Human Resource Professionals of Central PA

PO Box 285, Lemoyne, PA 17043 info@hrpcpa.org

Human Resource Professionals of Central PA – Chapter #0644
Board of Directors' Meeting Minutes
August 13, 2024

Participants: Darice Mayhew, Andrea Wandling, Mark Clarke, Emily Clemmer, Amanda Price, Dale Redmond, Elyse Perry, Katherine English, Christine Keyser, Shannon McCurdy,

[Participants via Zoom:]

[**Not in attendance**:] Jackie Williams, Emily Thoman, Addeline Alaniz Edwards,

Call to Order: The meeting was called to order at 8:04 a.m.

A motion to approve the July 2024 Board meeting minutes was made by Dale Redmond and seconded by Andrea Wandling with all in favor.

Treasurer's Report – Danielle Schreader

- We are in July and only at 25% of our total expense budget.
- We have the Fall Conference coming up so we will see this percentage change over the next month.
- We are at 55% of our total revenue budget so far. This is to be expected as our main revenue drivers such as the registration for the Fall conference and the Membership drive are underway.

Old Business – Jackie Williams

-

New Business – Jackie Williams

- SHRM & DEI Discussion

Core Leadership Area (CLA) Reports

- **Membership – Addeline Alaniz Edwards**
  - Darice will monitor Membership during the absence of Addeline.
  - Membership is at 350 with 4 pending.
  - The discounted rate helped with the increase in membership.

PO Box 285, Lemoyne, PA 17043 info@hrpcpa.org

- **Membership Engagement – Mark Clarke**
  - All new members have been called.
  - Positive feedback from new membership.
  - Fall networking event still in the works and continuing to work with Amanda to tie it in to Diversity.
  - Considering the United Way for volunteerism, so more details to come.

- **Programs – Andrea Wandling**
  - July Meeting: 99 Registered with 64 in attendance
  - Survey & QR code results for July were 18 responses
  - Suggestions from survey: presentation on 9 box and ADA accommodation.
  - Plans to meet with Darice in the fall for 2025 presentation initiatives; people are reaching out that want to be placed in the 2025 calendar.
  - Andrea has committed to another year as Program Director.
  - Upcoming 2024 Chapter Meetings:
    - August 27th- Virtual: Denise Elliott with McNees, Wallace & Nurick- "Updates on Legalized Marijuana in the PA Workplace."
    - September 24th- In-Person: Mauricio Velasquez- "Diversity Today- Being More Inclusive Tomorrow"
      Sponsor: JFC Staffing (Gold Sponsor)
    - December 10th- Annual Holiday Breakfast- Dr. Tracey Jones- "Fostering Employee Development"
      Sponsor: Hubric Resources (Gold Sponsor)

  - Upcoming committee meeting- August 15th

- **Communications – Darice Mayhew**
  - Closed the summer discounted dues rates on 8/7/24. Membership dues are back to regular rates.
  - Scheduled emails for August & September chapter meetings to boost enrollment.
  - Website has been updated with conference keynote & registration details. Early bird through
  - Social Media posts have been circulating & will continue through the conference date
  - Received an e-newsletter sponsors for August newsletter. $50 in revenue.
  - 2 of 4 conference committee members met on 8/1. Actions items for Board Review are as follows:

- Request to create a Canva Pro account that can be used by the next Communications Director. EST $120 annually. Darice currently uses a personal Canva. Doesn't feel this expense should be passed on to the next Comms Director.
    - This will require the creation of a Comms Gmail & Google Drive to facilitate ease of transition.
- Decision on 2025 dues rates & conference discount rate so I can begin building the 2025 structure in StarChapter.

- Requests for Conference Committee:
    - Provide Breakout session speaker topics & headshots for social media posts.
    - Provide confirmed sponsor/ exhibitor info & logos for website.

ACTION: Put on September agenda decision for 2025 due rates.

- **Conference – Emily Clemmer**
    - The conference is two months and 2 days away.
    - Shoutout to Communications.
    - Achieved a Happy Hour sponsor and reminder we have two Gold sponsors.
    - There are only two breakout sessions this year so we have an extra room.
    - We had 52 early bird registrants.
    - Reminder: Board members are free so, complete registration and bypass the pay portion.
    - Order give-a-way items.
    - All speakers have confirmed.

ACTION: Speaker headshots or bios for communications to highlight in social media.

- **Diversity – Amanda Price**
    - Certification for September's presentation is in.
    - A presurvey needs to be completed at 7:30 am with Jackie starting the program at 7:45 am and requesting JFC Staffing to be quick (program sponsors).
    - September's presentation is one hour and then the rest of the time is for questions.
    - Communications will send the survey.
    - Elyse & Amanda partnering with Jackie on 2025 succession planning for the Diversity Chair.

ACTION: Flowing slides for programs coming up to highlight vacancies on board.

PO Box 285, Lemoyne, PA 17043 info@hrpcpa.org

- **Foundation – Christine Keyser**
  - Raffle baskets for the conference.
  - Planned 5 theme baskets.
  - Selling raffle tickets in advance and open to credit card payments.
  - Don't forget to make donations- request to pull the report.
  - The Clothing drive is scheduled for the conference instead of the September program.
  - We can include Community Aide and Goodwill in our clothing drive donations.

- **Legal/Legislative** – **Kathryn English**
  - Committee takes August off.
  - Meeting with Emily about conference information.
  - Will begin planning for the January presentation.
  - Good feedback received from the webinar.

- **Professional Development – Shannon McCurdy**
  - Final lunch & learn was on 8/7.
  - Suggestions for future: 9 box may be better suited for a lunch & learn instead of program, record the lunch & learns, start the dates for lunch & learns earlier due to the impact on attendance through the summer, professional development as a session.
  - Study group- orientation tonight.
  - Request to open 2025 instructor opportunities.
  - If you receive credits for instructing, it could be a "selling" point.
  - Third instructor materials were purchased and this may be a line item for next year's budget.

- **Workforce Readiness/College Relations – Elyse Perry**
  - Partnering with Jackie to set goals for 2025 and role description.
  - Successful committee meeting.

- **President and Officers Report – Jackie Williams**
  -

- **Round Table Discussion**
  -

Adjournment

HRP of CPA
Human Resource Professionals of Central PA

PO Box 285, Lemoyne, PA 17043 info@hrpcpa.org

A motion to adjourn was made by Christine Keyser and seconded by Shannon McCurdy with all in favor. The meeting was adjourned at 9:10 a.m.