Human Resource Professionals of Central PA

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Human Resource Professionals of Central PA – Chapter #0644
Board of Directors' Meeting Minutes
2/11/2025

Participants: Darice Mayhew, Emily Clemmer, Jackie, Mark Clarke, Daria Warner, Dale Redmond, Tyler Quinn, Shannon McCurdy, Katherine English, Hattie McCarter, Christine Keyser, Andrea Wandling

[Participants via Zoom:]

[**Not in attendance**:] Elyse Perry

Call to Order: The meeting was called to order at 8:03 a.m.

A motion to approve the November 2024 and January 2025 Board meeting minutes was made by Dale Redmond and seconded by Emily Clemmer with all in favor.

Treasurer's Report – Tyler Quinn

- Total January 2025 revenue: 27,195.00 (Mainly membership, sponsorships, guest fees)
- Total January 2025 expenses: 6,642.03 (Mostly SHRM national registration for Pres & Conf winner, other fees)
- This was Tyler's first month fully in his treasurer role.

Old Business – Darice Mayhew

- November & January meeting minute vote
- 2024 SHRM National, HRPCPA Conference & Membership Winners
- Remaining 2025 Chapter Meeting Sponsors (May, June, July, August) was updated to May and June due to Mark Clarke sponsoring for July and Dunn sponsoring for August.
- Call to Action for board members to share Call for Sponsors on their social media platforms.
- Review the Chapter News & Newsletter schedule to ensure you are ready to speak about your committee during the Chapter Meetings and provide something for the newsletter.

New Business – Darice Mayhew

- Legal & Legislative Committee Proposal/Honorarium Discussion/Future Proposal Template. This new format will be used for future meeting ideas and fund investment.

- A motion to approve the funds for the Legal & Legislative lunch & learn was made by Andrea Wandling and seconded by Katherine English.
- Communications will begin to advertise the Legal & Legislatives March meeting.
- Committee spotlight & newsletter schedule
- Reimagined Membership Buddy Program
- 2025 HRPCPA Birthday celebrating 25 years; submit ideas for celebrating this milestone via the Memberships survey
- Shared Google Drive for Board collaboration & standard process documents; another calendar resource was provided by Hattie to sync board members calendars and communications.

Core Leadership Area (CLA) Reports

- **Membership – Mark Clarke**
  - Membership updates
    - Due to the outreach 48 members renewed of about 170.
    - Expired members should still be able to log in to renew.
    - Suggestion: SHRM provides mailers to support renewal efforts twice a year.
    - Remove the members that have confirmed they are not renewing for 2025.
  - Review suggestion of Ambassador/Buddy program for new members.
    - Past program went for several years and it was successful; also helped with committee recruitment.
    - Thought: How will the program handle virtual chapter meetings
    - Buddy initiative can assist with simple things such as parking and member introductions.

ACTION: Review current document and update accordingly.

- **Membership Engagement – Daria Warner**
  - Membership survey has gone out for volunteer activities and networking preferences; goal is to have at least 30 members attend volunteer and networking events.
  - Survey contains a 25 anniversary celebration question.

- **Programs – Andrea Wandling**
  - Upcoming Chapter Meetings:
    - February 25th - Heather Roth – The ADA, Reasonable Accommodations & FMLA – Diving Deeper
  - Sponsor: The Carlisle Group

- March 25th (virtual) – Speaker – TBD by Diversity Committee
  - Sponsor: JFC Staffing
- April 22nd (virtual) – Speaker – TBD
  - Sponsor: Langan Financial
- May 20th – Alex Langan - Navigating Group Retirement Law Updates: Simplified Insights for HR Professionals
  - Sponsor: OPEN
- *Open sponsorship opportunities: May & June in person meetings
- *Open speaker opportunities: April virtual speaker, July virtual speaker (Workforce Readiness Committee), September in-person (Diversity Committee)
- Next Committee Meeting – February 20th – 1:00 pm
- Featured committee from the Chapter News & Newsletter schedule should send programs an email or slide to add to the program.
- May be over budget due to a full breakfast ordered for the February meeting.

ACTION: Review future meeting meal plans to assess for budget.

- **Professional Development – Shannon McCurdy**
  - Study group inquiries have included members that want to send their whole team; can we offer multiple study groups in the future.
  - Talking through the topics from a benefits perspective including a "how to shop for benefits".
  - Updated lunch and learns for 4/9.
  - The committee lost some members.
- **Legal/Legislative – Katherine English**
  - 2025 L & L Series:
    - **02/20/2025: Navigating Political Divisiveness: Who Are We Protecting?**
      Presented by Sara Kennedy & Jim Rowell, Rising Sun Consulting
    - **03/20/2025: Understanding Trauma: Strategies for Leaders & Organizations**
      Presented by Keith Welsh
    - **04/17/2025: First 100 Days of the Trump Presidency**
      Presented by Catherine Walters, Esq.
    - May 15, 2025
    - June 17, 2025 (Alt date due to Juneteenth)
    - July 17, 2025
    - August 21, 2025
    - September 18, 2025

  - October 16, 2025
  - November 20, 2025 (May take off)
  - December 18, 2025 (May take off)
- **Diversity – Hattie McCarter**
  - Announced the March speaker for diversity; Civility in the Workplace- Dr. Stephanie Perry.
- **Workforce Readiness/College Relations – Elyse Perry**
  - List of student HRP members and would like to create a survey to get an understanding of how we can support them within HRP.
  - Committee meeting next week and plan to work with them to draft questions for the board's consideration.
- **Conference – Emily Clemmer**
  - Have a biweekly cadence for meetings.
  - Reached out to all sponsors for 2023-2024.
  - 6 out of 16 sponsor spots taken.
  - Request for topics that HR professionals actively use in their roles such as investigations and worker's compensation.
- **Foundation – Christine Keyser**
  - Attending the SHRM Foundation meeting

- **Communications – Dale Redmond**
  - Membership Engagement Survey- weekly email going out to members to encourage participation. Email includes a link and QR code.
  - February Chapter Meeting- created social media posts and scheduled them to run 2-3 times a week.
  - L&L series- created social media posts and they will be scheduled to run 2-3 times a week
  - Mass email scheduled with links to all upcoming events
  - Updated areas of the website including highlighting the annual sponsors; removed 2022 meeting minutes
- **President and Officers Report – Darice Mayhew**
  - N/A

- **Round Table Discussion**
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Adjournment

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