

# BOD Meeting Minutes

## Call to Order

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

## Attendees (Red Indicated No Camera Use)

Jose Adames	Julian Beck	Sharon Brodie	
Heather Clark	Regina Cochado	Holly Courter	Nina Graaf
Christine Jensen	Kellie Knesis		
Neena Patton	Anna Rinaldi	Joseph Sileo	

## Members not in Attendance

Bryanna Burnside	Brooke Lipperini	Carrie Krott
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## Old Business

- a. March Minutes (Neena)
  - i. Motion to approve by Christine and seconded by Joe

## Presidents Update

- a. PA State Council Update
  - a. Susan Post has retired, and we are waiting for our replacement contact to be named
  - b. Provided our updated contact information to the council
  - c. Heather sent the schedule out for PA Council meeting attendance to the committee (Heather may attend May but will reach out if we need to see if someone else can attend)
- b. National SHRM
  - a. Sent out their updated pay equity research report and want us to support sharing across our membership, etc.
- c. New Member / BOD Experience
  - a. Anna – Student Relations and Professional Development – working on speaker research and the 2<sup>nd</sup> meeting just went out for Professional Development, Anna to be added to the Student Relations meetings by Regina
  - b. Jose – Student Relations and Professional Development Committee – just seeking guidance on what else he can be helping with (has not received the invites for PD, Heather will reach out to Carrie)
  - c. Holly – Membership Committee, acclimated well and looking to join the Professional Development Committee – needs the invite as well

## Committee Updates

- a. Communications Committee (Bryanna – absent)
  - i. Surrounding Chapters – (Neena)
    - a. Next submission to be completed asap
- b. Finance Committee (Kellie)
  - i. Approval of March 2022 Expenses

# BOD Meeting Minutes

- a. **Net worth = \$94,466.71**
- b. Motion to approve by Jose, seconded by Regina
- ii. CD Expired in March 2022 was renewed
- iii. Kellie to research other investment opportunities to review at the next BOD meeting
- c. Legislation Committee (Joe)
  - a. Committee Meeting 4/4/2022
    - i. Focused on what materials to post in April, etc.
    - ii. Looking for alternative solutions and offerings from Legislative to members
  - b. Christine brought up two items for consideration: TIP and Redefining the Workweek for Salaried employees
    - i. Joe will research what should be shared in our blog
- d. Membership Committee (Christine)
  - a. Growth
    - i. 8 new and 22 renewing for 305 members
  - b. Retention and Engagement
    - i. Call out to success on New Member postings – photo and bio on LinkedIn
    - ii. Holly is working on out-reach to At-Large Members
    - iii. Considering ‘refer a friend’
      - 1. Starbucks card and enter to win a Visa Gift Card (\$100)
      - 2. Motion to approve this initiative made by Christine and seconded by Kellie
    - iv. When Survey is ready – Sharon to test and provide feedback to Heather
  - c. Dual Membership Action Plan was submitted by the March 15 due date
  - d. Workforce Readiness Sub Committee (Sharon)
    - i. Sharon needs another speaker for the DE&I event
      - 1. 1 speaker for best practices is in place
      - 2. 1 speaker for statistics regarding why we should all have a plan
      - 3. Kellie and Julian offered suggestions and will send along information
        - a. Potentially put out a call for speakers to members
- e. Professional Development Committee (Carrie)
  - i. Upcoming Events / Plans
    - a. April 19, Professional Development
      - i. Benco Dental – free location
      - ii. 6.5 credits – at about 50 attendees right now
      - iii. Please promote with your networks – we have 2 sponsors
        - 1. Discussed opportunity for increasing attendance
    - b. May for HR 101 and DE&I 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
  - ii. Event Sponsors Update
    - a. Potential to have Misericordia sponsor
- f. Governance Committee (Heather)
  - i. Excel Award Application
    - 1. 2021 Award Application – Submitted March 15, 2022
    - 2. Identify 2022 Goals (Neena to help finalize)
      - a. Professional Development, Legal and Workforce goals needed

## BOD Meeting Minutes

- ii. Chapter of the Year Award
  - 1. Still not receiving a response on how we are able to be promoted for winning in 2021 – Pittsburgh is still listed on site
  - 2. Application Due August 1, 2022
    - a. Do not see any reason to apply again – will revisit next year
- g. Student Relations Committee (Regina)
  - i. Mark provided the Kings Student Chapter # but is not searchable on SHRM's site
    - a. Regina to discuss with Heather separately
  - ii. Welcomed a New Member to the Committee from UofS
  - iii. Scholarships to help pay for Students Membership
    - a. Suggest establishing several scholarships for Student Membership (\$50 each – National)
      - i. Considering 10 memberships
      - ii. For local – would need to email Christine to set-up individually – NEPA SHRM does not show up (SHRM site showing local colleges)
      - iii. Nina drafted criteria:
        - 1. Reviewed eligibility options – need to determine if we award to all applicants if there are more than 10 and if not, what the selection criteria of the 10 awarded
        - 2. Rolling out for Fall Semester
  - 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 Sharon, seconded by Nina, BOD confirms

### Action Items

- **All BOD Members**
  - Complete PA and National SHRM surveys as they are sent out
  - Market Professional Development Seminar April 19
- **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
- **Membership Committee**
  - Sharon to review new member survey in Survey Monkey once Heather finalizes
- **Heather**
  - Will follow-up with Carrie on PD meetings to ensure all members have invites, etc.
- **Kellie**
  - Research other investment opportunities as we have a large amount of money in checking
- **Nina**
  - Share criteria and proposed process for establishing scholarship/payment of student memberships
- **Neena**
  - Assisting to finalize 2022 goals with Committee Chairs
  - Prepare and share next surrounding chapter events with Communications Committee

# BOD Meeting Minutes

Next Meeting

May 3, 2022 – Virtual



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04/05/2022

Date