



## MINUTES

Human Resource Professionals of Central PA  
(SHRM Chapter #0644)  
Board of Directors Meeting  
April 12, 2011

The Human Resources Professionals of Central Pennsylvania Board of Directors met on Tuesday, April 12, 2011, at the Pennsylvania Medical Society, Harrisburg, Pennsylvania.

The following Board members were present: Karen Young, Gary King, JoAnn Ponessa, Amber Bernot, Sara Kennedy, Brad Teahl, Andrew Sholly Tom Dardick Cathy Tama-Troutman

The following Board Members were absent: Rob Baker, Kim Hunt, Ben Allatt, Kara Eppley, Tina Fincher  
*Welcome: Karen Young welcomed all members of the Board.*

### **Call for**

#### **Approval of Board meeting minutes from March**

- JoAnn made a motion to accept minutes as presented, Brad seconded, and everyone accepted them as proposed.

#### **Treasurer's Report- Gary King**

- Revised December, January and February financials were sent out;
- Membership dues line looks great, staff services came back in line in February;
- Reimbursement request process – remove Gary from the process and send them directly to Dawn with a copy to Gary and Karen using the Check Request form. Be sure to use the proper account, which is the line item from the budget. Checks are cut every other Thursday for HRPCPA

#### **Strategic Plan**

2010 SHAPE Excel Award – Chapter was awarded silver. No one in PA received platinum and one gold. Should we appeal for gold? Because we had a decrease in membership, Karen doesn't think we would be successful. Decided not to appeal.

2011 SHAPE Plan – sent out an email to update the 2011 strategic plan; thank you to Amber and Cathy for responding:

Cathy – College relations – very little activity, did meet with Tom to talk about

Workforce readiness – questions on what the tasks were; determine what programs were for those unemployed; partner with the education system – continued participation with Partnership for Career Development – funding has been cut, completely dependent on contributions; pushed out three partnership requests for Middletown, Dauphin County and Halifax; Also on Harrisburg Regional Committee – doesn't start until July

Amber – Net increase 6% in SHRM membership – emailed out 500 invitations to membership at large; Email local only members with information on SHRM with the discount code; Talk about benefits during April meeting, Andy to reach out to Liz or Phyllis for materials to use. If get a powerpoint, send to Tom; Create HRP growth plan – last year had 70 new members, already at 35 new for 2011. Survey those that did not renew – done; Hold networking event each quarter – Carley's Q1, Harmony Hall Q2; Continue new member orientation – Sara has been doing those and are scheduled quarterly.

Succession planning – Sara is the chair of the nominating committee; Approached a couple of people for Treasurer position; Legislative director – Brian Carnecchia; Programs – Nick; Professional Development and VP still open

### **Old Business**

#### **Core Leadership Areas (CLAs)**



**Conference** – Conference is coming up! Harrisburg Chamber blast is going out the end of this week about the conference.

- The Spring Conference will be held on May 24<sup>th</sup> at the PA Medical Society Building between 8:00 and 2:30.
- Conference flyers were mailed to members (322) and non-members (510) from our mailing list today April 12<sup>th</sup>.
- Questions due from all panelist candidates 4/15.
- Phone interviews will be conducted with all panelist candidates week of 4/18.
- Final panelists (4) will be chosen before 4/30.
- Dan sent out an email soliciting potential sponsors – *Board Members – please reach out to your business vendors as potential sponsors. Go to the link for sponsor options - <http://hrpcpa.org/sponsorship-opportunities.asp>*
- Melissa Echevarria has offered to post the Spring Conference on social media to gain exposure.
- Conference is being advertised through the Capital Region Chamber Re-Ward\$ program.
- General CE's received for sessions #1 and #2.
- CE's for the panel discussion were submitted 4/7.
- Registration appears to be at 6 attendees thru 4/8

### **Membership**

- 330 members, up 15 from last month
- Outreach program – going well; Andy, Ben, Tom, Brad and Rob, need to notify Amber when contact person.
- May 10<sup>th</sup> – Harmony Hall, very nice event for less than ½ the price; West Hanover Winery will be coming to do a wine tasting. Will be a cash bar
- Meeting procedures – Count due by Thursday noon before the meeting and is sent by Tom; If Dawn has access to the site, she can run her own list; Programming should approve the catering invoice; Amber is to send the list the Monday before. They may spend up to \$1,000 on food, can spend up to \$9 per person, and includes coffee, fruit and pastries. Gary will send to both Tom and Andy.
- Badges – committee wants to go back to the badges, they are willing to sort the badges at the end. Can we simplify the registration process? Karen proposes that if we go back to the badges, that the committee has to audit the boxes, and will need to go through it and look at each badge to do updates. May be easier to print new inserts. Sticky badges for April, possibly printing own badges for June.

**Legal/Legislative** – No update; Rob has been sending consistent legislative e-blasts

**Program** – Set for June and July; Will be getting together next week; 3 new committee members; Rest of the year there are 3 selections to be made. Speaker gifts – have bought two, about \$30 a piece, Tom to work with Tina on gifts for the conference speakers.

**Professional Development** – Study group for CEBS has been discussed; May Lunch-n-Learn is scheduled;

**Communication** – no update

**Foundation** – Set-up Foundation table at the mixer; Andy will contact Liz to get foundation brochures. Idea to provide scratch-off tickets and prizes at events. At the mixer raffle off a free membership – current members could renew, or give to a friend. Brad to purchase raffle tickets and Amber to draft a gift certificate. Gary to find a way to charge expense of raffle tickets.

**Workforce Development** – No update

**Diversity** – No update

### **New Business:**

Leftovers – Have not had as many leftovers. Ran out of coffee last month.

Next month's board meeting is at 4:00pm will make an effort to keep it to an hour.

Amber made a motion to adjourn, Gary seconded, all agreed.