



# MINUTES

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

The Human Resources Professionals of Central Pennsylvania Board of Directors met on Tuesday, March 9, 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 and Kara Eppley*. The following Board Members were absent: *Connie Portis, Bill Irwin, Sara Kennedy, Melissa Washington and Jan Hubley*

*Welcome: Karen Young welcomed all members of the Board.*

- 1) Karen Young called for a motion to approve Cathy Tama-Troutman nomination to the Board. Sara Kennedy nominated through email. Karen 2<sup>nd</sup> the motion. Motion was passed.
- 2) Approval of Board meeting minutes from February (Jessica Gutierrez)

A motion was made by Kara Epply to accept, seconded by Tom Dardick and passed to approve the minutes from the February 2010 meeting.

- 3) Treasurer's Report – Gary King

Gary received the December financials from the Medical Society and forward to the board on 3/2/2010 via email. Karen Young expressed concern on the length of time it takes to release the financials to HRP. Gary stated that it seems to take 6- 8 weeks to receive the financials. Karen suggested a conference call to work out the details and determine if the financials can be released sooner. Cathy Tama-Troutman suggested that the Board contact other company's that have their financials completed by the Medical Society to determine length of time their financials are received and use that as a comparison. Jerry Anastasio called for a motion to approve the financials. Cathy Tama-Troutman 2<sup>nd</sup> the motion. The motion was passed.

- 4) Old Business – Karen Young

- a) Members seemed excited about wearing different name tags.
- b) Kara Eppley reported that she had trouble getting help with the lunch 'n learn and 5 members stepped forward to help. The team is excelling with the coordination of the series. They have scheduled weekly conference calls and chose a leader in the group that is accountable for the action items. The team then reports to Kara.



- c) Student Games- Karen reported that 3 members volunteered at the Student Games.
- d) RFP- Karen asked Jessica Gutierrez to maintain the spreadsheet of RFP and assign a tracking number to each RFP. It was suggested to include the RFP announcements in the HRP Gram. The details would be stored under the member section. The Board agreed that there would be a close date for each RFP. Each Director needing a RFP needs to notify Jessica Gutierrez for the RFP number and then will be responsible for moving forward with the RFP. Karen recommended that the Board would have the ultimate responsibility to approve an RFP. It was discussed to include a dollar amount so members bidding would know the potential dollars available. Karen stated that it is the Communications Director's responsibility to keep the RFP section up to date.

## 5) **Committee Reports**

**Membership** – it was reported that to date the Chapter has 289 active members, 16 pending application and 9 new applications. The Committee will be kicking off the ambassador program and will reach out to new members. The Committee will be meeting in the next few weeks.

**Communications** –No update

**Program** - Tom Dardick reported that the documentation was submitted for the March chapter meeting. It was reported that four sponsors still need to be signed for chapter meetings. There are three that are interested in sponsorship. Karen suggested that Tom contact the Harrisburg Chamber to see if they would be interested in sponsoring a monthly chapter meeting.

**Professional Development** –Kara Eppley previously reported the success of the Lunch and Learn team. Kara expressed concern about participation of the Professional Development team. Only two people attended the last meeting. Kara reported that the Committee will not move forward with the reimbursement form until more feedback is obtained. Kara reported that the study group is going well and feedback is being received and being shared with the facilitators. Karen announced that Kara has completed the sub goal on the strategic plan. Karen suggested that the study group use the jeopardy game from the student games as a review.

**Conference** – Dan Thomas reported that the spring and fall conference has been booked at JPL. The topic for the Spring Conference is Unemployment. An advanced and beginner class will be offered. Jerry and Bill will facilitate a breakout session on brushing up on resume and interview skills. Karen and Rob will facilitate a breakout session. Dan stated that a caterer has not been locked in for the conference.

**Legal/Legislative** – Rob reported that he is working on the latest update and it will focus more on case law and the pending legislation. Rob requested that an announcement be made in the next HRP Gram for new members of the committee. Rob will send the request to Melissa to include. Karen announced that a member of the committee can sit on the Government Relations Committee of the Chamber as a representative of HRP of Central PA. Karen requested to see something on the State Budget & Taxing of Services.

**Foundation** – Jerry will be attending a conference on Tuesday and will be rolling out some programs shortly.

**Workforce Readiness**- Cathy reported that emails were sent to members who expressed interest in participating in the program.

## 6) **New Business**

Karen reported that a quietly update will be published to show the status of the Chapter in the Shape Plan.

6) The next meeting of the HRP of Central PA Board of Directors will be held at 7:30 a.m. on Tuesday, April 13, 2010, at the Pennsylvania Medical Society.

Respectfully Submitted Chapter Secretary, Jessica Gutierrez, PHR.