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
February 13, 2024

Participants:

[Participants via Zoom:] Mark Clarke, Christine Sheaffer, Andrea Wandling, Jackie Williams, Darice Mayhew, Elyse Perry, Shannon McCurdy, Katherine English, Christine Keyser

[**Not in attendance**:] Amanda Price, Emily Clemmer, Emily Thoman, Danielle Schreader

Call to Order: The meeting was called to order at 8:05 a.m.

A motion to approve the January 2024 Board meeting minutes was made by Mark Clarke and seconded by Elyse Perry with all in favor.

Treasurer's Report – Danielle Schreader/Christine Shaeffer

- We deferred $14,765.00 of 2023 revenue to 2024. This includes our two 2024 Gold Sponsors [$5,000], 2024 Membership Dues [$8,565.00], and 2024 Meeting Sponsors Fees [$1,200].
- As of January 31, 2024:
    - Revenue - Membership Dues = $14,810 of our $28,000 goal [53%].
    - Expense - January Chapter Meeting at Central Penn with the hot breakfast was $1,136.85.

Old Business – Jackie Williams

- None.

New Business – Jackie Williams

- None.

Core Leadership Area (CLA) Reports

- **Membership –**
    - As of 2/7/24, we have 261 active members and 114 who are expired but still within the grace period.
    - Targeted communications have been sent to these members on two separate occasions. A final communication will go out mid-February.
        - Take the 114 members and split amongst the board to directly connect with the individuals to encourage membership renewal.
        - Increase grace period to 90 days, 3/31 to encourage membership renewal.

        - We need to evaluate targeting expiring members earlier in the year, maybe July or August.
        - Historically StarChapter affected our decision to offer auto renewal or multi-year membership options.
        - DMR program may not fit our chapter needs due to the loss of revenue in non-SHRM membership members which was approximately $6,200 in 2023 and currently at $4,900 for 2024.
    - Membership Committee touch point meeting scheduled for 2/19 @ 3:00 PM.
    - Actively using hrpcpamembership@gmail.com account to respond to and handle all membership inquiries.
    - Interviews occurring for replacement Membership Director
        - Darice has been acting as the Membership Director
        - Interviewed 10 candidates with 2 top candidates identified.

- **Membership Engagement – Mark Clarke**
    - Approved the spring network event; volunteer at MidWest Food Bank and happy hour at Gilligans.
    - Exploring a third networking event focusing on members only.

- **Programs – Andrea Wandling**
    - January Meeting Survey Results from Star Chapter: 15 responses
    - Consider adding a table in 2025 due to the overflow of attendees, historically the January meeting yields a larger turnout.
    - Upcoming 2024 Chapter Meetings:
        - February 27th – In-Person: Dering Consultants – Performance Management
          Sponsor: Dering Consultant
        - March 26th – Virtual: Diversity Committee -topic pending
          Sponsor: Tailwind Bank – Mark Clarke
        - April 23rd - Virtual: Heather Roth – PA Human Relations Commission (EEO complaints, changes to PHRA and what employees can do to stay in compliance).
          No Sponsor
        - December Holiday Breakfast- speaker Dr. Tracy Jones on Fostering Employee Development.
    - There is still a speaker needed for July.
    - We will continue to use QR codes for feedback.

Action Item: Andrea will work with Central Penn to provide another hot breakfast for the 2/27 meeting. We will elevate the budget related to potential increased cost and adjust accordingly. Membership feedback has been members enjoy the hot breakfast.

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- **Communications – Darice Mayhew**
  - Still researching social media posting alternatives; more to come in March.
  - Email spam reminders for team.
    - Some signs to look for are hovering over the "from" or when you reply verify the accuracy of the email address.
    - Report to Darice if you receive any spam emails.
  - Survey Monkey & future session surveys.
    - We had 25 on-site completions.
  - Write up for Treasurer & Professional Development blurbs for social media.
  - Diversity - Form submission with session details for website, will follow up with Amanda.
  - Board job description updates (if you haven't already submitted it), review for succession planning.

- **Conference – Emily Clemmer**
  - The Conference Committee met on 1/24/2024. We have 6 Members.
  - NEW Call for Presenters document currently being reviewed by Jackie.
  - 2 Conference Sponsors confirmed.
  - Seeking recommendations for keynote, lunch, and breakout speakers and topics.
  - We will soon be coordinating with Communications for:
    1. Save The Date
    2. Call For Presenters
    3. Call For Sponsors

- **Diversity – Amanda Price**
  - Finalizing the March Diversity Topic and SHRM credit form with Una Martone and Joe Robinson.
    - Will have the bios and presentation title and summary to Andrea within the next two weeks.
    - We are also looking to start this meeting 15 minutes early at 7:45 – when everything is finalized, could we have a blast going out to the membership letting them know the meeting will kick start at 7:45?
    - We need to navigate time for the sponsor; this is the first time we have a sponsor for this event (Mark Clarke- Tailwinds Insurance).
  - Onboarded two new members to the Diversity committee.
  - Working with another speaker for the September Diversity meeting that will be held in-person.

Action Item: Jackie will partner with Amanda and Elyse on strategizing for college students.

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- **Foundation – Christine Keyser**
  - No updates.

- **Legal/Legislative – Katherine English**
  - Several questions from legal and legislative due to January meeting feedback.
    - 25 responses received via Survey Monkey.
    - Several new members to the committee are due to the meeting.
  - Our team would like to return to the Chamber Breakfast:
    - Calendar - Harrisburg Regional Chamber & CREDC March 7, 8-10 am 7 members are interested in attending.
    - There may be a fee for attending the meeting.
  - Several suggestions from the team to enhance membership experience.

Action Item: Jackie will talk to Kat & Emily T about our relationship with the Harrisburg Regional Chamber

- **Professional Development – Shannon McCurdy**
  - Confirmed 6 members to the committee.
  - Reviewing some hot topics requested to find potential speakers.
  - Adding Lunch and Learns, potentially the third Wednesday of each month beginning in April (4/17).

- **Workforce Readiness/College Relations – Elyse Perry**
  - Brainstorming for July meeting with potential speaker Tannisha Fuentes.
  - Subject: taping into marginalized communities to get them ready for work or mentorship and succession planning.
  - Reviewed the process to bring a speaker onboard.

- **President and Officers Report – Jackie Williams**
  - Membership Director role.
  - Meeting with everyone individually.
  - Succession planning in March
    - Co-chairs and training.
  - Harrisburg University volunteer event –
    - Meetings with them leading up to the April event.
    - Coordinate booth shifts so volunteers can also participate.
  - Showing VLRC in March.
  - Submitted SHAPE report.
  - Need to submit EXCEL by March 31, 2024, related to maintaining HRP of CPA's Platinum status.
  - Hrpcpapresident.com email created for continuity and transition of presidents.

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- **Round Table Discussion**
  - No Round Table discussion.

Adjournment

A motion to adjourn was made by Shannon McCurdy and seconded by Darice Mayhew with all in favor. The meeting was adjourned at 9:25 a.m.