

BOD Meeting Minutes

Call to Order

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

Attendees (Red Indicates No Camera Use)

Annie Higgins	Christine Jensen	Brooke Lipperini	Neena Patton
Sarah Suwak	Regina Cochado	Kellie Knesis	

Members not in Attendance

Heather Clark	Holly Courter	Sharon Brodie	Tiffany Jackson
Carrie Krott	Krissy Bryk	Nina Graaf	

Previous Minutes

- a. June 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 –Nina as back-up; Brooke was not able to attend virtual portion
 - b. State Annual Conference on September 13 & 14 – Tiffany to attend
 - c. Volunteer Leader Summit – Nov 16th – 18th; Neena to attend
- b. Chapter planning sessions upcoming –
 - a. Nominating committee selection
 - i. Proposed to include Officers – vote to be held electronically

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. Rebecca Gordon assisting on the committee
- b. Finance Committee (Kellie Knesis)
 - a. Oversee the financials of the full Chapter
 - b. Reviewed monthly financial report, including checking account balance, expenses, deposits, investments and PayPal account balance
 - c. Chapter financial support increasing from \$25 to \$30
 - d. **Net worth = \$110,123.58**

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- c. Legislation Committee (Annie)
 - a. Working on preparing for Legal Update event
 - i. Needs volunteers to support and participate in live skit
- 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. Growth of membership
 - 1. 287 members as of Feb 28
 - 2. 291 members as of April 4
 - 3. 286 members as of May 2
 - 4. 281 members as of Sept 5
 - vi. Fall member mixer – hoping to plan; looking for someone to take on task
 - b. Workforce readiness (Sharon) – no update this month
- 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; 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
 - g. August – possible seminar related to benefits
 - h. Sept – Recruitment & Retention Roundtable, HR Legal Spotlight Part 3
 - i. October - Marijuana in the Workplace, Legal Update
 - j. December – Holiday event on 12/7 – working on details (venue, etc.), HR Legal Spotlight Part 4
- f. Governance Committee (Neena)
 - i. Proposed changes to by-laws – Neena to send information on next steps from National
- g. Student Relations Committee (Regina)

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- i. Needs more participation on this committee – Regina sent a survey to gauge interest with good response but still not getting enough participation. Regina working to connect the Student Chapter Presidents from Kings and U of S.
 - ii. Regina met with Penn State contact who runs the Certification prep course.
 - a. Barriers include cost, time investment
 - b. Suggestion to increase scholarship amount from \$750 to \$1,000
 - c. Penn State WB offering prep course – Annie to share info
 - iii. Working on student networking event for Fall 2023
 - iv. Pushing for student memberships before end of the semester
- h. Scholarship (Nina) – no update

Meeting Close - Meeting Adjourned – Motion by Neena, seconded by Annie, 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
- **Brooke**
 - Ask Shelly to move social media banner to top of home page on website
- **Sarah**
 - Pilot of newsletter with support from Annie
- **Heather**
 - Will send language on social media sites to Sharon to include on future events
- **Heather and Neena**
 - Work on revision of Board Bucks program - ongoing
- **Nina**
 - Nina to update scholarship application for website and consider eliminating deadline on application
- **Heather and Nina**
 - Will discuss initiative to promote certification to our membership

Next Meeting

October 3, 2023 – Virtual

Brooke Lipperini

September 5, 2023

Date