



# **BOD Meeting Minutes**

#### Call to Order

A meeting of NEPA SHRM BOD was held at via zoom video conference on May 2, 2023, at 5pm.

## Attendees (Red Indicates No Camera Use)

Heather ClarkNina GraafAnnie HigginsTiffany JacksonChristine JensenCarrie KrottBrooke LipperiniNeena Patton

Sarah Suwak Regina Cochado Krissy Bryk

#### Members not in Attendance

Kellie Knesis Holly Courter Sharon Brodie

#### **Previous Minutes**

- a. April Minutes (Brooke)
  - i. April minutes motioned to approve by Neena and seconded by Christine.

### **Presidents Update**

- a. Upcoming events
  - a. State Leadership Conference Meeting on July 20 & 21 Heather to attend, Nina as backup; Brooke to attend Virtual portion
  - b. State Annual Conference on September 13 & 14 Tiffany to attend
  - c. Volunteer Leader Summit dates TBD; will identify attendees once dates are finalized
- b. Jose Adames resigned from his seat on the BOD as of 4/12/23
- c. Dropbox reaching maximum capacity for our shared files
  - a. Transferring files from Dropbox from Google Drive

## **Committee Updates**

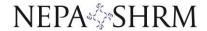
- a. Communications Committee (Brooke)
  - i. Christine to update non-member list
  - ii. Krissy to take surrounding chapter events
  - iii. Sarah to handle volunteer leader webcasts
  - iv. Neena has updated meeting minutes and schedule on website
  - v. Blog submissions legislative committee will submit content when available
  - vi. Resources tab content to be updated
    - a. Remove PathStone link
    - b. Confirm Workforce Readiness content with Sharon
- b. Finance Committee (Heather 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**





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- a. Motion to approve March financial statement by Carrie, seconded by Regina
- c. Legislation Committee (Annie)
  - a. Committee did not meet in April
  - b. Working on an event possibly in the next couple of months
  - c. Annie attended a recent State Council meeting
    - i. Volunteer Leadership conference in Gettysburg upcoming, free registration
    - ii. Several chapters are struggling with membership
    - iii. President Elects encouraged to attend State Council meetings
- 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 Cost approx. \$300
      - 1. National working on outreach flyer
    - vi. Growth of membership
      - 1. 287 members as of Feb 28
      - 2. 291 members as of April 4
      - 3. 286 members as of May 2
  - b. Workforce readiness (Sharon)
    - i. Planning June webinar 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
      - 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; 67 attendees
      - i. Will be all day at the Holiday Inn East Mountain, Wilkes-Barre (6 credits)
      - ii. 2 Sponsors identified for this event
    - e. May registration open for the following
      - i. 'Maximize your Potential' May 18th
      - ii. Microstepping a Return to Office Strategy that Works May 23rd
    - f. HR Legal Spotlight
      - i. 4-part series
      - ii. Part I 34 attendees
      - iii. Part II registration open
    - g. August possible seminar related to benefits





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- 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 prior to June meeting
- g. Student Relations Committee (Regina)
  - i. Working on student networking event for Fall 2023
  - ii. Pushing for student memberships before end of the semester
- h. Scholarship (Nina)
  - a. Send email blasts to membership regarding benefits of certification and link to scholarship information on our website
  - b. Reviewed scholarship financial report funds available \$2,070.50
  - c. Suggestion to expand scholarship to include financial support to membership related to professional development

Meeting Close - Meeting Adjourned - Motion by Nina, seconded by Sarah, 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
- Heather
  - Will send instructions on Google Drive
- Heather and Neena
  - o Work on revision of Board Bucks program ongoing
- Neena
  - Will send proposed by-law revisions to BOD
- Nina
  - o Will distribute Scholarship financial report
- Heather and Nina
  - o Will discuss initiative to promote certification to our membership

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June 6, 2023 - Virtual

Brooke Lipperini May 5, 2023

Date