - Juliane Von Schmeling complaint (investigation by the PA Attorney General's office for practicing law without a license).
- **Membership Committee (Christine):**
 - Growth Goal = 342, 2 additional in January, 327 total as of today
 - CLA Membership Webcast in February
 - Good ideas for welcoming and keeping members engaged
 - Dual Membership, how will we handle partial membership fees
 - We will retain this topic 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? UPDATE:
 - We do not have to enact the membership fee when dual membership goes live in August 2021 - we can use set a later date to avoid the 'double payment'
 - All members will receive an email prior to the go-live date
 - Dual membership will not support any student level or other (2 chapters, etc.) membership - how will we handle?
 - We will be starting a Workforce Sub-Committee within Membership
 - Will be lead by Sharon Brodie
- **Professional Development Committee (Doug and Carrie)**
 - Gifts, Thank you for Unpaid Speakers
 - Should be part of the budget with a set amount expected to spend in the year
 - For 1-2 hours, \$200 with perhaps a branded gift
 - Motion to approve \$200 for any unpaid event, made by Heather
 - Joe seconded and board agreed
 - Resubmitting some of the events we have lined up for Strategic Credits instead of standard business credits (2 April events and the May event)
 - Going forward we will look to submit as Strategic first
 - Results from the Survey for the February Event
 - 38 out of 70+ responded - really good feedback from all
 - We are booked through May and just scheduled for June so almost full for the year
 - If we wanted to put out electronic versions of portions of PD to grant credit
 - We would have to track this separately ourselves - confirm completion and keep the records for 3 year (potential audits) - we will not consider this until we a clear picture on whether events will remain virtual for an extended time
- **Governance Committee (Karen)**
 - Excel Award
 - 2020 Application
 - Submitted - met 5 of 6 - if we receive the award it will be the 3rd year in a row
 - 2021 Goals for 2021 to be finalized - Karen and Heather to meet on the draft
- **Student Relations Committee (Regina)**
 - Met this month to set new goals for 2021
 - Established 2 new goals for this year:
 - (1) create a network of speaking engagements for students by HR professionals and

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- (2) offer a Job Shadow program (for a few hours or for a day) with HR professionals
- Regina to review the student VLRC information that just came out
- **Scholarship Update (Nina)**
 - Bryanna has been working with Nina on additional promotion of the scholarships
 - We have had 2 additional applications for 2021 - but they were late and may have already sat for the exam:
 - Nina will need to review the wording to see if they will be able to be considered
 - Do we need to review our language for updates - maybe there is confusion about when to apply versus when you will be able to sit for the exam
 - We have already approved 1 2021 scholarships
 - Approved last meeting to award this scholarship to Katheryne Hait in the amount of \$750

New Business

- None

Meeting Close - Meeting Adjourned - Motion by Nina, seconded by Doug, BOD confirms

Action Items

- **BOD Members**
 - Check your network to see if we know anyone who is interested in being a BOD member to backfill Bill Aquilino's seat - please send names and information to Heather
 - Check your network to see if we know anyone who is interested in joining the Legislative Committee
 - Review MAC attachment in the meeting materials
- **Heather**
 - To send an email to members regarding interest in joining the Legislative Committee
- **Heather and Karen**
 - Work together to finalize goals for the 2021 Excel application
- **Joe**
 - Joe will try again to contact the appropriate individuals to look further into the Juliane Von Schmeling situation
- **Neena**
 - Meet with Heather and Kellie to work on a recommendation for board bucks 'cap' and the finance budget process (Scholarships, Board Bucks, Speaker Gifts, etc.)
- **Nina**
 - Seek additional information on the 2 individuals who recently applied for scholarships (did they already sit for the exam, etc.) so we can determine if they should be considered for the award
 - Review the language utilized in our scholarship program and materials - perhaps there is confusion for applicants about the timing to apply, etc.

Next Meeting

April 6, 2021 - Zoom Call at 5pm



03/07/2021

Date