

# NEPA SHRM Meeting Minutes

## Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on December 9, 2021, at 4pm. The NEPA induction of new members and holiday event to begin at 5:30pm.

## Attendees (Red Indicated No Camera Use)

|                |                  |                  |                  |
|----------------|------------------|------------------|------------------|
| Julian Beck    | Sharon Brodie    | Bryanna Burnside | Heather Clark    |
| Regina Cochado | Brooke Lipperini | Carrie Krott     | Christine Jensen |
|                | Kellie Knesis    | Neena Patton     |                  |

## Members not in Attendance

Nina Graaf                      Joseph Sileo

## Old Business

- **November 2, 2021 Meeting Minutes (Neena)**
  - Sharon motioned to approve the minutes; Kellie seconded
  - Neena has uploaded the final version in the Drop Box
- **Secretary Update for 2022**
  - *Neena will be sending each BOD member an email in the upcoming weeks for the purpose of:*
    - Ensuring accurate and complete contact information
      - Updates to be funneled to website, etc.
    - Reviewing 2021 attendance against requirement and Board Bucks Eligibility

## Presidents Update

- **President's Update**
  - CLIF report was due 12/1 and has been submitted
    - Elected 3 new board members - orientation completed 12/7
    - Will identify what committees each will sit on in the upcoming week or two
  - SHRM Foundation
    - Waiting to hear if the donation would be made on our behalf for winning Chapter of the Year
    - Followed up one more time but suggestion is to make our own donation
      - Christine made a motion to donate \$500 to SHRM foundation, seconded by Kellie
  - SHAPE Report
    - Due by the end of January - did we do what we needed to do?
  - Volunteer Leaders Meetings
    - 2022 Meeting schedule will be shared soon - let Heather know which ones you may be able to attend (expecting some to return to in person)
  - 2022 SHRM BOD Meeting Schedule was shared with tonight's materials

## Committee Updates

- **Communications Committee (Brooke):**
  - Meeting met 12/8, Bryanna taking the Chair position for 2022
    - Brooke will remain on the committee
  - Promotion- Email and Social
    - Foundation Giving/ Giving Tuesday
    - Penn State Learning System
    - Surrounding Chapters - (Neena)

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*Heather and Carrie to add questions around surrounding chapter benefit, other ideas to the membership survey*

- **Finance Committee (Kellie):**
  - Documents share in advance for December financials
    - Net Worth of \$86,862.73 - Motion to approve by Regina, seconded by Christine
  - \$8,300 CD maturing in March 2022

*Kellie to send \$500 check for SHRM Foundation and share final 2021 financials with Heather for the SHAPE report*

- **Legislation Committee (Joe - absent):**
  - No updates
- **Membership Committee (Christine):**
  - New Member Mixer
    - February 17, 2022
  - CLA Webinar
    - Initiative for Dual Membership to qualify for SHAPE award
      - Christine to cover on tonight's holiday event (5 new members registered for tonight)
    - Job Descriptions now available on the VLMN website as well as marketing templates, etc.
  - Growth - Goal of 342 (12/31/2021)
    - Current membership is at 297
  - Retention and Engagement
    - Sending emails thanking members for renewing

*Christine to send details to the BOD for 2/17 event so that we can start marketing, etc.*

- **Workforce Readiness Sub Committee (Sharon)**
  - Upcoming Events / Plans
    - January 11, 2022, webinar
      - Getting Talent Back to Work
      - Hiring Veterans

*Sharon to work on the event flyer and reach out to Carrie as needed*

- **Professional Development Committee (Carrie)**
  - Events
    - January
      - HR are People Too
      - The Importance of Mindfulness
    - February
      - Marijuana Landscape in Pennsylvania
    - HR 101 Series (Free to ALL)
      - 4 meetings for next year
        - 2/17 - Recruitment & Selection, 5/19 - Pay & Benefits, 8/18 - Performance Management & Record Retention, 11/17 - Employment Law Basics
      - Not for credit at this point - knowledge share, small business owners
        - Working on the content, etc.

*Bryanna pulling and sharing survey feedback for the November event.*

- **Governance Committee (Heather)**
  - Excel Award Application
    - 2021 Award Application - Finalized
    - 2022 - Time to identify initiatives
      - Discussed a few options including diversity opportunities

*BOD members to review the 2022 Excel Application and provide feedback, ideas, etc.*

- **Student Relations Committee (Regina)**

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- Student Speaker Series
  - 4 speakers (feedback was that 8 was too many)
  - Feedback was very positive - Kings offered professional development credits
- **Scholarship Sub Committee Update (Nina) (absent):**

*Marketing scholarship work and following up with previous winners on certification/testing status*

## New Business

- **None**

**Meeting Close** - Meeting Adjourned - Motion by Sharon, seconded by Regina, BOD confirms

## Action Items

- **All BOD Members**
  - BOD members to review the 2022 Excel Application and provide feedback, ideas, etc.
- **Bryanna**
  - Bryanna pulling and sharing survey feedback for the November event
- **Christine and Carrie**
  - Christine to send details to the BOD for 2/17 event so that we can start marketing, etc.
  - Carrie to add a save the date for the event
- **Heather and Carrie**
  - Heather and Carrie to add questions around surrounding chapter benefit, other ideas to the membership survey
- **Kellie**
  - Kellie to send \$500 check for SHRM Foundation and share final 2021 financials with Heather for the SHAPE report
- **Neena**
  - Finalizing 2021 attendance against BOD requirements and Board Bucks requirements to share details with each member
  - Ensuring each BOD members contact information, credentials, etc. are fully up to date
- **Sharon**
  - Sharon to work on the January 11, 2022, event flyer and reach out to Carrie as needed
- **Nina**
  - Marketing scholarship work and following up with previous winners on certification/testing status for reimbursement

## Next Meeting

January 4, 2022 - Virtual



12/09/2021

**Date**