



# MINUTES

## Human Resource Professionals of Central PA (SHRM Chapter #0644) Board of Directors Meeting May 11, 2010

The Human Resources Professionals of Central Pennsylvania Board of Directors met on Tuesday, May 11, 2010, at the Pennsylvania Medical Society, Harrisburg, Pennsylvania.

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

*Welcome: Sara Kennedy welcomed all members of the Board.*

Sara showed the new HR video from SHRM.

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

A motion was made by Cathy Tama-Troutman to accept, seconded by Jan Hubley and passed to approve the minutes from the March 2010 meeting.

- 2) Treasurer's Report – Gary King

Gary stated the tax return was ready to be dropped at the CPA firm. Gary announced the April financials are not ready yet but will send when finalized.

- 3) Strategic Plan – Karen Young requested from board members with completed tasks on the strategic plan a summary of 200 words or less to be entered by the end of May.

- 4) Old Business – Sara Kennedy

- a) Sara reported that next year 7 (seven) vacant Board positions will be vacant. The largest is the Vice President due to a recommended 6 year commitment. Sara requested that the Board start to make recommendations for candidates. Karen announced that a transition meeting will be held the end of Oct. The vacancies are: Vice President, 2 Members at Large, Communications, Legal & Legislative, Membership and Conference. Melissa stated that she will stay on as Communication Director if no one steps up but she would prefer to continue on the team to allow someone else to lead the team. Kara recommended that an announcement be made at the next chapter meeting and the next HRP Gram. The Board agreed.



## 5) Committee Reports

**Membership** – Jan reported that to date the Chapter has 320 active members with 4 pending applications and 3 very recent renewals. Once cleared the membership will be a total of 327. Jan reported that the committee reached out to 18 new members. Jan stated that committee did not report much feedback but reported that they did not receive return calls from the new members. Jan requested that in 3-4 months the Board members reach out to the new members. Jan stated that if a new member indicated an interest in a committee she forwarded the contact information to the Director.

Jan recommended that we announce new member's referral program earlier this year and give away fall conference tickets.

Jan announced that she received a list of HR professionals in the Central PA area. She and Sara scrubbed the list to remove names of individuals that are already members. 14 names were removed from the list. There are 445 people that the committee will reach out to and invite them to a chapter meeting.

Jan is drafting an email to send to guests inviting them to join prior to the next meeting. A price reduction will be offered for the membership fee.

**Communications** –the website saw a decline in visits by 24%. The HRP gram has a 30% open rate. There were 614 unique visitors. Melissa stated that the website needs to be viewed as a resource to the membership and suggested that we survey the membership to see what they want to see. Also, Melissa stated that since the HRP gram has a low open rate perhaps asking the membership will aid in knowing when it should be sent to increase the open rate.

Karen suggested that the next HRP gram contain an announcement asking the membership to update the member profile. Melissa agreed to place in the next HRP gram. Karen also suggested that the committee make the affirmative action fields mandatory when members renew or join the Chapter.

**Program** - Tom Dardick reported that the Committee is still experiencing some obstacles at securing additional sponsors for meetings. It was announced that no sponsors are secured after the June meeting. Karen recommended adding a message in the Harrisburg Regional Chamber- Community News section. In addition she asked Tom to ask the State Council to sponsor. Sara asked Melissa to add to the HRP gram.

**Professional Development** –Kara reported that the study group has its last meeting tonight. Pizza will be served along with a Q&A session. Kara reported that the group had a lot of very vocal participants and 6-8 participants provided feedback regularly. One piece of feedback received was the facilitators struggled with finding the answers in the reading materials. The committee contacted the publishers of the materials and they agreed to provide the page numbers for the answers.

Kara reported the lunch 'n learns are well attended.

The Committee is not rolling out the reimbursement program yet until the committee can discuss more and develop the details.

Kara requested to add to the Chapter agenda the recognition of the newly certified HR professionals. The Board agreed.

Karen requested that a flag of PHR or SPHR be added to the member badges and agreed to check the price.

**Conference** – Karen reported the Spring conference was cancelled due to low attendance. Karen recommended that next year the Chapter provide a “fun” activity such as a Golf tournament. The Board supported that idea.

**Legal/Legislative** – No updates.

**Foundation** – Karen reported that SHRM has a program this year asking for TWO dollars from each member. Sara stated that a collection will be taken from the Board and a 100% participation is expected.

**Workforce Readiness-** Cathy reported that she met with several people connected to agencies supporting high school to work both in terms of entry level jobs as well as students needing to rely on jobs to pay for continuing education. Betty Holmboe- Executive Director, Capital Region Partnership for Career Development, Doran Condon, Youth Council, South Central Workforce Investment Board and Sheila Fleischer, VP Chamber Operations, Harrisburg Regional Chamber & CREDC. All three are involved in the programs to promote workforce readiness at the regional and state levels. All three were happy to hear that HRP was taking an interest in their efforts. There were no specific request but in the course of attending the Employability Certificate program a specific direction for our group may take shape. The Employability Certificate is a document that certifies a student has met specific academic and workplace standards. These standards have been developed jointly by our schools and the local business community and they are recognized throughout Dauphin, Cumberland and Perry counties. The Employability Certificate will be issued by the schools to the students who apply and successfully complete all requirements. In working to earn the certificate, students will begin to realize the importance of dependability, responsibility and trust – the non-tangible but critical skills necessary in today's workplace.

Cedar Cliff has established their program and currently has 10 students in it.

Cathy announced that she will be joining the contact in county and regional meetings over the next month to further understand how best HRP can help this particular effort.

Cathy asked the Board how best to get opportunities to partner with these groups to the membership. Melissa recommended sending a personalized blast to the members.

Cathy requested that a Workforce Readiness link be added to the website to help connect employers with the schools. Melissa reminded the Board that not a lot of traffic is on the website.

**Diversity** – no updates

## **6) New Business**

Karen suggested that HRP purchase a Survey Monkey license instead of having survey data in different locations. It was recommended that we buy it in July when her license ends.

Melissa recommended looking at Vertical Response, the Board agreed. Karen asked that Melissa change the sign on to one that is for HRP.

Sara asked that a decision be made at the next meeting.

6) The next meeting of the HRP of Central PA Board of Directors will be held at 7:30 a.m. on Tuesday, June 8, 2010, at the Pennsylvania Medical Society.

Respectfully Submitted Chapter Secretary, Jessica Gutierrez, PHR.