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 Agenda
June 11, 2024

Participants: Jackie Williams, Danielle Schreader, Darice Mayhew, Addeline Alaniz Edwards, Christine Schaeffer, Dale Redmond, Emily Thoman, Andrea Wandling, Katherine English, Elyse Perry, Shannon McCurdy, Amanda Price, Christine Keyser

[Participants via Zoom:]

[**Not in attendance**:] Mark Clarke, Emily Clemmer

Call to Order: The meeting was called to order at 8:01 a.m.

A motion to approve the May Board meeting minutes was made by Danielle Schreader and seconded by Elyse Perry with all in favor.

Treasurer's Report – Danielle Schreader

- We are at 81% of our Chapter Meeting Budget for expenses therefore an increase in budget may be necessary for 2025.
- One thing to note is we reduced our budget to $4000 from last year which was at $5000. Last year we only used half of our budget which is why we reduced it for this year but we may want to revisit increasing it again for next year.
- In terms of revenue, we are still slightly above where we were last year with Membership revenue.
- May 2023 we were at 69% of our revenue goal and May 2024 we are at 74%.
- We are also doing better in our Guest Fee category. This year we are at 48% of our revenue goal for guest fees compared to this time last year we were at 35%. That's a 13% increase.

Old Business – Jackie Williams

- N/A

New Business – Jackie Williams

AFFILIATE OF SHRM BETTER WORKPLACES BETTER WORLD™

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- N/A

Core Leadership Area (CLA) Reports

- **Membership – Addeline Alaniz Edwards**
  - An increase in membership to 313 due to 9 new members.
  - Membership drive is successful.

ACTION: Jackie requested the number of new members associated with the membership drive.

- **Membership Engagement – Mark Clarke**
  - Midwest Food Bank volunteer has been rescheduled for 6/26/24.
  - Collaborating with the Diversity Chair for the fall networking initiative.

- **Programs – Andrea Wandling**
  - 89 people signed up for the May meeting, however only 42 were in attendance. Believe the holiday had an impact on attendance.
  - Feedback for the meeting was good.
  - Due to issues from Central Penn, they only charged the chapter for sandwiches and waived the room fee.
  - Upcoming 2024 Chapter Meetings:
    - June 25th – In-Person: Jennifer Germain with Compass Health Coaching – "Paradigm Shift: Employee Lifestyle Changes Impact Company Culture and Productivity."

    Sponsor: Hubric Resources
    - July 23rd - Virtual: Workforce Readiness Committee - Tannisha Fuentes - Speaker

    No Sponsor
    - August 27th – Virtual: Denise Elliott with McNees, Wallace & Nurick – "Updates on Legalized Marijuana in the PA Workplace."

    No Sponsor
    - September 24th – In-Person: Diversity Committee

    Sponsor: JFC Staffing (Gold Sponsor)
  - Need to reorder speaker gifts

ACTION: Shannon will get the mugs she has to Andrea; Shannon will send a picture of the mugs to Jackie to possibly replicate; identify a local small print-on-demand business to provide swag within budget.

- **Communications – Darice Mayhew**

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- Now has four on the committee.

- **Conference – Emily Clemmer**
  - The Conference Committee has received speaker submissions and will meet next week to select the speakers/topics for the conference. This will prepare us to confirm conference planning details at the July board meeting.

- **Diversity – Amanda Price**
  - Now has four committee members.
  - Forms have been received for Mauricio for SHRM credits.
  - Next chair for Diversity is being looked at and communication to go out for succession planning.

- **Foundation – Christine Keyser**
  - N/A

- **Legal/Legislative – Kathryn English**
  - Legal and Legislative Letters Revised
    - Return of the Legal and Legislative letters but in an alternate format in quarterly zooms.
    - Commitment from two attorneys to a July date
    - 1st Webinar 7/10
  - HR 101 Educational Opportunities
    - Create another committee
      - Topics: FMLA, ADA, Workman Comp, Case Studies
      - Instructional design with teaching support
      - Solid takeaways, tools, reference
      - Potential January presentation and then Feb, March, and April
      - Concern with formatting for best educational environment
  - SHRM credits take 4-6 weeks for approval however, it can be advertised as pending.
  - SHRM advisor services offer 15 free calls.

- **Professional Development – Shannon McCurdy**
  - The May Lunch & Learn speaker was not as polished although the content was good.
  - SHRM Certification Study Group begins in August for 13 weeks. We will keep the previous format of first and last sessions in-person and all other virtual.

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- **Workforce Readiness/College Relations – Elyse Perry**
  - Had the first committee meeting and now has three committee members.
  - Agenda to develop mission and goals for 2024-2025.
  - Confirmed July speakers, Tannisha Fuentes & Theresa Sweeney Miller on the topic of mentorship and succession planning.

- **President and Officers Report – Jackie Williams**
  - Highlighted the number of events we have coming up:
    - 6/25- Employee lifestyle changes
    - 6/26- Networking events
    - 7/26- Volunteer Leadership Conference
    - 9/12- 9/13- PA SHRM Conference
    - 10/15- HRP Conference
    - DC Volunteer Leaders Business Meeting

- **Round Table Discussion**
  - Legal & Legislative scheduled for 6/19 which is a holiday. Rescheduling due to the demand of the topic and holiday may impact attendance.
  - Extend membership drive for one more month

Adjournment

A motion to adjourn was made by Addeline Alaniz Edwards and seconded by Shannon McCurdy with all in favor. The meeting was adjourned at 9:06 a.m.