

BOD Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on March 7, 2023, at 5pm.

Attendees (Red Indicates No Camera Use)

| | | | |
|------------------|-----------------|------------------|-------------|
| Heather Clark | Regina Cochado | Nina Graaf | Jose Adames |
| Annie Higgins | Tiffany Jackson | Christine Jensen | |
| Brooke Lipperini | Neena Patton | Sarah Suwak | |
| Krissy Bryk | Sharon Brodie | Kellie Knesis | |

Members not in Attendance

Holly Courter Carrie Krott

Previous Minutes

- a. February Minutes (Brooke)
 - i. February minutes motioned to approve by Sharon and seconded by Jose.

Presidents Update

- a. Excel Award
 - i. Submitted last week
 - ii. Restructuring goals for upcoming year, Heather to distribute to Committee Chairs. Goals must be measurable.
- b. Conflict of interest form submitted to State.
- c. Committee list circulated, to be confirmed by all BOD members.
- d. Webinar opportunity – DE&I

Committee Updates

- a. Communications Committee (Brooke)
 - i. Christine to update non-member list
 - ii. Krissy to take surrounding chapter events
 - iii. Sarah to handle volunteer leader webcasts
 - iv. Neena to update meeting minutes and schedule on website
 - v. Next meeting to include website demo
 - vi. Latest webcast
 - a. Q2 to increase reimbursement for chapter financial support program from \$10-\$30
 - b. Other reimbursement also increasing, Sarah will send additional details
 - c. Initiative to confirm that those listed as Student Members are still students at the time of renewal
 - d. Affiliate management portal – only accessible by certain BOD members
- b. Finance Committee
 - i. Oversee the financials of the full Chapter
 - ii. Review of February Financial Report

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- i. \$1,031 in expenses in Feb
 - ii. \$1,227 deposits
 - iii. \$47705 checking balance
 - iv. \$4,432 in paypal account
 - iii. No committee meeting in February
 - iv. CD's in the amount of \$44,420 moved to Edward Jones
 - v. Motion to decrease checking balance to \$20,000 and move the remainder to CD account at Edward Jones. Motion by Kellie, seconded by Heather.
 - vi. 3 Student member reimbursements processed
 - vii. **Net worth = \$96,558.41**
 - a. Motion to approve February financial statement by Kellie, seconded by Christine
- c. Legislation Committee (Annie)
 - a. Annie and Joe discussed initiatives
 - b. Goal is to have something out to members by end of March to collect data
 - c. Monthly committee meeting last Tuesday of the month at 5pm
 - d. Reaching out to other Chapters in the State for best practices and suggestions
- d. Membership Committee (Christine)
 - a. No meeting in February; next meeting 3/13/23.
 - b. Goal, retain members and gain new members
 - i. All members must be a SHRM National member – 100%
 - ii. Dual membership is in place (NEPA and National run concurrently)
 - iii. Reconciliation process established
 - iv. New Member Mixer event on 3/2/23; approximately 20 in attendance. Sponsorship off-set some of the costs.
 - v. Growth of membership
 - 1. 286 members currently
 - c. Workforce readiness
 - i. Jose working on a speaker event
 - ii. Need more participation on this sub-committee
- e. Professional Development Committee (Sharon)
 - i. Previous and Upcoming Events / Plans
 - a. January
 - i. DEI event the end of the month
 - ii. 70 registered
 - iii. 40+ in attendance
 - b. February
 - i. Quiet Quitting
 - ii. 120 registered
 - c. March
 - i. Approximately 30 registered for event – Opioid in the Workplace
 - d. April PD Event 4/6/23
 - i. Will be all day at the Holiday Inn – East Mountain, Wilkes-Barre (6 credits)
 - ii. Registration open, all BOD to share on social
 - iii. 2 Sponsors identified for this event
 - e. Working on options for May event; June event likely related to Workforce Readiness

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- f. HR101 – looking to rebrand for this year, similar topics as last year
- f. Governance Committee (Heather)
 - i. Excel Award Application
 - 1. In process, Committee Chairs to send updated goals to Heather
- g. Student Relations Committee (Regina)
 - i. Monthly meetings scheduled
 - ii. Student chapter president at King's is working on a flyer to promote participation
 - iii. Pushing remaining student chapter memberships available
 - iv. Scholarship Sub-Committee (Nina)
 - a. Request to check email box to see if any other application have been received
 - b. Nina to distribute Scholarship financial report
 - c. Flyer updated, Christine will bring to next event
 - d. Nina to update scholarship application for website

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

Action Items

- **Committee Chairs**
 - Please remember to send monthly committee meeting notes to Heather to share with full BOD prior to each scheduled meeting
 - To confirm committee participants
 - Will ensure committee meetings are added to Team Up Calendar
- **Kellie**
 - Will move money from checking account to a CD with Edward Jones, leaving a balance of \$20,000 in checking account
- **Heather**
 - Will distribute Excel award goal criteria to Committee Chairs
- **Heather and Neena**
 - Work on revision of Board Bucks program
- **Neena**
 - Will save tax filing in Dropbox
 - Will update meeting minutes and schedule on website
- **Nina**
 - Will distribute Scholarship financial report
 - Will update scholarship application for website
- **Heather and Nina**
 - Will discuss initiative to promote certification to our membership

Next Meeting

April 4, 2023 – Virtual

Brooke Lipperini

March 7, 2023

Date