

# BOD Meeting Minutes

## Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on January 4, 2022, at 5pm.

## Attendees (Red Indicated No Camera Use)

Jose Adames	Julian Beck	Sharon Brodie	Bryanna Burnside
Heather Clark	Regina Cochado	Holly Courter	<b>Nina Graaf</b>
Christine Jensen		Carrie Krott	Brooke Lipperini
Neena Patton	Anna Rinaldi		

## Members not in Attendance

Kellie Knesis                      Joseph Sileo

## Old Business

- a. Intro to New Board Members
- b. December Minutes (Neena)
  - i. Motion to approve by Christine and seconded by Brooke

*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*

## Presidents Update

- a. SHAPE report will be due at the end of this month.  
*Heather will work with Kellie and others to finalize the submission based on the 2021 requirements.*
- b. We did receive the Chapter of the Year Award
  - a. Need to determine if SHRM National has submitted the additional \$500 on our behalf or if the receipt Heather has is only from our submission at this point.

*Heather requesting the communications committee to create an announcement about our Chapter of the Year Award to share with Members and on our Site*

- c. Heather shared the PA meeting calendar for 2022

*Share any dates that you may be available to attend so that we meet our requirements*

## Committee Updates

- a. Communications Committee (Bryanna)
  - ii. Promotions
    1. Met December 8 – Bryanna is the new Chair and Brooke is the Co-Chair
    2. Continuing to post for Scholarships, Events and Dunmore HR Learning System

*January 11 – workforce readiness blast to go out from Bryanna individually*

  - iii. Surrounding Chapters – (Neena)
  - iv. Volunteer Leader Webcast Summary (Brooke)
- b. Finance Committee (Kellie)
  - i. Approval of December Expenses
    1. Potentially missing a \$25 fee for the post office box (needed a new key)
      - a. Confirmed expense with Kellie 1/17/2021

# BOD Meeting Minutes

- b. Updated financials loaded to drop box – net worth = \$87,978.09
    - 2. Motion to approve pending item #1 by Regina and seconded by Sharon
  - ii. CD Expiring in March 2022
    - 1. Need to determine if we will reinvest, etc.  
*Neena to confirm December expenses and finalize Finance minutes above with Kellie*
- c. Legislation Committee (Joe, absent)
- d. Membership Committee (Christine)
  - i. Dual Membership Payment Reconciliation
    - a. Beginning to receive payments from SHRM so Christine will be able to provide reconciliation once the next payment is received - \$1,831.24 received December 1, 2021
  - ii. Growth – Goal of 342 (12/31/2021); update against goal, goal for 2022
    - a. Will await instructions from SHRM on goal for 2022 but perhaps we try to maintain at 300 members
    - b. December had 4 new members, 18 renewing members
    - c. 2021 Summary
      - i. 305 members total, missed goal but remained larger chapter
      - ii. 78 renewing, 52 new members
  - iii. Retention and Engagement
    - a. Sharon and Tracey reaching out to new and renewing members
    - b. Reaching out to At-Large members
  - iv. Workforce Readiness Sub Committee (Sharon)
    - a. BOD members share out event on January 11 to drum up more participation
    - b. Portia (new member) joined committee meeting and will be helping with a potential round table on DEIA
      - i. Would like to come up with 3-4 panelists to start an event like this
    - c. PA SHRM State Council Workforce Readiness Workshop
  - v. Membership Mixer
    - a. All set for 2/17 from 5:30-7:30pm at Millers Ale House  
*Christine to send flyer (Heather sending final version) out via the website and to our members; requires a commitment from BOD members – would like to have 5-6 of us*
- e. Professional Development Committee (Carrie)
  - i. Previous Events
    - a. 2 in January and 2 in February are set-up
  - ii. Upcoming Events / Plans
    - a. Would like to incorporate a DEIA program – perhaps like HR Helping HR
    - b. Starting to plan for April professional development
      - i. Plan is to reintroduce in-person for our larger events (PD, Legal and Holiday Events)
    - c. Potential for Active Shooter in-person in June or July
  - iii. Event Sponsors Update  
*Bryanna sharing survey feedback for the past several events via Dropbox once the financials are included.*
- f. Governance Committee (Heather)
  - i. Excel Award Application
    - 1. 2021 Award Application – Due March 15, 2022
    - 2. Identify 2022 Initiatives  
*Committee Chairs need to start identifying 1-2 Goals each to share with Heather*

## BOD Meeting Minutes

- ii. Chapter of the Year Award
  1. Advertising 2021 – Communications Committee put announcement together
  2. Application Due August 1, 2022
  
- g. Student Relations Committee (Regina)
  - i. Fall Speaker Series went very well
  - ii. Determining future events based on COVID updates and whether in-person is an option – we can hold another speaker series for the spring
    - a. May need a second goal later in the year
    - b. Communication and getting it to the students is somewhat of a struggle
    - c. Temple is having an HR Olympics event that Regina will be sharing with the BOD and with Wilkes, Univ of Scranton, etc.
  - iii. Scholarship Sub Committee (Nina)
    - a. Marketing for the scholarship is up and on-going – we don't currently have any applications
      - i. Additional options for Marketing
      - ii. Preparation for Vote 2/1/22
    - b. 1 individual from 2021 has passed and received their award, 1 other is rescheduling their exam (because SHRM extended, we will allow this), 1 other is also pending

### New Business

- None

**Meeting Close** - Meeting Adjourned – Motion by Nina, seconded by Julian, BOD confirms

### Action Items

- **All BOD Members**
  - BOD members to review the 2022 Excel Application and provide feedback, ideas, etc.
    - Committee chairs to determine 1-2 goals each
  - Review PA Meetings Calendar and let Heather know if you would be interested/available to attend any
- **Bryanna**
  - Ensure communications committee markets the NEPA SHRM Chapter of the Year Award on website, etc.
  - Bryanna pulling recent event survey feedback with financials to post in Dropbox for BOD review
  - Blast out for the January 11 Workforce Readiness Event to all members
- **Christine**
  - Send out final flyer for 2/17 event and determine who from BOD will be in attendance
- **Heather**
  - To work with Kellie and others to finalize SHAPE for end of month submission
- **Kellie**
  - Confirm December financial to close at start of next BOD Meeting
- **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
  - Reach out to Kellie to finalize and update minutes based on Finance section changes

# BOD Meeting Minutes

## Next Meeting

February 1, 2022 – Virtual



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01/04/2021

Date