

BOD Meeting Minutes

Call to Order

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

Attendees (Red Indicated No Camera Use)

Jose Adames	Julian Beck	Sharon Brodie	Bryanna Burnside
Heather Clark	Regina Cochado	Holly Courter	Nina Graaf
Christine Jensen			Brooke Lipperini
Neena Patton	Anna Rinaldi	Joseph Sileo	

Members not in Attendance

Kellie Knesis Carrie Krott

Old Business

- a. February Minutes (Neena)
 - i. Motion to approve by Christine and seconded by Jose
- b. Contact Data Updated in DropBox File, BOD Contact Information and Attendance File
- c. Sent out emails to all BOD members regarding their Board Bucks banks

Presidents Update

- a. Committee Membership Survey
 - a. Please take time to review and bring up ideas to address at your committee levels or with the BOD
- b. Committee Chairs
 - a. Reminder to please send Heather your committee meeting minutes monthly
- c. DEIA Initiatives
 - a. BOD members please send along speakers, etc. that you may have to Heather/Sharon
 - b. Heather also has a list that she can share of approx. 20 if anyone is looking
- d. PA State Council Meeting
 - a. Heather attended and will share the minutes
 - b. Encouraging all BOD member complete the surveys as they are sent out
 - c. Meetings are confirmed (4 throughout the year)
 - i. Heather will send out the assigned dates – please let her know if they do not work so we can determine an alternative attendee

Committee Updates

- a. Communications Committee (Bryanna)
 - i. Buffer Membership
 - a. Approved and rolling out to help on scheduling postings, etc.
 - ii. Promotions
 - a. Events, Save the Dates, Surrounding Chapters, etc.
 - b. Women's history month is coming up so let Bryanna know if anyone is interested in being featured
 - iii. Surrounding Chapters – (Neena)

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- a. Distributed via email blast for February and the events for March too
 - b. Next submission to be completed prior to next BOD meeting
- b. Finance Committee (Kellie)
- i. Approval of February 2022 Expenses
 - 1. **Net worth = \$91,395.44; Updated report shared by Kellie and sent out to the BOD for electronic vote on 3/4/2022: Voted to Approve**
 - ii. CD Expiring in March 2022 (24 months CD)
 - a. Christine will get the rate when the CD expires and send it around
- c. Legislation Committee (Joe)
- a. One recent posting (2/14)
- d. Membership Committee (Christine)
- i. Growth
 - a. 10 new and 23 renewing for 304 members
 - ii. Retention and Engagement
 - a. For New Members, the committee is working on a survey – would like to include this as a link (Sharon to share the questions)
 - i. Will get together with Heather to determine the best approach so that it is open all the time and easy to pull results
 - ii. The website might be an option
 - ii. Dual Membership Action Plan due by March 15, 2022
 - iii. Membership Mixer
 - a. Received a lot of positive feedback, cost \$850, 24 attendees
 - iv. Workforce Readiness Sub Committee (Sharon)
 - a. Continuing to work on D&I with Portia for March (panel discussion)
- e. Professional Development Committee (Carrie)
- iii. Previous Events
 - a. Started HR101, received very well with a few potential new members
 - b. 401K coming up
 - iv. Upcoming Events / Plans
 - a. Starting to plan for April 19, Professional Development
 - i. Reintroduce in-person - secured Benco Dental – free location
 - b. May for HR 101 and DEIA Event
 - c. June in-person active shooter
 - d. August and November HR 101
 - e. Need an additional 2-3 topics to fill the remainder of the year
 - v. Event Sponsors Update
 - a. Potential to have Misericordia sponsor
- f. Governance Committee (Heather)
- i. Excel Award Application
 - 1. 2021 Award Application – Due March 15, 2022
 - a. Heather has the responses and will submit
 - 2. Identify 2022 Goals (Neena to help finalize)
 - a. Professional Development, Legal and Workforce goals all needed
 - ii. Chapter of the Year Award
 - 1. Application Due August 1, 2022

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- g. Student Relations Committee (Regina)
 - i. Met with the SHRM Club at Kings
 - a. Regina will follow-up with Mark to see how to get this recognized
 - ii. Determined that we can begin posting internships on our website
 - a. SHRM posts internships too
 - iii. Goals for 2022
 - a. Continue the Fall Student Speaker Series
 - i. Received positive feedback – looking for 1-2 per semester
 - b. Students also would like to have mixers again
 - c. Students believe the memberships are too expensive – but they really appreciated Regina sharing the site
 - i. Suggest establishing several scholarships for Student Membership (\$50 each) – they would apply, and we could award it (then also provide a local membership for free for 1 year)
 - 1. Perhaps only open to Seniors – Nina to draft some criteria and Regina to check with Mark (Kings) and Eileen (UoFS)
 - 2. Determine process and payment method
 - iv. Scholarship Sub Committee (Nina)
 - a. Sent out our Letters for the Scholarship for 2021, awarding 3 in 2022

New Business

- None

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

Action Items

- **All BOD Members**
 - Complete PA and National SHRM surveys as they are sent out
- **Committee Chairs**
 - Remaining Committee chairs to determine 1-2 goals each for 2022 Excel application – due asap
 - Please remember to send monthly committee meeting notes to Heather to share with full BOD
- **Excel Award**
 - Heather submitting 2021 application – due March 15, 2022
 - Neena assisting to finalize 2022 goals
- **Membership Committee**
 - Sharon – to share new member survey questions for review
 - Dual membership plan due by March 15, 2022
- **Regina**
 - Follow-up with Mark Marchese on Kings SHRM Club and National Recognition
- **Nina**
 - Draft criteria and proposed process for establishing scholarship/payment of student memberships for National and NEPA SHRM
- **Neena**
 - Prepare and share next surrounding chapter events with Communications Committee
- **Regina**
 - Follow-up with Mark Marchese on Kings SHRM Club and National Recognition

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Next Meeting

April 5, 2022 – Virtual



03/02/2022

Date