



MINUTES

Human Resource Professionals of Central PA (SHRM Chapter #0644) Board of Directors Meeting February 9, 2010

The Human Resources Professionals of Central Pennsylvania Board of Directors met on Tuesday, January 12, 2010, at the Pennsylvania Medical Society, Harrisburg, Pennsylvania.

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

Welcome: Sara Kennedy welcomed all members of the Board.

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

A motion was made by Jessica Gutierrez to accept, seconded by Jan Hubley and passed to approve the minutes from the January 2010 meeting.

- 2) Treasurer's Report – Gary King

Gary provided an updated on the revenue line Special Projects and Account Detail for Guest Fees. The money accumulated in the Special Projects revenue line is for the Holiday Luncheon. The Special Projects line is used as there is no revenue line for the Holiday luncheon. The guest fees will be a combination of both the chapter meetings and lunch and learns. In addition, it was explained there are 2 actual guest fees for chapter meetings (\$10- for students and regular guest pay \$20). Deb/Dawn are not able to provide the December HRP financial information before February 16. Gary will forward the financials via email after receiving the information.

Gary forwarded copies of the liability insurance policies to the board. It is before the board to assess our coverage and costs.

Gary noted that we will need 65-70 additional new or renewing members to make our combined membership dues and SHRM support revenue numbers. The budgeted revenue is \$6000 less than expected.

- 3) Old Business – Sara Kennedy



- a) The Bylaws were approved and accepted by SHRM and have been posted to the website.
- b) A strategic planning meeting was held on January 16 from 9 AM until 12:00 PM at the Harrisburg Regional Chamber office. The SHAPE Plan was used. The team conducted a SWOT analysis on the chapter. Karen Young distributed the SWOT analysis to the board along with the strategic plan. The strategic plan outlines specifics for each Core Leadership Area. It was explained that each Core Leader Director would be responsible for providing a written summary in 200 words or less. This will be forwarded to Bill Irwin who will submit to SHRM's SHAPE plan. Karen will follow up throughout the year on the status and where help is needed to obtain the goals. Sara noted the goal of the plan is to obtain GOLD status under the SHAPE plan. Bill suggested that the board consider seeking guidance from other chapters that have strengths that we can tap into and we then could share our ideas with them in return. Karen recommended to send the grid out to other boards in our region. Kara has questions about college relations. Sara stated the committee would create what "active" means and submit to the board for approval. Karen stated that she was participating in the student games which would achieve one of the strategic plans. She encouraged other members to do the same. Karen made a motion to accept the strategic plan. Kara Eppley second the motion. Sara recommended the plan be shared at our next chapter meeting.

4) Committee Reports

Membership – Jan Hubley reported our current membership is now 242 with 23 payments pending and 7 applications pending/payment pending. If all goes through our final membership is 272. This is down from 412 on 12/31/2009. Four new members have joined the Chapter. The Membership Committee did a great job at calling all the members to remind them of their dues. Thank you to the Committee. A final letter will be sent to the members who did not renew their membership. The Committee has some ideas to attract new members and will be ironing out some of those in the next few weeks. The Committee is please to announce that 10 new members are scheduled to attend the new member orientation. The Board recommended postponing the orientation due to the snow.

Communications – Melissa Washington reported the website received a dramatic 20,000 page visits. This is up from December 15,000 hits. The Employment Connection is still the highest webpage accessed. Melissa suggested that maybe a survey of the membership should be pursued to determine what members want on the website since it appears only the Employment Connection is the most visited page. It was reported that 32 visits were from Iphones. Karen asked if there were other places on the website that the agenda could be stored. Sara stated that the agenda could be placed on the HomePage and it does not need to be in the members only section.

Program - Tom Dardick read some of the responses from the recent meeting.

"If you want to collect dues have a computer set up at a chapter meeting."

"Have the program evaluation available online."

Tom reported that the entire year has been set with presenters. There are 3 dates not set and the Committee has 5 or 6 presenters competing for the spots. Tom noted that they would like to try to have more interaction between the sponsors and the members perhaps have the sponsor's buy breakfast for everyone. Tom suggested even having more than one sponsor at the monthly meetings. Karen noted that it is necessary to tell our members that we are not paying the speakers. It was recommended to allow the sponsor's to set up a booth in the coffee room. Tom mentioned that JPL facility is available and the Chapter would not have restrictions as we do with the Medical Society. Karen/Sara recommended that the Committee present a proposal to the Board but also include a site from the West Shore and WITF. Karen recommended that the Tom speak to facilities to see if the room could be set up differently.

Professional Development –Kara Eppley reported 5 members expressed interest in helping at the Lunch and Learns. Kara will be conducting a meeting with these members in the next few weeks to establish a project time line, then they will assume the responsibility. Kara noted the study group is going well and the class will be cancelled for tonight due to the weather.

Kara presented to the Board the Application for the Chapter Professional Certification Reimbursement form. The Board supported the recommended form. Sara requested to have Rob review prior to implementation.

Conference – Dan Thomas reported that Spring conference will be held at JPL. Tom recommended that after the conference and ask the members “how they liked the venue.” Jerry suggested that during the conference some classes be offered to those that are not working. The classes would include resume building, interviewing, etc.

Legal/Legislative – no updates.

5) New Business

Sara stated that they have a replacement for Jennifer Reams, who stepped down. The potential candidate needs to speak with his boss about the time commitment and will get back to Sara.

Sara recommended requiring new members join a committee. The Board did not agree with this recommendation and suggested that the new member be given the choice to join a committee but not requiring it as part of membership. Sara stated that the Membership Director would pass the information along to the Director and the Director would reach out to the new member to get them involved. The Board recognized the member engagement has decreased. Bill asked what is the goal? Is it to drive membership or involvement? Bill also asked if a cap membership needs to be explored.

Melissa noted that the majority of members noted that they attend for certification credits. Sara noted that 90% responded favorable to the topics presented. Sara also noted that the goal of the Chapter is to push the profession forward.

Bill noted that one group that is not being tapped into is the senior level HR members. These members need to be reengaged. Bill reported this is 50-60members.

Jan suggested that Committee members were different color name tags. Karen asked for the Directors to send an updated list of Committee members by Friday.

Sara asked that the Secretary present an update of actions taken by the Board at the Chapter meetings.

The Chapter conducted a survey and the Communication Committee will comb through the results.

Karen presented a motion before the board to allow the members to bid on Chapter RPF's before the public. The Board approved and this will be placed in the Members Only section of the website.

6) The next meeting of the HRP of Central PA Board of Directors will be held at 7:30 a.m. on Tuesday, March 9, 2010, at the Pennsylvania Medical Society.

Respectfully Submitted Chapter Secretary, Jessica Gutierrez, PHR.