



MINUTES

Human Resource Professionals of Central PA (SHRM Chapter #0644) Board of Directors Meeting January 12, 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, Robert Baker, Tom Dardick and Kara Eppley.* The following Board Members were absent: *Ray Chung, Connie Portis and Jennifer Reams*

Welcome: Sara Kennedy welcomed all members and the new Board members.

- 1) Approval of Board meeting minutes from December (Brad Teahl)

Sara Kennedy corrected the Board of Directors Meeting date.

A motion was made by Karen Young to accept as amended, seconded by Jerry Anastasion and passed to approve the minutes from the December 2009 meeting.

- 2) Treasurer's Report – Gary King

Gary provided notes on the Financial Statement. Upon his review of the Special Project line items there is \$180 that needs to be reviewed. Karen Young recommended a follow up email to Dawn be sent requesting clarifications. Sara reviewed the administrative charge for November and recommended Gary follow up with the Medical Society on specific details surrounding the 5 hours.

A motion was made by Karen Young and seconded by Tom Dardick and passed to approve the Financial Statement.

- 3) Old Business – Sara Kennedy

- a) The New Board member orientation was held successfully on December 29 from 4 – 5 PM at the Trivalent office. Several of the new board members attended.
- b) A strategic planning meeting will be held on January 16 from 9 AM until 12:00 PM at the Harrisburg Regional Chamber office.
- c) 2010 chapter meeting breakfast will consist of Coffee/tea/juice. This will help us to stay in budget with the regular sponsor fees.
- d) Board job descriptions need to be completed. Karen will follow up to assure their completion.



4) Committee Reports

Membership – Jan Hubley reported our current membership is now 412 with 2 memberships pending. 209 members have not renewed membership. The committee is meeting on 1/19/2010 to divide up the list and make individual calls to each member. Karen Young volunteered to help develop a script for the committee members to use during the phone call to ensure a consistent message to members. As of January 31, 2010 any member that did not renew membership will not have access to the Membership section of the website. Karen Young recommended that a final letter be sent to members who did not renew as a result of the committee phone call outreach. It was recommended that the President and Vice President/President Elect sign the letter. Jan will draft the letter and submit to Sara and Karen for review and approval.

Sara Kennedy requested a complete list of those members that did not renew be supplied by January 26, 2010.

An announcement will be made at the monthly chapter meeting on January 26, 2010.

A student member just graduated and requested to renew at student rates. The Board agreed the member would need to renew at the Professional level and not the student. The Board also agreed that no discount would be granted for any member in transition.

The next new member orientation will be held on February 11, 2010 with Kim Nash leading. It will be held at the offices of the Harrisburg Regional Chamber.

Communications – Melissa Washington reported the website received 1500 hits which was a decrease in 100 hits from November. This is probably due to the December holidays. Members continue to visit the website during the hours of 8am-4pm. The Employment Section continues to be the most visited section of the website. There was a 27% open rate on the 400 good emails sent to the members. 46% clicked through the HRP gram to view the website and events occurring. Melissa suggested that the Employment Connection should be placed at the end of the HRP Gram so members will be required to scroll down through the email to look for it. This will enable the members to see other information contained in the HRP Gram. The Board agreed.

Melissa also noted that the sponsors can pay online and an email will be sent to the Program Director once the payment is accepted. The Program Committee will verify the payment was received before the sponsor's information is published. Karen Young asked how the Committee will control how many sponsors sign up for each month. Tom stated the Committee will manually work with each sponsor and make contact if a month is already reserved.

Melissa asked the Board if anyone has their profile on SHRM Connect. Karen and Melissa are the only Board members with a profile. Sara requested step by step instruction be send to the Board to create a profile. Melissa will send to the Board.

Program - Tom Dardick reported that the Program Committee is 9 members strong. A meeting was held last month to set expectations and goals.

It was reported that we currently have 6 openings for Sponsors during 2010. The Committee is in talks with 2 additional sponsors. Tom reported the titles of the 2010 chapter meetings which include a presentation from Jill Leshay. The Board recommended not splitting the session. Melissa recommended that a FMLA Basic FAQ'S be provided with Jill's handouts but the session would focus on more complex information.

The 2010 Chapter Meeting Topics:

January: Legal/Legislative

February:
March:
April: Spring conference
May: Healthcare Roundtable
June: 401 (k) compliance
July:
August: Employer Liability
September:
October: Diversity Topic
November:
December:

Sara requested that the Committee come up with a real "meaty" topic for November due to low attendance in 2009. Melissa suggested that Best Places to Work in PA be a topic.

Tom stated that handouts would be sent to members ahead of time to reduce the amount of photocopying. It was suggested to send a survey to members after the meeting instead of passing out at the meeting. Nothing was agreed upon here?? Karen asked about the metrics of the rating of speakers and topics. Bill suggested that we track speaker who "bomb" or excel. Nothing was decided here?

Bill suggested that we begin to require the sponsors and speakers to use our template for their presentations. Karen created the template and will forward.

Professional Development –Kara Eppley reported 25 participants are signed up for the 2010 Study group which begins 1/12/2010. The orientation for both facilitators and participants will be held in Rose Lehman Arts Room 103 at HACC on January 12, 2010. The Facilitator are to report at 6am and the participants at 7pm.

David Zetter purchased the materials for the facilitators and will submit for reimbursement.

The Committee proposed offering a \$700 scholarship to award to someone who passed the certification exam and is not being reimbursed by his/her employer. The applicant would need to complete an application and provide proof from employer that no reimbursement was provided. In addition the "winner" must be a member of HRP of Central PA.

Kara purposed that is the Committee could secure sponsors to "front" additional \$700 would it be permissible to have them post the company logo on the HRP website. Sara agreed.

All facilitators have been secured for sessions and others are on standby.

Kara requested additional assistance for the Committee. It was recommended to move members from the Program Committee over to the Professional Development Team. Tom is going to speak with members.

Bill graciously prepared topics for the Lunch and Learn series for the next 3 years which will be for Strategic credits.

Conference – Dan Thomas reported that the preliminary plans are now being made for the Spring 2010 Conference. The target date is April 27 with a one-half day session. A topic has not been identified.

Legal/Legislative – Rob Baker published an article to the Board however he will revise based on some information that was sent out through the website by a member. Rob is experiencing some difficulty getting the Committee members together but will reach out to them more.

5) **New Business**

Sara Kennedy announced positive feedback was received from a member about the breakfast changes. In addition constructive feedback was received by a member. Sara will reach out to that individual person.

Sara spoke to the N.E. Director about the Chapters Bylaws and received some push back about including the photo release in the bylaws. The Board recommended having the statement at the registration table for any guest and/or speaker in attendance.

Sara reported that the Chapter should have liability insurance. Gary will continue to conduct addition research to secure these documents and determine if the Chapter has the correct coverage. Rob confirmed that the policy needs to be reviewed by legal.

Bill recognized the efforts of the Chapter to grow the membership in tough economic times. In addition, Bill is confident that the Chapter will receive Superior Merit recognition from SHRM.

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

Respectfully Submitted Chapter Secretary, Jessica Gutierrez, PHR.