

BOD Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held at via zoom video conference on April 4, 2023, at 5pm.

Attendees (Red Indicates No Camera Use)

Nina Graaf	Holly Courter	Annie Higgins	Tiffany Jackson
Christine Jensen	Carrie Krott		
Brooke Lipperini	Neena Patton	Sarah Suwak	
Sharon Brodie			

Members not in Attendance

Heather Clark	Kellie Knesis	Jose Adames	Krissy Bryk
Regina Cochado			

Previous Minutes

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

Presidents Update

- a. Upcoming events
 - a. Annie to attend State Council meeting April; Sarah as back-up
 - b. State Leadership Conference Meeting on July 20 & 21 – Heather to attend, Nina as back-up
 - c. State Annual Conference on September 13 & 14 – Tiffany to attend, Brooke as back-up
 - d. Volunteer Leader Summit – dates TBD; will identify attendees once dates are finalized

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. Blog submissions – legislative committee will submit content when available
 - vi. Resources tab of website needs a refresh
- b. Finance Committee (Neena in Kellie's absence)
 - i. Oversee the financials of the full Chapter
 - ii. Reviewed monthly financial report, including checking account balance, expenses, deposits and PayPal account balance
 - iii. Chapter financial support increasing from \$25 to \$30
 - iv. **Net worth = \$106,709.08**
 - a. Motion to approve February financial statement by Neena, seconded by Christine

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- c. Legislation Committee (Annie)
 - a. Committee met on March 28th
 - b. Working on a survey to send to membership – theme ‘Why Should I Care’
- d. Membership Committee (Christine)
 - a. 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. Promoting membership with event flyers; free events for members
 - v. Consider mailer for at-large
 - vi. Growth of membership
 - 1. 287 members as of Feb 28
 - 2. 291 members as of April 4
 - b. Workforce readiness (Sharon)
 - i. Jose working on a speaker event for June
 - 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 – 71 registrations
 - i. Will be all day at the Holiday Inn – East Mountain, Wilkes-Barre (6 credits)
 - ii. 2 Sponsors identified for this event
 - e. May
 - i. Recently opened webinar ‘Maximize your Potential’
 - f. HR Legal Spotlight
 - i. 4-part series
 - ii. Part I – 34 attendees
 - g. Holly working on round-table event – topic related to employees returning to the workplace after working remote/hybrid.
- f. Governance Committee (Heather)
 - i. Excel Award Application
 - 1. In process, finalizing goals with Committee Chairs
 - ii. Proposed changes to by-laws – Neena to send proposed changes to BOD
 - a. Section 6.9 – Removal of Director and Officer
 - b. Section 6.10 – Attendance
 - c. Section 6.11 – Committee Participation
- g. Student Relations Committee (Regina)

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- a. Regina not present to provide update.

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
 - Will review Resources tab of website to see if any suggestions for new content
- **Christine**
 - Will provide cost for mailing to at-large members
- **Brooke**
 - Will remove CANBE post from Resources tab
- **Heather and Neena**
 - Work on revision of Board Bucks program - ongoing
- **Neena**
 - Will update meeting minutes on website
 - Will send proposed by-law revisions as well as evaluation form to BOD
- **Nina**
 - Will distribute Scholarship financial report
- **Heather and Nina**
 - Will discuss initiative to promote certification to our membership

Next Meeting

May 2, 2023 – Virtual

Brooke Lipperini

April 4, 2023

Date