

BOD Meeting Minutes

Call to Order

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

Attendees (Red Indicates No Camera Use)

Neena Patton	Heather Buck	Brooke Lipperini	Christine Jensen
Heather Clark	Melissa Sharp	Holly Courter	

Members not in Attendance

Carrie Krott	Kellie Knesis	Sarah Suwak	Sean Miller
Regina Corchado			

Previous Minutes

- a. October Minutes (Brooke)
 - i. October minutes motioned to approve by Heather C. and seconded by Christine

Presidents Update

- a. 2024 State Event Attendance
 - a. State Annual Conference – September 12 – 13 – Holly Courter
 - i. Holly provided overview of the conference and shared recommendation to send an additional representative from our chapter next time since the conference was so large
 - b. Volunteer Leaders Business Meeting – November 21 – 23 – Neena on waiting list for Conference attendance and Hotel
- b. SHRM Chapter Co-branding initiative
 - a. Complete, however, experiencing some issues with different versions of the new logos
 - b. All new materials or swag items should utilize the new logo
- c. Reward Builder – new platform for gift card purchases. This account is now active.

Committee Updates

- a. Communications Committee (Brooke)
 - a. Committee meeting held with low attendance
 - b. Brooke and Carrie meeting on Friday to review Buffer
- b. Finance Committee (Kellie Knesis absent – Financials reviewed by Neena)
 - a. Review of previous month expenses, deposits, checking account balance.
 - b. Total net worth = \$122,898.35
 - 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 October financial statement by Heather B and seconded by Melissa.

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- e. Contact made with accounting audit firm who we have used previously for our last audit in 2018.

- 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	Total Members Variance from Goal of 261	Retention Rate (Using 269 as base)	Retention Rate Variance from Goal of 75%
January	4	31	255	-2.30%	93%	+24%
February	4	25	258	-1.15%	94%	+25%
March	9	20	264	+1.14%	95%	+27%
April	5	19	274	+4.98%	100%	+33%
May	8	12	279	+6.90%	101%	+35%
June	5	17	288	+10.34%	105%	+40%
July	3	24	290	+11.11%	107%	+43%
August	6	18	293	+12.26%	107%	+43%
September	6	19	304	+16.48%	111%	+48%
October	7	20	302	+15.71%	110%	+48%

- vi. The Chair of the Membership Committee will transition to Melissa Sharp, Christine working on a transition plan.
- vii. Personal information for renewing members sometimes is not the same as the data in our records. We rely on our members to update their particulars in our system.
- viii. Member referral program is up and running.

- e. Professional Development Committee (Update from Neena)
 - a. Legal Update event was held on October 17th (need to review survey data)
 - b. Registration deadline for events – each Thursday before event
 - c. Reconciliation deadline for events – each Friday before event
 - d. Securing speakers for 2025
 - e. Gathering information from other states for speaker contacts/topic recommendations
 - f. Workforce readiness – no update this month
 - g. Heather B. will be leading the PD committee as Chair!
 - h. November webinar – Coaching 101
 - i. December – Holiday Event

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- f. Governance Committee (Heather)
 - a. By-law revisions are approved and in process of being implemented.
 - b. Election 2025 Ballot to be shared for Board electronic approval
 - a. Kellie Knesis, moving to board of director seat from VP, Finance
 - b. Brooke Lipperini, moving to VP, Finance from Secretary
 - c. Regina Corchado, moving to Secretary from board of director seat
 - d. Christine Jensen, moving to board of director seat from VP, Membership
 - e. Melissa Sharp, moving to VP Membership from board of director seat
 - f. Holly Courter, new 3-year term in board of director seat
 - g. Additional Candidates:
 - i. Sharon Brodie
 - ii. Rebecca Gordon
 - iii. Katheryne Hait
 - iv. David Hollander (did not submit resume)
 - v. Victoria Karp
 - vi. Stacey Nybeck
 - c. CLIF Report due Dec 1, 2024 (Details Board and Roles for 2025)
 - d. Excel Award Application – 2024 initiatives to be finalized

- g. Student Relations Committee (Regina)
 - a. Student Social event was held with good participation, led by Regina and Heather B. Included ice breaker game, food and resume collection for review.
 - b. Discussion on moving Student Relations to Membership as a sub-committee
 - c. Scholarship (Regina)
 - a. No Applicants. Need to push advertising.
 - b. Send email blast of Flyer to promote scholarship and certification to our membership.
 - c. Student membership scholarship outreach is underway.

- h. New business

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

Action Items

- **Committee Chairs**
 - Please remember to send monthly committee meeting notes with Neena or save to Google Docs
- **Kellie:**
 - Explore option for Venmo account
- **Neena**
 - Work on revision of Board Bucks program – ongoing pending by-law approval
- **Sean**
 - Engage with NET Credit Union regarding possible sponsorship

Next Meeting

December 5, 2024 – in-person at The Radisson

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Brooke Lipperini

November 5, 2024

Date