

BOD Meeting Minutes

Call to Order

A meeting of NEPA SHRM BOD was held in-person at The Radisson and virtually via Zoom on December 5, 2024, at 4:30pm.

Attendees (Red Indicates No Camera Use)

| | | | |
|---------------|-----------------|------------------|------------------|
| Neena Patton | Heather Buck | Brooke Lipperini | Christine Jensen |
| Melissa Sharp | Regina Corchado | Heather Clark | Kellie Knesis |

Members not in Attendance

| | | |
|--------------|-------------|---------------|
| Carrie Krott | Sean Miller | Holly Courter |
|--------------|-------------|---------------|

Previous Minutes

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

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, Washington DC – November 21 – 23
 - i. Neena attended and will share information and materials during our January meeting
 - ii. Several changes at SHRM (email with details shared to BOD)
 - c. By Laws are approved
 - d. Workforce Summit
 - i. Scranton Chamber of Commerce
 - ii. March 20, 2025 – discussion around having a table with mock interviews again
 - iii. Neena to follow up on details
 - e. CLIF Report submitted 11/30/24 (due 12/1)
 - f. SHAPE due end of January
 - g. EXCEL due in March

Committee Updates

- a. Finance Committee (Kellie Knesis)
 - a. Review of previous month expenses, deposits, checking account balance.
 - b. Total net worth = \$121,752.19

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- 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 November financial statement by Regina and seconded by Heather B.
 - e. Contact made with accounting audit firm who we have used previously for our last audit in 2018.
- b. New business
- ii. Thank you, Christine and Kellie, for your continued help and support in the roles you've held for the past SIX years!
 - iii. Carrie will continue to support PD and communications; Holly will continue to support membership – thank you both!
 - iv. Need to finalize our Chairs, Co-Chairs and Committee alignments for 2025.

| Role | 2025 |
|-----------------|---------------------|
| PRESIDENT | 24 Neena Patton |
| PRESIDENT ELECT | |
| PAST PRESIDENT | 24 Heather Clark |
| VP MEMBERSHIP | 25 Melissa Sharp |
| VP FINANCE | 25 Brooke Lipperini |
| SECRETARY | 25 Regina Corchado |
| BOARD MEMBER | 25 Christine Jensen |
| BOARD MEMBER | 25 Kellie Knesis |
| BOARD MEMBER | 25 Sharon Brodie |
| BOARD MEMBER | 25 Rebecca Gordon |
| BOARD MEMBER | 24 Sean Miller |
| BOARD MEMBER | 25 Katheryne Hait |
| BOARD MEMBER | 24 Heather Buck |
| BOARD MEMBER | 25 David Hollander |
| BOARD MEMBER | 25 Victoria Karp |
| BOARD MEMBER | 25 Stacey Nybeck |

Meeting Close - Meeting Adjourned – Motion by Melissa seconded by Christine, 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
 - Follow up with Scranton Chamber on the Workforce Summit
- **Sean**
 - Engage with NET Credit Union regarding possible sponsorship

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Next Meeting

January 7, 2025 – virtual via Zoom

Brooke Lipperini

December 5, 2024

Date