



BERKS COUNTY CHAPTER #179
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BOARD OF DIRECTORS MEETING AGENDA
October 20, 2020
Via ZOOM

Join Zoom Meeting

<https://zoom.us/j/99393483130?pwd=ROUxTFBvREZHS3dxMDQ0a3ZKRXJrZz09>

Meeting ID: 993 9348 3130

Passcode: 077137

One tap mobile

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

1. **Approval of the August 18, 2020 Board Meeting Minutes**
2. **Approval of the September 22, 2020 Board Meeting Minutes**
Not enough exec board members for a quorum, - will table approval to November BoD meeting
3. **Review of September 15, 2020 General Meeting Critiques: "Legislative & Legal Update 2020" with Andrew Howe**

Reviewed critiques from September General Meeting and Sept. Lunch & Learn. No concerns with either. Both events received favorable reviews.

	Did Meet	Did Not Meet	Exceeded	Comment/Reason
Today's program topic was of interest to me.	XXXXXXXXXXXX= 12		XXXXXXXXXXXX=14	
Today's program topic met my professional needs.	XXXXXXXXXXXX= 13		XXXXXXXXXXXX=13	
Today's presenter was focused, held my interest, and had a good command of his/her material	XXXXXXXXXXXX= 12		XXXXXXXXXXXX=14	
I liked how Andrew didn't just provide the outcome of the cases, but explained how it will/is affecting our work				
As someone new the HR field and who doesn't hold much experience in law, it was nice to have a meeting dedicated to reviewing current court cases and how the outcome impacts our field. I try to stay up-to-date on current events, but it can be difficult, so having a summary like this is incredibly helpful!				
I always appreciate the legal updates provided by Andrew Howe. Thank you to the chapter for providing this opportunity.				
Always enjoy Andy's presentation				
Great presentation, and very informative!				
As always, Andrew Howe has been extremely informative on the legal outcomes to current issues, especially in our area. Much appreciated.				
Suggested Future Speaker/topic(s)				
Performance management, per-employment testing, HR records management, employee wellness / well-being				

4. **Review of the September 20, 220 Lunch & Learn Meeting Critiques: “Interrupting Unconscious Bias” with Denise Lee**

	Did Meet	Did Not Meet	Exceeded	Comment/Reason
Today's program topic was of interest to me.	xxxx = 4		xxxx = 4	Timely and relevant content
Today's program topic met my professional needs.	xxxx = 4		xxxx = 4	New info and CE Credit
Today's presenter was focused, held my interest, and had a good command of his/her material	xx = 2		xxx = 3	Denise is an excellent presenter.
Comments				
Denise is very concise and presents very well. She included videos which I think kept people more engaged. Very good and insightful information!				
Denise has the ability to present a sensitive topic in a professional and respectful manner to engage a diverse audience.				
Excellent presentation- the video's were especially eye opening! Great job!				
Great material delivered in a comprehensible and rememberable way. I liked the interactive sections and videos.				
Suggested Future Speaker/topic(s)				

5. **Treasurer’s Report**

Opening Balance \$21,131.88
Income \$1,380.00
Expenses \$1,425.11
Ending Balance \$21,086.77 (includes D&I)

Update on electronic payment system - *Jenny has been working with Elavon to get electronic payments set up. The card reader is ready to go but there are concerns with the online payment portion. Every time she talks to customer support, she gets someone different and is given different or conflicting information. Jenny & Wendy will discuss best way to handle how to allow people to pay with a credit card once they register to attend a meeting or want to pay dues via credit card. Jenny will also send to the board for review the documentation regarding compliance from PCI that must be completed yearly for the electronic payment system.*

Jenny’s been looking into the compliance updates from Compliance PCI, associated with having credit card information, like consumer protection – she’ll send the multi-page document.

6. Committees and Chairs: How can we make this meaningful during the General Meetings?

- a. Administrator – Website (Wendy Button) *Wendy has been taking registrations for the next meeting and has been maintaining member info via SHRM national rosters she requests and receives – we're in good shape.*
- b. BCTV (Bob O) - *Andrew Schreffler from Power Kunkle will be next guest on BCTV on Nov. 10, 2020 to discuss benefits, and wrapping up 2020 –Next meeting afterward is 2nd Tuesday in Jan 2021.*
- c. Certification – Study Group (Bob O) *An email will go out to SHRM members and the Holmes corporation to talk to facilitators. Elizabeth responded, and Kim who runs the SHRM certification told Bob about a webinar that they did on the beginning of the year, Bob requested a link (see below). Susan Post said that she would be happy to participate. No day/time set yet, wants receive facilitator feedback first. Still need a location to go over cases and leave technical material to the students.*
 - *The link is a virtual certification program, wherein they contract with universities and colleges to get the material for free, offer the certification program, the schools would be the sponsor, they would recruit, and they would pay the group leader, the school just has to agree not to offer any other certification programs,. Bob asked SHRM if they provide something similar and he's waiting for a response before he engages with anyone else.*
- d. Chapter of the Year (Jessica/Debbie)
- e. Compliance (Susan Curtis) *nothing new*
- f. Diversity & Inclusion (Denise Lee)
- g. Engagement Committee/Marketing (Nic Thomas) *Keeping up with new members who sign up – Trying to get SHRM LinkedIn to put up upcoming meetings to boost attendance. Also looked at logos that would include information about Berks Chapter. SHRM requires approval on logos, and matches color scheme. Jenny knows someone who can markup the logo for free. Nic is going to do research to see what other SHRM chapters do in PA and out of state.*
- h. Historian (Claudia Wert)
- i. Hospitality / Membership (Bill Gage) *Bill deferred to Chuck –Wendy is preparing mailings to members at large who are national but not local chapter members – there's about 130 of them. The mailings will include information about our chapter and an application.*
 - *Jenny – couldn't we put a coupon in the mailings to attend a free Berks SHRM Meeting – we could use a coupon code to track attendance and based on current attendance no one was worried that this put us over our Zoom capacity. Wendy will come up with a prototype.*
- j. Legislative/A-Team (Whitney/Audra) – *Whitney was going to follow-up with Suzanna, and if she can't get a response, Bob can always rattle Kevin's cage.*
- k. Programming / Speaker Contact (Krista Pauley) *January we have Chet scheduled, February we have Debbie Keller. Matthew, with the Blue and Black, was pulled out for special training, still debating having OSHA come out for May.*
- l. Lunch and Learns are virtual –*Jonathan apologized that he could not speak on diversity, because he's currently in litigation on that topic. New topic is difficult performance management conversations.*
- m. Sponsorship / Community Relations (Chuck Holder) *PJ's is willing to have us over, but COVID-19 makes that difficult to plan. I did contact Lori on LinkedIn, it was with the People's Church, and I will get in touch with Laurie Dawkins. We have 4 committed sponsors. Waiting to hear back from Mark Sheer and PSCCU Debbie) if they are interested in follow-up up with a sponsorship. Usually one of them sponsors Jonathan Siegel, we'll wait to hear back from them first.*

7. New Business:

- a. Virtual meeting: “Berks County Talent Retention & Development Best Practices Study” Results from study will be discussed and recommendations will be reviewed. Co-sponsored by our chapter, Berks County Workforce Development Board and GRCA –*this does not cost any money to our chapter to participate– it’s a great opportunity to get additional information for free, and get better relationships with our Berks County Workforce Development Board – GRCC. We currently have 2 SHRM members who are also members of the GRCC, one of them is Kristy Gage.*
 - *Bob - Maybe they could make the chamber membership available to us – like when we advertised their efforts to our members, maybe they can advertise our existence to their members.*
- b. Why is Fiscal year not a calendar year (Jenny) – *Bob –bi-laws say fiscal year is the calendar year, but everything else is May change over the officers in June. Jenny – we can continue this conversation next month. Susan – although we report in April, it applies to the previous calendar year.*
- c. 2021 Membership Dues – increase? *Wendy –considering COVID, do we want omit pre-paying meetings. Cost for members is \$10 and guests is \$15, same with Lunch and Learns. All the money is going to Helping Harvests.*
 - *Whitney – we may want to switch it over in January 2021 to a 50/50 split the difference.*
 - *Wendy – we collected a little over \$2,000, for both general meetings and lunch and learns.*
 - *Jenny – discuss at next months’ meeting.*
- d. Prepayment plan offering due to fee being different (physical location vs. virtual)
- e. Bob O. – Develop position on recognition of past and upcoming sponsors of virtual meetings. *Jenny will look through her notes for the previous 3 suggestions to help mitigate the loss of networking to sponsors due to virtual meetings. Jenny – adding to next month.*
- f. Bob O. – investigate Cyberinsurance due to new credit card capabilities? . *Nic, Whitney and Bob will be looking into cyber liability insurance.*

8. Members looking for committees on which to serve: Has everyone on this list been contacted?

- a. Tina Toso - new (returning) member – looking for time commitments. 484-336-8462 or tinatoso14@gmail.com (??)
- b. Heidi Shafer – 610-777-7691 or hshaffer@trsinc.org Hospitality/Membership & Certification / Study Group (Bob) *He did reach out to her by email.*
- c. Kim Keith – 610-916-3868 or kkeith@brenntag.com Hospitality/Membership & Historian (Claudia) *Claudia reached out to her*
- d. Beth Shartle – 610-693-8515 or b_shartle@conradweiser.org Certification/Study Group & PAL Dinner *We already have a list of facilitators*
- e. Bob Orzechowski – 610-780-0181 or robertorze@gmail.com Community Relations, Special Projects, Certification/Study Group, D&I, Historian, BCTV Panelist & SHRM Foundation
- f. Diana Vavreck – 484-332-1352 or dianavavreck@comcast.net Hospitality/Membership & D&I Committee (Denise) *Denise said that she reached out to her*
- g. Laurie Dawkins – 610-670-9960 or ldawkins1960@gmail.com Community Relations (Chuck)
- h. Michele Goodin – 717-666-9541 or mgoodin@newpenn.com Available to assist in any committee needed (Claudia or Bob)

9. Next General Meeting – November 10, 2020 via ZOOM – “Difficult Performance Management Conversations” – Jonathan Segal

10. Lunch and Learn Sessions: 11:30a – 12:30pm

- November 24, 2020 – “Making Cents of Wage Payment, Collection Law & Minimum Wage Act” – Susanna Fultz, Esq., Leisawitz Heller – Location TBD
- January 26, 2021 – “FMLA Update: New Trends and Old Traditions” – Grace Bond, Esq. Blakinger Thomas Law Firm – Location TBD

11. Future PA SHRM meetings/dates

a. November 17 – 20, 2020 – Volunteer Leader Business Meeting, (Virtual)

- This year’s Volunteer Leaders’ Business Meeting (VLBM) 2020 theme is Partner. Adapt. Lead. This meeting is the sole dedicated business meeting to engage our volunteers in the SHRM business goals through an empowering, engaging, and memorable experience. This is our chance to gather together to dive deeply into strategy, adapt to the new world of work, share best practices, and unite to lead the profession in 2021 and beyond.

1. SHRM recently announced the transition of VLBM 2020 to a fully virtual event. While we are disappointed that we won’t be coming together in-person this fall to learn, grow and connect, we are hopeful that this virtual offering will make it possible for more of you, our valued Volunteer Leaders, to be able to attend VLBM this year, freed of any concerns over the time and cost of travel.
2. As a Volunteer Leader with SHRM, you are exclusively invited to join our four-day virtual program.
3. We’ll officially begin with the opening of our annual business meeting on Tuesday, November 17 and conclude with a powerful sendoff and call to action on Friday, November 20.
4. Throughout our time together, you will have the opportunity to engage in strategic content focused on how you can “Partner. Adapt. Lead.” in your volunteer role.
5. You will be provided with interactive networking opportunities so you can share ideas with one another.
6. And, of course, you will be invited to participate in our annual Advocacy Day (with virtual meetings with congressional offices on Capitol Hill).

b. April 29, 2021 – 1:00pm – In-person meeting, Best Western Hotel, Harrisburg, PA

c. April 30, 2021 – All day – L&L Conference, Best Western Hotel, Harrisburg, PA

d. July 23, 2021 – 2:00pm – In-person meeting, Seven Springs Resort, Champion PA

e. July 24, 2021 – All day – PA Leadership Conference, Seven Springs Resort, Champion, PA

f. September 22, 2021 – 2:00pm – In-person meeting, Penn State, State College, PA

g. September 23, 2021 – 1 ½ days – PA SHRM State Conference, State College, PA

12. Next Board Meeting – November 17, 2020

13. Motion to adjourn – *Jenny, Seconded - Bob*