

Minutes
Human Resource Professionals of Central PA
(SHRM Chapter #0644)
Board of Directors Meeting
October 13, 2009

The Human Resource Professionals of Central Pennsylvania Board of Directors met on Tuesday, October 13, 2009, at the Pennsylvania Medical Society, Harrisburg, Pennsylvania.

The following Board members were present: *Robert Baker, Suzy Carnecchia, Heidi Etter, Dan Thomas, Sara Kennedy, Marti Longenecker, Jerry Anastasio, Kara Eppley for David Zetter and Ray Chung.*

The following Board members were absent: *Olga Blouch, Melissa Washington, David Zetter, Karen Young, Brad Teahl, and Bill Irwin.*

- 1) Welcome & Review of Topics-
 - Sara inquired about increasing membership dues or guest fees for 2010, after review the decision was made to leave all dues and guest fees the same for 2010 in order to retain membership and guest levels
 - BOS Initiative- 2010 meeting places were briefly discussed. It was decided to continue to look into hotels and other venues and to have a committee established to do this research.
 - Sara made a motion to pay \$350 to have Karen Young attend the SHRM conference and to take that money from the expenses that were approved for the holiday luncheon. This was seconded by Ray Chung and approved by the board.
 - Job Descriptions- Sara would like for each board member to compile SOP "manuals" for their position and have them to her by the November board meeting.

- 2) Financial Report (Suzy Carnecchia)

Suzy reviewed the August financial statement and reported that the chapter is doing fine financially and that with the upcoming conference we should be doing quite well overall for the year.

A motion was made by Sara Kennedy, seconded by Jerry Anastasio, and passed to approve the August financial statement.

Suzy also made a motion to approve payment in the amount of \$550.00 to the SHRM Foundation. The motion was seconded by Ray Chung.

- 3) Approval of Board meeting minutes (Sara Kennedy- for Brad)

A motion was made by Ray Chung, seconded by Rob Baker, and passed to approve the Board Meeting Minutes from September 8, 2009.

- 4) Committee Reports
Program Committee – Heidi Etter reported that the November chapter meeting topic is diversity and December is the holiday luncheon. January is the legal & legislative Q&A and February is Bill Irwin. March will probably be FMLA or ADA.

She also reported that we need sponsors for 2010 meetings and that the committee

should consider revamping the program evaluations. She also gave a reminder that the Holiday lunch is on December 16th and it is \$20 per person. We need gifts for the lunch.

Membership -Marti reported that there were 9 new members and 3 more in the system.

New this year- members will have to go online to renew their membership. There will be an October email regarding renewing followed by November and December ones. In January paper invoices will be sent followed by phone calls in February.

Board needs to communicate that any fees paid in September do not cover 2010. The board had discussion about fees paid in October, November & December and whether they will cover 2010 as well. Marti Longenecker motioned to have them cover 2010 as well and Suzy Carnecchia seconded the motion.

Marti will draft something regarding the above for the website.

Legislative/Legal – Rob Baker reported that the preparation for the pre-conference event was complete and that he just needed final counts for food and beverages. He was going to send another email indicating it was free. Six participants were registered at the time of the meeting.

Rob will be reviewing the photo release affirmation on the website if necessary he will reword it or add a check box statement so that photos may be used by HRP. During the November meeting we will have all current members sign a waiver and then we will take a few pictures for use. Ray Chung made a motion to approve the change and process for the November meeting and Marti Longenecker seconded.

Conference Committee – Dan Thomas

Dan reported that he was having a meeting to discuss the final logistics of the conference and that that power point presentations would be uploaded to the website so people could print them prior to the conference.

It was reported that we have 84 registrants and 3-4 sponsors to date

Communications Committee – Sara for Melissa Washington

Update on communications policy- the committee proposes that members and non members must provide something of value to HRP (discount or pay advertising fee- \$150 HRP pages or \$500 to mention at meetings, HRP gram, etc.) for us to publicize on HRP

Professional Development – Kara for David Zetter

The committee has all facilitators for 2010 and classes will be held at HACC on Tuesdays beginning January 12th. Online registration is available. There was discussion about a scholarship for someone who wants to take the exam but the cost is not covered by their company. There will be communications through HRP gram regarding registering for classes.

Wage Survey- Ray Chung

At the last meeting flyers were distributed and a copy was given to Karen Young for the Chamber.

Strategic Planning- Jerry Anastasio

Jerry still needs some information for the strategic planning and requested that all board members give to him directly.

He also mentioned that David now has the entire set of study materials from him for the HRCI classes.

- 4) The next meeting of the HRP of Central PA Board of Directors will be held at 7:30 a.m. on Tuesday, November 10, 2009, at the Pennsylvania Medical Society.