

# BOD Meeting Minutes

## Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on February 1, 2022, at 5pm.

## Attendees (Red Indicated No Camera Use)

|                  |                    |                     |                         |
|------------------|--------------------|---------------------|-------------------------|
| Jose Adames      | <b>Julian Beck</b> | Sharon Brodie       | Bryanna Burnside        |
| Heather Clark    |                    | Holly Courter       | <b>Nina Graaf</b>       |
| Christine Jensen | Kellie Knesis      | <b>Carrie Krott</b> | <b>Brooke Lipperini</b> |
| Neena Patton     | Anna Rinaldi       | Joseph Sileo        |                         |

## Members not in Attendance

Regina Cochado

## Old Business

- a. January Minutes (Neena)
  - i. Motion to approve by Sharon and seconded by Nina  
*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.
  - a. Heather submitted, however, shows as 2020 but SHRM did not update to the new year, so this was for 2021.
- b. We are also eligible for Excel:
  - a. See email for last year finalization of goals.
  - b. Each committee chair will need to come up with new goals for this year.  
*BOD Members and Chairs to work to complete the Excel Award Goals Documents per Heather's emails*
- c. National SHRM is increasing their 2022 membership fees by \$10.
- d. PA SHRM Events are still not being confirmed as in-person or virtual.
  - a. Heather will share dates as they are confirmed.
- e. Membership survey is closing soon:  
*Heather will be sharing the results for review*

## Committee Updates

- a. Communications Committee (Bryanna)
  - i. Promotions
    - a. Brooke is auditing the non-member distribution list for updates
    - b. Penn State Learning System, New Member Features, NEPA SHRM Events and the Scholarships
    - c. Utilizing buffer to schedule and send promotions out – relatively inexpensive – Bryanna is using this on free trial now
  - ii. Surrounding Chapters – (Neena)
    - a. Distributed via email blast for February into March

# BOD Meeting Minutes

- iii. Volunteer Leader Webcast Summary (Brooke and/or Christine)
  - a. Christine joined – 17 min introducing members
  - b. 88 chapters in dual membership, adding 70 more this year
  - c. Looking to open the affiliate management portal this year
  - d. There is a new volunteer leader website – the new site is searchable, <https://virc.shrm.org/s/>
  
- b. Finance Committee (Kellie)
  - i. Approval of January 2022 Expenses
    - 1. Net worth = \$90,266.24; Motion to approve by Joe and seconded by Brooke
  - ii. CD Expiring in March 2022 (24 months CD) – will discuss next month
  - iii. Filed the 990N Tax Forms for 2021
  
- c. Legislation Committee (Joe)
  - a. Two recent posting (OSHA ETS); Looking to expand what we put out to our members
  
- d. Membership Committee (Christine)
  - i. Growth – Goal of 342 (12/31/2021); 2022 goal may be to maintain
    - a. 4 new and 18 renewing in December 2021, ended 2021 with 305 members, 78 renewing and 52 new members
    - b. Received \$1,831.24 in income for Dual Membership thus far; Should receive next payment for dual membership soon
  - ii. Retention and Engagement
    - a. New Members and Renewing Member efforts
  - iii. Membership Mixer
    - a. All set for 2/17 from 5:30-7:30pm at Millers Ale House, 21 registered
  - iv. Workforce Readiness Sub Committee (Sharon)
    - a. Continuing to work on D&I with Portia for March (panel discussion)
    - b. Secured 1 speaker for the round table and have a few other options
  
- e. Professional Development Committee (Carrie)
  - i. Previous Events
    - a. February and March are scheduled and in promotion
  - ii. Upcoming Events / Plans
    - a. Starting to plan for April 19, Professional Development
      - i. Reintroduce in-person - secured Benco Dental – free location
    - b. May for DEIA Event
    - c. June in-person active shooter
  - iii. Event Sponsors Update
    - a. 2 sponsors signed up
  
- f. Governance Committee (Heather)
  - i. Excel Award Application
    - 1. 2021 Award Application – Due March 15, 2022
    - 2. Identify 2022 Goals
  - ii. Chapter of the Year Award
    - 1. Advertising 2021 – Bryanna prepared announcement – obtaining approval
    - 2. Application Due August 1, 2022
  
- g. Student Relations Committee (Regina - absent)
  - i. Scholarship Sub Committee (Nina)

# BOD Meeting Minutes

- a. 2 carryovers for \$750 that were awarded in 2021 (testing in 2022)
- b. Received 3 new scholarship applications
  - i. We do have funding available to award all 3
  - ii. They are all members in good standing (Jose will not vote as he's applied for one of the scholarships)
    1. Carrie motioned to approve awarding the 3 scholarships and Christine seconded, BOD approved
- c. Should we increase the amount to \$1,000 next year for each award?
  - i. Penn State gives a discount if you are both a NEPA SHRM and National member – the class starts at \$1,500

## New Business

- None

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

## Action Items

- **All BOD Members and Committee Chairs**
  - BOD members to review the 2022 Excel Application and provide feedback to finalize 2021 for Submission – due 2/10/2022
  - Committee chairs to determine 1-2 goals each for 2022 application – due by 2/28/2022
  - Check out the new volunteer leader site launched by SHRM: <https://virc.shrm.org/s/>
- **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
- **Heather**
  - Closing and sharing results from the membership survey
- **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

## Next Meeting

March 1, 2022 – Virtual



02/01/2021

Date