



MINUTES

Human Resource Professionals of Central PA (SHRM Chapter #0644) Board of Directors Meeting April 13, 2010

The Human Resources Professionals of Central Pennsylvania Board of Directors met on Tuesday, April 13, 2010, at the Pennsylvania Medical Society, Harrisburg, Pennsylvania.

The following Board members were present: *Jerry Anastasio, Robert Baker, Dan Thomas, Karen Young, Gary King, Jessica Gutierrez, Tom Dardick, Connie Portis, Jan Hublely, Cathy Tama-Troutman, Sara Kennedy, and David Zetter.* The following Board Members were absent: *Bill Irwin, Kara Eppley, and Melissa Washington.*

Welcome: Sara Kennedy welcomed all members of the Board.

Sara reviewed PA State Council Meeting April 11th Notes as follows:

The Legal & Legislative Conference was a big success – they had to close registration with 350, for next year considering reserving the whole ballroom and could have up to 490 attendees.

SHRM is holding a National Conference Attendance contest per state – they will incent PA State Council to have the same number of San Diego attendees as 2005, target is 452, currently have 198 attendees from PA registered.

State Council is planning to have 6 webinars this year with strategic credit – will be charging for them, probably \$10 or \$20 each.

State Council is thinking about buying a list of all HR employees in PA – 6,095 names – which we could use to send mailings for membership & conferences.

Students can join SHRM at a low rate and when they graduate, they get a free year of SHRM membership.

We should review HRCI's 2011 new standards for taking the PHR & SPHR at chapter meetings & post something on website.

Ideas from other Chapters:

- Have plug on our site for the SHRM Conference, with link to SHRM registration page.
- Create coupon for at-large members to try out a free summer chapter meeting (I will contact Jennifer from Greater Pottstown to get theirs).
- Hold a chapter meeting on Insurance Fraud – possibility for strategic credits.

- 1) Approval of Board meeting minutes from March (Jessica Gutierrez)



A motion was made by Karen Young to accept, seconded by Jan Hubley and passed to approve the minutes from the March 2010 meeting.

2) Treasurer's Report – Gary King

Gary provided the Board with the January and February 2010 financials and indicated the chapter is starting the year off well. Gary indicated that the March financials have not been released by the Medical Society as of the meeting.

3) Old Business – Karen Young

- a) Karen reported that the members are very excited about wearing different name tags.
- b) Karen asked if the changes to the application have been made on the website to include the questions about volunteering. Jan reported that the changes have been made and so far only one new member stated they would be interested in volunteering in the chapter. Sara stated that she will contact the web vendor to determine if comments can be seen prior to activating.
- c) RFP- Karen stated that instead of initiating an entire RFP process that only business opportunities would be posted under the member section of the website. The notice would read for example, "The Chapter needs to buy pens, outsource administrative services or caterer. Please see a Board member."

4) **Committee Reports**

Membership – it was reported that to date the Chapter has 320 active members. The Committee recommended that a membership referral program start earlier this year instead of in the last quarter. It was suggested that instead of gift cards as a prize that a seat for the fall conference be provided. The Committee will submit a proposal. It was suggested to entice guest to join after attending to offer a reduced membership fee, for example the membership fee would be reduced by 1 month guest fee. Sara noted that a check would need to be submitted since the dues would be an odd amount. Jan also stated that the Committee felt comfortable reaching out to new members but did not feel comfortable reaching out a second time. The Committee recommended that a Board member make a follow up call to the new member. Karen asked about having a Board member make the first call instead of a Committee member; however the membership committee felt it was more appropriate for a Board member to make the follow up with questions regarding the members' satisfaction and experience with the organization.

Communications – a link to SHRM's website has been added to the Chapter website. Karen reported a 30% open rate of the HRP-gram.

Program - Tom Dardick reported that the Committee is experiencing some obstacles at securing additional sponsors for meetings. It was suggested to ask the membership in the HRP-gram if any member would be willing to sponsor a meeting. David asked how often we go back to prior sponsors to see if they are interested again. Tom reported that the Committee sent 30 letters and received no interest from them yet. Karen suggested that we tell the potential sponsors that we offer a specific area for the sponsor to meet with members. Karen suggested that we entice sponsors by offering to

place the sponsor's name on the website without a link a few months prior to the meeting they are sponsoring. Karen stated that it does not cost the Chapter any money to do this.

Professional Development –David Zetter reported in Kara's absence. There are 11-12 participants still attending the study group which is going strong. The Lunch and Learn session in March was well attended. All the Lunch and Learns are approved for strategic credit except for one session. The Committee is still working through the reimbursement proposal. The Committee requested that when members pass the certification that they be recognized at the chapter meetings by a shaking of hands. David requested that this happen every month. Karen suggested that it be completed quarterly. The next meeting is scheduled for 4/20 at 6pm.

Conference – Dan Thomas reported that the spring conference has a lack of participants registering. Currently there are 26 registered along with a few student volunteers. Dan agreed to send an email to the membership asking for people to sign up and will indicate that the conference may be cancelled. The Board agreed that one week from today would be the "go/no go" date.

Legal/Legislative – Rob reported that the newsletter is completed. He pulled from SHRM and also insert a plug for the conference.

Foundation – no new updates.

Workforce Readiness- no new updates

Diversity – Connie reported that she is in the process of creating a Diversity Council and asked for three members of the board to join. Connie spoke to the need of the Board's support of Diversity initiatives. Connie indicated that she attempted to publish Diversity happenings to the membership but the Communication Policy prevented her from sending to the membership. The Board reviewed the policy and agreed that the statement only pertains to those soliciting to the membership and the information Connie was presenting was not soliciting to the members. It was agreed that each Director would take the responsibility to determine if communication was appropriate for the membership. Karen pointed out that the information needs to match the strategic plan of the Chapter. The Board agreed. Karen offered to run an affirmative action report on the membership so we have an idea of the diversity of the membership.

5) New Business

Sara discussed the Board openings for next year and passed out the succession plan document for the Board to review. Sara stated that an announcement will be made at the May meeting regarding the openings.

Sara discussed having a lunch Board meeting instead of a breakfast meeting. The Board was open to have something new and Sara suggested that maybe in the next few months a lunch meeting would be held.

Karen stated that the tracking of the strategic goals is going well and the Board will be sent an update when finalized.

6) The next meeting of the HRP of Central PA Board of Directors will be held at 7:30 a.m. on Tuesday, May 11, 2010, at the Pennsylvania Medical Society.

Respectfully Submitted Chapter Secretary, Jessica Gutierrez, PHR.