

BOD Meeting Minutes

Call to Order

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

Attendees (Red Indicates No Camera Use)

Jose Adames	Julian Beck	Sharon Brodie	Heather Clark
Regina Cochado	Nina Graaf	Christine Jensen	Kellie Knesis
Brooke Lipperini	Neena Patton	Joe Sileo	

Members not in Attendance

Holly Courter Carrie Krott Anna Rinaldi resigned from the BOD

Previous Minutes

- a. October Minutes (Neena)
 - i. Motion to approve by Christine and seconded by Kellie

Presidents Update

- a. December Event
 - a. Please register if you can attend and share on your network (folks can bring guests)
 - i. Everyone on board can receive their headshot and are to arrive early
 - ii. Regina to confirm how early we can arrive – we require 4pm
 - b. December board meeting is scheduled for 12/6, will cancel if possible
- b. 2023 Election Ballot
 - a. Sent for board approval prior to this meeting
 - b. Once voting is complete, we will invite them to the holiday event, etc.
 - i. There is no competition so everyone will be selected
 - ii. Heather will schedule an officer's meeting to help prepare new members (mentor or buddy system)
 1. Jose to check out the volunteer SHRM site and will investigate what else might be helpful to provide or set-up

Committee Updates

- a. Communications Committee (Brooke)
 - i. Did not meet in October – need to find a good time for Neena/Carrie/Brooke
 - ii. Will identify and distribute some items
 - iii. Neena to submit next Surrounding Chapter
- b. Finance Committee (Kellie absent)
 - i. Approval of October 2022 Expenses
 - a. **Net worth = \$100,053.66**
 - b. Total expenses in the month = \$3,359.86
 - c. Motion to approve by Sharon, seconded by Joe

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- c. Legislation Committee (Joe)
 - a. No meeting, however, Joe did propose some posts that will be helpful to our members so will look to get those up
 - b. Need more participation with the legislation committee
 - i. With Joe's term ending this year, we have not found a replacement
 - ii. Joe will continue to be engaged (content) but we will not have a Chair – have this be a sub-committee within Communications
- d. Membership Committee (Christine)
 - a. Total of 280 Members
 - i. Shows us at 98% but how could this be less than 100%?
 - ii. Holly is going to be taking on renewing member outreach
 - b. Workforce Readiness Sub Committee (Sharon)
 - i. Veteran Recruiting – planning for one more event for 2022
 - 1. Jose is helping with a contact that he has
 - 2. 50 Strong did respond as well
 - ii. DEI
 - 1. Scheduling for January 19, 2023
- e. Professional Development Committee (Sharon)
 - i. Upcoming Events / Plans
 - a. October
 - i. Legal Update
 - ii. Christine organized at College Misericordia
 - iii. Survey results to be reviewed, Christine is sending Thank You Cards
 - b. Location Discussion
 - i. Considering Montage for PD in April
 - ii. Hazelton 'Top of the 80's' – future event potentially
 - c. November
 - i. Part IV of HR 101
 - ii. Veteran Recruiting through Workforce Readiness
 - d. December
 - i. Annual meeting (Regina supporting – the Radisson)
 - e. 2023
 - i. Starting to look at event planning for early next year as well
 - ii. Carrie is working on Silent Quitting and other topics
- f. Governance Committee (Heather)
 - i. Excel Award Application
 - 1. Identify 2022 Goals (Neena to help finalize) – need to start working on our new goals for 2023 and finalization of 2022
- g. Student Relations Committee (Regina)
 - i. Meeting focused on launching the student scholarships for membership payment
 - a. Scholarships to help pay for Student Memberships being implemented:
 - i. Regina recently presented and students are excited (\$1,000 budget)
 - ii. Students may already have started to apply – once they join SHRM, they can email Christine and she can add their membership for Free

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- ii. Scholarship Sub-Committee (Nina)
 - a. Applications and flyers are ready and out for marketing
 - i. Nina emailed this to BOD today and needs to have it posted
 - ii. Nina will reach out to Brooke to help update the website and set up reoccurring emails to go out

New Business

- **None**

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

Action Items

- **All BOD Members**
 - Please share December 1 Holiday event with your networks, and register if you can attend
 - Plan to arrive at the Holiday event by 4pm
- **Committee Chairs**
 - Please remember to send monthly committee meeting notes to Heather to share with full BOD prior to each scheduled meeting
- **Brooke**
 - Will include Heather in the next Communications Committee meeting as we need to ensure we are sending certain SHRM promotions out at specific times
- **Heather**
 - To schedule an officer's meeting to develop a plan (mentorship) for on boarding our new members (4)
- **Jose**
 - Will research some options on a better way to on board new members and share with Heather
- **Neena**
 - Assist to finalize Excel 2022 goals with Committee Chairs
 - Working on next surrounding chapter submission and will look to hand this task off in 2023
- **Nina**
 - Work with Brooke to update the website and have the Scholarship promoted

Next Meeting

December 6, 2022 – Virtual, may cancel if we can meet at the Holiday event on 12/1



11/01/2022

Date