

BOD Meeting Minutes

Call to Order

A meeting of NEPA SHRM BOD was held virtually via Zoom on May 7, 2024, at 5:00pm.

Attendees (Red Indicates No Camera Use)

Christine Jensen	Neena Patton	Sean Miller	Heather Buck
Regina Cochado	Krissy Bryk	Brooke Lipperini	Heather Clark
Tiffany Jackson			

Members not in Attendance

Melissa Sharp	Carrie Krott	Kellie Knesis	Sarah Suwak
Denisse Batista	Holly Courter		

Previous Minutes

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

Presidents Update

- a. Excel submitted March 2024.
- b. SHRM Branding initiative
 - a. Christine shared the sample we received from our contact at National
 - b. Confirmed we will not need the affiliate logo on all materials if we move to the new logo
 - c. Reviewed and approved by the board to move forward with 'Northeast PA'
- c. 2024 State Event Attendance
 - a. State Legal & Legislative Event – May 2 & 3 – Regina and Heather B (Council Mtg too)
 - b. State Leadership Conference – July 25 & 26 – Sarah Suwak
 - c. State Annual Conference – September 11 – 13 – Tiffany & Holly
 - d. Volunteer Leaders Business Meeting – November 21 – 23 – Neena and Tiffany
- d. Heather Buck attended PA State Council Meeting last Thursday – key takeaways include:
 - a. New Wellbeing Director introduced
 - b. Workforce Readiness Director recently resigned
 - c. Emerging Professional Advisory Council focused on student relations
 - d. Recommendation for state-wide speaker bank
 - e. Total of four dual membership chapters in the State
- e. Heather and Regina attended the State Legal & Legislative Event – key topics included:
 - a. New FLSA exempt salary threshold
 - b. AI in HR
- f. Co-branding initiative (presented by Christine)

Committee Updates

- a. Communications Committee (Brooke)
 - a. First draft of task list created and shared with the committee
 - b. Brooke to draft the materials to announce Excel award

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- b. Finance Committee (Kellie Knesis absent – Financials reviewed by Neena)
 - a. Review of previous month expenses, deposits, checking account balance.
 - b. Total net worth = \$111,924.36
 - c. Every month there will be a review of the PayPal account and will move funds over \$500 to the PNC account.
 - d. Motion to approve April financial statement – motion by Tiffany Jackson seconded by Heather Clark.
 - e. Contact made with audit firm who we have used previously for our last audit in 2018.
 - f. Initiated move of \$15,000 to Edward Jones account as previously approved.
- c. Legislation Committee (Holly absent – no update)
- 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 and retention:

Month	New Members	Renewing Members	Total Members	Variance from Goal of 261	Retention Rate (Using 269 as base)	Variance from Goal of 75%
January	4	31	255	-2.30%	93%	+24%
February	4	25	258	-1.15%	100%	+25%
March	9	20	264	+1.01%	99%	+26%
April	5	19	274	+1.50%	102%	+36%

- vi. Suzie and Holly supporting with engagement of new and renewing members
- vii. Fall member mixer event to be held on September 12, 2024 at Rail rider’s game, to include guests (guests pay for their own ticket), more details to come closer to that date.
- viii. Sharon Brodie assisting with reaching out to at large members
- e. Professional Development Committee (Tiffany)
 - a. PD – 62 attended the event.
 - b. Legal Update planning in process – ADA speaker recommendations requested
 - c. Registration deadline for events – each Thursday before event
 - d. Reconciliation deadline for events – each Friday before event
 - e. Event topics identified for each month through November 2024
 - f. Workforce readiness – no update this month
- f. Governance Committee (Neena)
 - a. By-laws were returned and are going through final review.
 - b. 2023 Excel Award received.
 - c. 2024 Excel goals being finalized.
 - d. By-law revisions reviewed by Heather C. – motion to accept with revisions as presented to be submitted to SHRM for review (not fully ratified until approved by SHRM) – motion by Sean and seconded by Regina
 - a. Nonmaterial changes reviewed and accepted in advance of the meeting

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- b. Addition of Zip code ranges – defines range of zip codes that are in our area of coverage
 - c. Proposed change to language regarding Student Member dual membership requirement – Heather and Neena following up on this
 - d. Joe Sileo reviewing some of the changes under State requirements
 - e. Retain parameters for how many members of the Board are required
 - f. Proposal to include Past President role as an Officer position
 - g. Revision of Evaluation process
- g. Student Relations Committee (Regina)
- a. Working on creation of an in-person event to include higher education professionals and students. Expand reach to more Colleges in the area. Will be held at the University of Scranton towards the end of May.
 - b. Effort to promote membership mixer to the student population for Fall.
 - c. Holiday event
 - a. December 5th – first Thursday of the month.
 - b. Guest speaker has backed out – suggestions needed. Discussion around possible entertainment instead of speaker.
 - c. Discussion on venue location – must have restaurant.
 - d. Scholarship (Regina)
 - a. No Applicants.
 - b. Send email blast of Flyer to promote scholarship and certification to our membership.
- h. New business
- a. Suzi Franks stepping down from sponsorship tasks. Sean Miller will take this on moving forward.

Meeting Close - Meeting Adjourned – Motion by Heather B., seconded by Heather C., BOD confirms

Action Items

- **Committee Chairs**
 - Please remember to send monthly committee meeting notes with Neena or save to Google Docs
- **Christine:**
 - Communicate with and determine next steps for the National SHRM branding initiative
- **Kellie:**
 - Move \$15,000 from PNC Checking Account to either a CD or Money Market at Edward Jones
 - Explore option for financial audit
 - Explore option for Venmo account
- **Heather and Neena**
 - By-laws – clarify language regarding student member dual membership requirements
- **Neena**
 - Discuss regular cadence of sending scholarship marketing out to members – add to list of communications tasks
 - Finalize by-laws from new contact
 - Work on revision of Board Bucks program – ongoing pending by-law approval

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Next Meeting

June 4, 2024 – virtual

Brooke Lipperini

May 7, 2024

Date