

BOD Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held in person at the Colonnade in Scranton, PA, on December 7, 2023, at 4pm.

Attendees (Red Indicates No Camera Use)

Christine Jensen	Brooke Lipperini	Neena Patton	Sarah Suwak
Regina Cochado	Heather Clark	Holly Courter	
Tiffany Jackson	Kellie Knesis		

Members not in Attendance

Carrie Krott	Krissy Bryk	Sharon Brodie
--------------	-------------	---------------

Previous Minutes

- a. November Minutes (Brooke)
 - i. November minutes motioned to approve by Regina and seconded by Holly.

Presidents Update

- a. HRCI recertification provider renewal completed; SHRM recertification credit provider renewal in-process
- b. Chapter planning sessions upcoming –
 - a. Nominating committee selection
 - i. Proposed to include Officers – vote to be held electronically
- c. Clif report due December 1
- d. Shape due December 31
- e. Excel due March 15
- f. 2024 Meeting schedule – Jan 9th (not the 2nd)
- g. Volunteer Leader Webcast – Sarah will handle this moving forward and will create a folder in Google Drive and report back at our BOD meetings

Committee Updates

- a. Communications Committee (Brooke)
 - a. Jan and Feb events ready for advertising
 - b. Still troubleshooting the Scholarship Application automated email issue
- b. Finance Committee (Kellie Knesis)
 - a. November financials review of expenses, deposits, checking account balance.
 - b. Total net worth = \$108,465.13
 - c. Funds moved from Pay Pal to PNC with approximately \$500 balance remaining in Pay Pal account.
 - d. Every month there will be a review of the PayPal account and will move funds over \$500 to the PNC account.
 - e. Discuss in January possibly moving more funds to the Edward Jones account.

BOD Meeting Minutes

- f. Motion to approve October and November financial statements by Christine seconded by Neena.

- c. Legislation Committee (Open)
 - a. Holly volunteered to chair this committee moving forward

- 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
 - 5. 22 renewing and 3 new members this month; 277 members as of November 13
 - 6. 275 members as of December 7
 - vi. Retention rate of 90% and growth rate of 9%
 - vii. Suzie and Holly supporting with engagement of new and renewing members
 - viii. Fall member mixer in Sept 2024
 - ix. 2024 membership goal of 280

- e. Professional Development Committee (Tiffany)
 - i. Sarah compiled list of potential topics for future events (based on post-event survey feedback)
 - ii. Previous and Upcoming Events / Plans
 - a. HR Legal Spotlight Part 4
 - b. Jan 9th and Feb 13th events finalized and registration link open
 - c. Reviewed the calendar of event delegations for the year.
 - iii. Workforce readiness (Sharon absent) – no update this month

- f. Governance Committee (Neena)
 - i. Proposed changes to by-laws – Neena to send information on next steps from National
 - ii. 2024 BOD election
 - a. Newly elected members to be sworn in during Holiday event this evening

- g. Student Relations Committee (Regina)
 - i. Created poster for ‘becoming certified in 3 steps’.
 - ii. Need to promote Penn State prep class starting February 1.

 - iii. Scholarship (Regina)
 - a. Updating scholarship to three \$1,000 scholarships as of January 1, 2024.
 - b. Flyer draft completed to promote scholarship and certification to our membership.

BOD Meeting Minutes

- h. New business
 - a. Discussion around hiring someone to assist our chapter with administrative tasks and event preparation. Focus on supporting events preparation and execution and supporting PD committee.

Meeting Close - Meeting Adjourned – Motion by Sara, seconded by Neena, 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.
- **Neena:**
 - Look at 2023 Excel goals and report any outstanding items at next meeting.
 - Will distribute task list for paid position to BOD.
 - Will connect with Kellie regarding 1099 processing through QuickBooks
- **Kellie:**
 - Talk with PSECU about possibility to move some funds from PNC into a money market account
- **Heather and Neena**
 - Work on revision of Board Bucks program - ongoing
 - Will discuss initiative to promote certification to our membership – Regina will report on this during student relations.
 - Create flyer to solicit referrals for paid position
- **Heather:**
 - Connecting Renee and Joe with Holly regarding Legislative committee
- **Brooke:**
 - Promote upcoming Penn State prep class on social (note there are links on the flyer).

Next Meeting

January 9, 2024 – virtual

Brooke Lipperini

December 7, 2023

Date