



BERKS COUNTY CHAPTER #179  
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**BOARD OF DIRECTORS Meeting Minutes**  
**August 20, 2019**  
**Wyomissing Restaurant and Bakery**

**Invitees: Shane Keller, Jenny Batista, Bonnie Gruber, Beth Shartle, Debbie Ramsey, Krista Pauley, Whitney Rahman, Bob Orzechowski, Chuck Holder, Bill Gage, Denise Lee, Beth Berrett, Wendy Button, Audra Donato, Nic Thomas, Susan Curtis, Claudia Wert**

Attendees: Shane Keller, Jenny Batista, Beth Shartle, Bonnie Gruber, Debbie Ramsey, Krista Pauley, Bob Orzechowski, Chuck Holder, Bill Gage, and Nic Thomas

1. 7:40 am – Shane Keller - Called to order
2. Approval of the April 16, 2019 Board Planning Meeting Minutes – Minutes will be resent for review. Approval tabled to the next meeting.
3. Approval of the July 16, 2019 Board Meeting Minutes – Debbie Ramsey and Chuck Holder
4. Review of General Meeting Critiques:
  - August 13, 2019 – “The Leader’s 7! The 7 Languages Employees Need, Want and Benefit Hearing Most From Leaders”, Andre Young. Critiques were to be emailed out to meeting attendees. Not sent out as of Board meeting. Shane will follow up with Wendy.
5. Treasurer’s Report
  - Opening Balance \$21,129.68
  - Income \$4,921.00
  - Expenses \$3,028.54
  - Ending Balance \$23,022.14
  - A motion was made by Jenny Batista to purchase a tablet for use with the card reader allowing meeting attendees to pay with a debit or credit card at the door. The motion was seconded by Debbie Ramsey. The Board approved the purchase of the tablet for the Financial Secretary with a spending limit of \$180 to \$300. A suggestion was made to reach out Mark Shearer of Shearer Technology for a product recommendation.
  - A recommendation was made by Jenny to simplify the application process and provide an on-line application through the Chapter website.
  - Ensure that membership applications are available at Chapter meetings.

## 6. Committees and Chairs:

### a. Administrator – Website (Wendy Button)

- The website is up-to-date.

### b. BCTV (Bob O)

- The next broadcast is September 10<sup>th</sup>; topic is recruitment and selection.
- A request was made by Bob O. that Board members participate in the broadcasts by being home viewers and either phoning in questions or comments to the panelists.
- Bob O. received a solicitation from Octoberfest for the Chapter to be a sponsor for the event raffle. The Board approved a \$150 donation.
- Bob O. recommended that Chapter policies/standard operating procedures be developed starting with a table of contents.

### c. Certification – Study Group (Bob O)

- The Fall 2019/Spring 2020 class is a go with 7 members attending. Classes will be held on Thursdays beginning September 12<sup>th</sup> and will run for 13 sessions. There are a few exceptions to the Thursday classes. Class will be held on Wednesday, October 30<sup>th</sup>, no class the week of Thanksgiving, and the final class will take place on Wednesday, December 11<sup>th</sup>. The exceptions are due to holidays and scheduling conflicts. Bob O. will request that Wendy send out an email for facilitators.

### d. Chapter of the Year (Jessica)

- Debbie reported that Jessica completed the submission by the August 1<sup>st</sup> deadline.

### e. Compliance (Susan Curtis) – no report

### f. Diversity & Inclusion (Denise Lee) – no report

### g. Engagement Committee (Nic Thomas)

- Nic shared that he attended the PA SHRM Volunteer Leadership Conference and that lots of information was shared on marketing tactics to maximize membership recruitment and engagement. It was a good suggestion that he attend due to his role in the Chapter. One of the recommendations made at the conference was to determine who the target market is for the Chapter and to possibly extend membership to those outside HR but who have the responsibility of managing people.

### h. Historian – Shane appointed Claudia Wert as the Historian for the Chapter.

### i. Hospitality / Membership (Bill Gage)

- There were 9 new members at the August 13<sup>th</sup> Chapter meeting.
- Bill was going to check with Wendy to see if the mailing went out to the members-at-large.
- Bill presented the following figures: Current membership 215, December 2017 – 165, December 2018 – 156, and June 2019 – 163. Year-to-date we are up 7 new members who are also national members. There are 50 members-at-large.
- Discussed prorated dues based on date of Chapter membership.
- Discussed an incentive of a \$100 gift card raffle for early annual dues renewal. Krista Pauley made a motion to approve the incentive, seconded by Debbie Ramsey. Motion unanimously approved by the Board. Shane will have Wendy send out an email regarding the incentive, and promotional flyers will be available at the Chapter meetings.

- j. Legislative/A-Team (Whitney/Audra) – no report
  - k. Programming / Speaker Contact (Krista Pauley)
    - Program calendar is up-to-date and distributed.
    - There are potential speakers for the February 11, 2020 and April 14, 2020 Chapter meetings.
  - l. Marketing (Nic Thomas) – no report
  - m. Sponsorship / Community Relations (Chuck Holder)
    - Discussed sponsorship packages and pricing. Should we include a non-profit rate?
    - On-going difficulty in obtaining sponsors; corporate sponsors are lacking.
    - Chuck shared the information he received from the Lancaster SHRM Chapter regarding levels of sponsorship (Bronze, Silver, Gold and Platinum level). He will develop a similar sponsorship schedule for the Chapter and email it to Board members for review.
    - Discussed the possibility of offering sponsorships for Lunch & Learns.
    - Any potential sponsors should contact Chuck Holder or Wendy Button.
7. New Business:
- a. Volunteer Conference
    - September 19 & 20, 2019 – PA SHRM State Conference – State College
8. Next General Meeting – September 10th – Topic TBD, presented by Kevin Moore, Esq.
9. Lunch and Learn – September 24th – TBD
10. Next Board Meeting – September 24th at the Wyomissing Family Restaurant & Bakery
11. Motion to adjourn – 8:50 am – unanimous