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
9/10/2024

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

[Participants via Zoom:]

[**Not in attendance**:] Addeline Alaniz Edwards, Shannon McCurdy

Call to Order: The meeting was called to order at 8:02 a.m.

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

Treasurer's Report – Danielle Schreader

- Revenue
  - We are at 80% of our membership revenue goal for this year. This time last year we were at 76%.
  - We are at 72% of the total revenue goal for this year. The goal for the year is $68,750 and we are currently at $49,534. This time last year we were 75% to goal.
  - We should review this for 2025.
- Expenses
  - Expenses were the 3rd lowest they've been since January.
  - We incurred higher than normal bank fees due to all the StarChapter registrations for the Fall conference.
  - We are at 27% of our overall expense budget, which will jump significantly once we pay for the Fall conference. We were 37% of the budget this time last year.
- We are almost done transferring payment items to the new credit card.
- Changed credit card to Dani.
- Increased credit card limit to $5k.

Action Item: Hold a pre-budget meeting the week of the 16th; acquire a small game license for raffles.

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Old Business – Jackie Williams

- N/A

New Business – Jackie Williams

- N/A

Core Leadership Area (CLA) Reports

- **Membership – Addeline Alaniz Edwards**
  - We have 356 members.
  - There has been a lot of engagement from new members.
  - The next big project is the audit.
  - Current review of membership found about 40+ members whose email may not match their SHRM email which may impact revenue.
  - 2025 membership rates should not be increased; currently $85 members/$110 for non-members.
  - The discount conference rate for HRP renewal will be $85 for non-members/$70 members.
  - The discount conference rate will run for 72 hours after the conference to capture employer-funded memberships.

- **Membership Engagement – Mark Clarke**
  - Fall networking event scheduled for Wednesday 9/25.

Action Item: The Treasurer normally attends to pay for the event, so plan who will pay if she is unable to attend.

- **Programs – Andrea Wandling**
  - August Meeting: 136 Registers with 83 in attendance.
  - Survey & QR Code Results for August: 31 QR / 9 Email Survey
  - Topics suggested: ADA, Investigations
  - Upcoming 2024 Chapter Meetings:
    - September 24th – In-Person: Mauricio Velasquez – "Diversity Today – Being More Inclusive Tomorrow"
      Sponsor: JFC Staffing (Gold Sponsor)
    - Annual Holiday Breakfast – Dr. Tracey Jones – "Fostering Employee Development"
      Sponsor: Hubric Resources (Gold Sponsor)

- Next Committee Meeting – September 19th at 1:00
- QR code needed for holiday breakfast promotion at the conference.
- Suggestion: information preprinted packets to give to conference attendees instead of the random loose handouts.
- More information to come about the memorial for Patrick at Central Penn.

Action Item: 2025 Central Penn budget.

- **Communications – Darice Mayhew**
  - Scheduling email broadcast; getting out conference information.
  - Pinch hitting for Addeline (Membership).
  - Review of membership shows membership enrollment may be up due to an increase in student membership however, these may be HR professionals continuing their education.
  - Suggestion: revising or redefining student membership eligibility.
  - Review bylaws to ensure clarity on board members' abilities to serve more than one or two terms.
  - This year, invites for the dinner the day before the conference, will only go to current board members, conference committee members, outgoing board members, and incoming board members.
  - Two dates in October were identified to engage committee members and the board at Dave and Busters. A doodle board was sent to 46 board and committee members with responses from half.

- **Conference – Emily Clemmer**
  - Three action items for board members
    - Save the date for the pre-conference dinner on Monday, 10/14, 5:30-7:30 pm. Formal invitations are coming this week for RSVPs and dinner selections.
    - Register for conference and bypass payment.
    - Inform if you are interested in volunteering for the conference which could include hosting a breakout session. This includes kicking off the session by introducing the speaker and letting attendees know what is next on the agenda. An email will be sent to the board of volunteers this week.
  - Waiting on one last form to complete the speakers' grid for credit approvals.
  - Currently have 85 registrants for the conference.
  - We have 14 sponsors totaling $10.750.

- We have room in the hallway for 14 sponsors, however, if we get more we will not turn them away. We have ideas for how to fit 4 more sponsors in other areas adjacent to the hallway.
- The tablecloth for HRPCPA has arrived and journals with pens for giveaways at the conference are in transit; estimated to arrive this week.
- Prize for completing the exhibitor grid (scorecard)
- Conference Support from other Board Members:
  - Darice is setting up the 2025 HRPCPA Membership Rates and 48-hour discounted membership renewal rates for conference attendees.
  - Darice will assist with advertising for Holiday Breakfast at the conference.
  - Jackie Williams & Emily Thoman are handling the board slate.
  - Christine Keyser is handling foundation raffle baskets.
  - We need to meet offline to discuss details of our 2025 National SHRM Conference Giveaway and 2025 HRPCPA Conference Giveaway.

- **Diversity – Amanda Price**
  - Clarified process for Mauricio and expense reimbursement.
  - Confirmed program length of 1.25 hours.

- **Foundation – Christine Keyser**
  - Completing 5 baskets and SHRM Foundation donation.

- **Legal/Legislative – Kathryn English**
  - The second installation of L&L webinar to be held 9/30/2024.
  - Working on a round table survey for the conference.
  - Recommended different color IDs for members, non-member, and board members.
  - Working with Communications on a survey for resource and professional service recommendations.

- **Professional Development – Shannon McCurdy**
  - N/A

- **Workforce Readiness/College Relations – Elyse Perry**
  - Nothing new to report.
  - Requested consideration of a member survey to identify academic institutions attended.

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

- Vice President Darice will be attending the National Volunteer Leadership Conference this year.
- The DEI statement is still pending; will confirm if PA SHRM addresses it at this week's conference.
- Strategic Planning session 12/11/2024, 5-8 pm at Central Penn.

- **Round Table Discussion**
  -

Adjournment
A motion to adjourn was made by Darice Mayhew and seconded by Elyse Perry with all in favor. The meeting was adjourned at 9:22 a.m.