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
May 14, 2024

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

[Participants via Zoom:]

[**Not in attendance**:] Mark Clarke, Andrea Wandling

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

A motion to approve the April 2024 Board meeting minutes was made by Darice Mayhew and seconded by Danielle Schreader with all in favor.

Treasurer's Report – Danielle Schreader

- Our revenue goal for guest fees is $1600 for the year, about $133 per meeting, or 5 guest attendees. We are at $475 which puts us on goal if we can continue to acquire at least 5 paying guests per meeting.
- Although membership dues slowed down somewhat, we are at 71% of our revenue goal. This time last year we were at 66% of the goal.
- Shoutout to Darice who got our annual Hootsuite renewal at 50% off. It was our biggest expense this month, followed by Conference registrations.
- Discounted memberships were enacted in May 2022 to encourage new membership.

Action Item: Start a promotion at the main meeting; the Membership Director will make a spreadsheet to keep track.

Old Business – Jackie Williams

- None

New Business – Jackie Williams

- HRP of CPA received the SHRM Platinum status for 2023.

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

- During the June/July meeting the process for applying for Platinum status will be shared.
- The Volunteer Leaders conference is being shared on the PA SHRM website with a save the date for 7/26 and a Welcome reception on 7/25.

Core Leadership Area (CLA) Reports

- **Membership – Addeline Alaniz Edwards**
  - We have 309 bona fide members with 4 new members pending.
  - Congratulations on maintaining our goal of 300 members; 313 deactivated members were moved by Darice, these members had not logged in from 2019-2020.
  - Deactivated members will still receive our digital communications.
  - A hybrid meeting will be held with the membership committee on 5/23 at 7:30 am.

- **Membership Engagement – Mark Clarke**
  - Intends to reschedule Midwest Foodbank volunteer/networking event.
  - Continuing to collaborate with Diversity Chair for combine membership engagement and diversity networking event.
  - Reviewing with President the summer network membership engagement initiative.

- **Programs – Andrea Wandling**
  - The committee meets monthly and works together to coordinate speakers, sponsors, and meeting follow-up items – such as thank you emails and speaker gifts.
  - The April virtual meeting had 119 members signed up and 95 in attendance.
  - 13 attendees responded to the survey via email blast & 19 using the QR Code. Notable comments & suggestions for future topics:
    - Policy writing, when is it policy or just best practice
    - FMLA and how that intertwines with ADA
    - I'd like to hear from an experienced professional on HOW to conduct a discrimination complaint investigation
    - More about FMLA and ADA
    - Another presentation with Heather Roth FLSA update
    - More of today's presentation! Excellent and very helpful information. Good examples of best practices FLSA and all other legal updates
    - Employee Engagement ideas
    - Neurodiversity in the workplace
    - Employee relations roundtable discussions

- **Upcoming 2024 Chapter Meetings:**
  - May 28th – In-Person: Jason Jones with WD Pathways –"Supporting Change in Organizations"
    - Sponsor: Abel Personnel
  - June 25th – In-Person: Jennifer Germain with Compass Health Coaching – "Paradigm Shift: Employee Lifestyle Changes Impact Company Culture & Productivity "
    - Sponsor: Hubric Resources
  - July 23rd Virtual: Workforce Readiness Committee – **Tanisha Fuentes; Topic information needed**.
    - **No Sponsor**
  - August 27th - Virtual: Medical Marijuana Update from Denise Elliott with McNees Wallace & Nurick LLC; not a full hot breakfast this time.
    - **No Sponsor**

Action Item: A meeting to be set with Jackie, Elyse, and Amanda to explore topics.

- **Communications – Darice Mayhew**
  - We will continue with Hootsuite due to promo pricing.
  - The communications committee will meet the first Thursday of every month with the next scheduled meeting on 6/6.
  - The communications committee will finalize three low-hanging fruit ideas.
  - Media postings will be slower than usual due to Darice's current schedule.
  - Waiting on conference information from the Conference Director

- **Conference – Emily Clemmer**
  - 11 confirmed speaker submissions for the conference and are free of cost.
  - We need to push for sponsors.
  - Early bird rates will begin in July.
  - Keynote speaker topic: Navigating the Complexities of HR.

Action Item: Remove call for presenters; Post call for sponsors.

- **Diversity – Amanda Price**
  - There was no opposition to paying the expense for the final request from anticipated speaker Mauricio including mileage and a one-night hotel stay at HRP of CPA expense.

Human Resource Professionals of Central PA

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

Action Item: Tie this into the SHRM Foundation

- **Foundation – Christine Keyser**
  - Donated baskets to the OneHR conference.
  - Reminder to donate to the SHRM Foundation.

- **Legal/Legislative – Kathryn English**
  - HR 101 is still working on a strategy which is different than what Legal & Legislative is doing for the October conference.

- **Professional Development – Shannon McCurdy**
  - Lunch & Learn on 5/15
  - Getting geared up for study group.

- **Workforce Readiness/College Relations – Elyse Perry**
  - Two members have joined the committee.
  - Scheduling their first meeting for late May or early June.

- **President and Officers Report – Jackie Williams**
  - OneHR was a successful volunteer event and thanks to those who volunteer.
  - There will be a webinar through SHRM for the annual chapter audit from 4 pm – 5 pm via Zoom.
  - Plan to discuss succession during the June meeting.

- **Round Table Discussion**
  -

Adjournment

A motion to adjourn was made by Shannon McCurdy and seconded by Emily Clemmer with all in favor. The meeting was adjourned at 9:05 a.m.