Human Resource Professionals of Central PA

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Human Resource Professionals of Central PA – Chapter #0644
Board of Directors' Meeting Agenda
11/12/2024

Participants: Darice Mayhew, Danielle Schreader, Andrea Wandling, Emily Clemmer, Mark Clarke, Amanda Price Christine Keyser, Kathryn English, Jackie Williams, Elyse Perry

[Participants via Zoom:]

[**Not in attendance**:] Shannon McCurdy

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

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

Treasurer's Report – Danielle Schreader

- We are at 95% of our revenue budget.
- We are at 83% of the fall conference expense budget which is good because we did not go over.
- The biggest upcoming expense is the Holiday.

Action Item: Report on the balance of investment account monthly; review expense account amounts for conference due to Emily logging a $1700 difference.

Old Business – Jackie Williams

- N/A

New Business – Jackie Williams

- 2025 Board & Chapter Meetings and Events Discussion
- 2025 Draft Budget Update
    - Firm up the financials and the proposals for 2025 and get out prior to December strategic; they got through the revenue and now they are working on the expenses; CLIF must be submitted.
    - Dani is transitioning off the board over the next few months requiring a posting for Treasurer.

- Special request should be sent to Darice and Jackie moving forward until the Treasurer position is filled.

Core Leadership Area (CLA) Reports

- **Membership – Mark Clarke**
  - 369 members, 43 took advantage of the discount, 126 new and renewal members since 10/10.
  - 8 new members with 2 or 3 pending payments.
  - Going to run the Black Friday promo again 28, 29 and 30. Comms will put that out; Emily stated she was still able to receive the conference discount as of last week.

- **Membership Engagement – Mark Clarke**
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- **Programs – Andrea Wandling**
  - Upcoming Chapter Meetings:
    - December 10th - Annual Holiday Breakfast – Dr. Tracey Jones – "Fostering Employee Development"
  - Sponsor: Hubric Resources (Gold Sponsor)
  - January 2025 – Legal & Legislative – in person.
  - Next Committee Meeting – November 21 – 2:00 pm.
  - New member orientation event slotted for after the January L&L meeting.
  - Informed Prudential would like to sponsor a meeting.

ACTION ITEM: Jackie and Emily T. to meet about where the Holiday Breakfast will be next year; Dr. Jones picture to be placed up on website by Communications.

- **Communications – Darice Mayhew**
  - Black Friday push to increase membership renewals using Black Friday promotional membership rate.
  - Continue to push membership renewal and breakfast registrations.
  - Aspirations form was sent to get more participation from committee members.
  - Meeting with Jackie on Friday for December planning session.
  - Completing an extended "Fall" newsletter.

- **Conference – Emily Clemmer**
  - Wrapping up conference expenses.
  - Revenue waiting on a few more items.

- A sponsor raffled off a $1000 donation for a domestic shelter.
- Best Western is booked for our usual conference time and currently only have 10/8 and 11/4 for 2025 conference date options.
- Looking at Penn Harris in case we have to use them for 2025 conference dates.
- Paper survey was a huge success and an excel spreadsheet was created.
- Sponsorship packages for next year recommendations included:
  - Rewording for the two meetings and let one be virtual and one in-person.
  - Consider multiples annual sponsors
  - Can we allow for two sponsors for in-person meeting?
  - Some sponsors want to speak and sponsor.
  - JFC has been around for a long time so more than one sponsor can shake it up.
  - Add a third Silver sponsorship option which then puts only one sponsor per chair.
  - Maybe reducing the Platinum option by $500 to allow for the Silver option to exist.

Action Item: Andrea will reach out to Hubric to see what they would like to see.

- **Diversity – Amanda Price**
  - Collaborating with Hattie or the transition to Diversity Chair so they will be prepared for the December meeting.
  - Darice confirmed Hattie will receive information and invite for December's strategic planning meeting.

- **Foundation – Christine Keyser**
  - No Updates
  - Reminder for board members to donate.
  - Requested the $1000 SHRM Foundation donation from HRP to maintain its VIP status.

- **Legal/Legislative – Kathryn English**
  - Meeting this week and getting ready for the January session.
  - HR101 and potential topics for 2025 include hiring, firing and recruiting.

- **Professional Development – Shannon McCurdy**
  - Study Group is wrapping up. Tonight is the last class, in-person at Central Penn.

        - Happy hour for the study group ending celebration in 2 weeks for both instructors and students – Board welcome to participate! Happy to forward the invite if so, just let me know.
    - Strategy meeting for 2025 planned with PD committee for November before our Board Strategy meeting in December.

- **Workforce Readiness/College Relations – Elyse Perry**
    - No Updates

- **President and Officers Report – Jackie Williams**
    - Will keep the standard cadence for the number of virtual and in-person meetings.
    - Moved the May meeting to the 3rd week to see if it will have a more positive impact on May attendees due to the Memorial Day holiday.
    - Discussing if all board meetings will be virtual for 2025 however, keeping them on the second Tuesdays.

- **Round Table Discussion**
    - N/A

Adjournment
A motion to adjourn was made by Darice Mayhew and seconded by Elyse Perry with all in favor. The meeting was adjourned at 8:55 a.m.