



BERKS COUNTY CHAPTER #179
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BOARD OF DIRECTORS MEETING MINUTES

November 17, 2020

via Conference Call

Invitees: Shane Keller, Jenny Batista, Bonnie Gruber, Beth Shartle, Melissa Rebholz, 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

Attendees: Shane Keller, Jenny Batista, Beth Shartle, Debbie Ramsey, Krista Pauley, Bob Orzechowski, Bill Gage, Denise Lee, Nic Thomas, Melissa Rebholz

1. **Meeting called to order at 7:36 am by Jenny**
2. **Approval of the August 18, 2020 Board Meeting Minutes** (Bob / Shane)
3. **Approval of the September 22, 2020 Board Meeting Minutes** (Shane / Bob)
4. **Approval of the October 20, 2020 Board Meeting Minutes** (Bob / Beth)
5. **Review of October 13, 2020 General Meeting Critiques: "COVID-19, HIPAA & HR" with Bob Orzechowski**
6. **Review of November 10, 2020 General Meeting Critiques: "Difficult Performance Management Conversations" with Jonathan Segal – PDCs pending for this**

7. **Treasurer's Report**

Opening Balance -	\$ 21,131.88
Income -	\$ 1,380.00
Expenses -	\$ 1,425.11
Ending Balance -	\$ 21,086.77 **includes D&I balance

8. **Committees and Chairs:**

Jenny asked "How can we make this meaningful during the General Meetings?"

Committee agreed that moving forward Jenny will only call on those committee members who have an updated during the General Meetings.

- a) **Administrator – Website** (Wendy Button not present - Jenny provided an update for her)
- The website is up to date.
 - Decision needed for our 2021 cost for membership to our Chapter.
- Committee voted anonymously to continue in 2021 with the same dues (\$40 for national members and \$90 for non-national members)**
- Everyone feels it is important for Wendy to do the same follow up starting with an email about dues for 2021 on Dec 7 with follow ups in January and February to those who have not renewed.
- b) **BCTV** (Bob O)
- Nov 10th - Live event was held with Andrew Schreffler, Exec VP of Benefits with Power Kunkle. "Benefits in 2021 as they relate to COVID-19".
 - Next session is planned for January 12, 2021 – working to confirm Chet Mosteller will be the guest.
- c) **Certification – Study Group** (Bob O)
- Zoom meeting tonight for volunteers to be facilitators for a possible Winter study group
 - Agenda is to consider options to offer a study group with an option to hold meetings live at the Berkshire Country Club with 10 people for \$100 / meeting and a total of 12 meetings. Alternately SHRM National offers an online study group option.
- d) **Chapter of the Year** (Jessica/Debbie)
- No updates.
- e) **Compliance** (Susan Curtis)
- No updates.
- f) **Diversity & Inclusion** (Denise Lee)
- Planning a committee will convene soon to plan for 2021
- g) **Engagement Committee/Marketing** (Nic Thomas)
- Working on new logo for our Chapter and will send parameters with the committee soon.
 - 422 Business Advisor publication will be printing December and January focusing on HR and Benefits Administration. Discussion was held about the reach if we ran an ad (1/8 page is \$395). Nic will reach out to the Pottstown Chapter to see if they are planning to run an ad and coordinate not overstepping since the publication is largely in Montgomery and Chester counties (not just Berks).
- Committee voted and approved to run a 1/8-page ad (Shane /Bob).
- h) **Historian** (Claudia Wert)
- No updates.
- i) **Hospitality / Membership** (Bill Gage)
- New contract was signed with the Berkshire Country Club in 2021 with no increase to costs. Contract will start in April 2021 assuming restrictions with COVID are no longer a concern. (\$18.60 per person with a 50-person minimum for events).
- j) **Legislative / A-Team** (Whitney/Audra)
- No updates

k) **Programming / Speaker Contact** (Krista Pauley)

- Speaker list is updated thru February 2021
- If anyone has ideas for a speaker, please reach out to Krista.

l) **Sponsorship / Community Relations** (Chuck Holder)

- No updates

9. **New Business:**

• **PAL Dinner**

- We are expecting that due to COVID-19 restrictions that we will not be able to host a dinner.
- This is a tradition and we hope to be able to make a donation in a way that will work for everyone.
- Debbie will reach out to Chris Winters from Olivet's to find out how sponsoring a dinner delivery may be coordinated.

• **Prepayment plan for fees for virtual events**

- Discussion about if we should still offer pre-payments with the uncertainty of going live and the discount not offered to those who prepay (approximately 12 people).
- **Committee voted and approved that we should discontinue offering pre-payments in 2021** (Bob / Nic).

• **Recognition for sponsors**

- Discussion item regarding how to allow upcoming sponsors to do marketing with members during the virtual events. Consideration should be given to allow a short video by the sponsor to distribute to members if they are not able to present at the start of the meetings.

• **Cyber Insurance for credit card payments**

- Discussion item was to check on who we have our current insurance with to see what the cost may be for our protection.

10. **Next General Meeting:**

Date: December 8, 2020
Topic: Drive Business Success with Workplace Flexibility
Presenter: Faith Stipanovich with SHRM National
Location: Zoom - virtual PDC event

11. **Lunch and Learn Sessions:**

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

12. **Future PA SHRM Meetings / Dates**

November 19 –21, 2020 Volunteer Leader Business Meeting, National Harbor, MD

- 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.

- 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.
- As a Volunteer Leader with SHRM, you are exclusively invited to join our four-day virtual program.
- 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.
- 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.
- You will be provided with interactive networking opportunities so you can share ideas with one another.
- And, of course, you will be invited to participate in our annual Advocacy Day (with virtual meetings with congressional offices on Capitol Hill).

<u>April 29, 2021 –1:00pm</u>	In-person meeting, Best Western Hotel, Harrisburg, PA
<u>April 30, 2021 –All day</u>	L&L Conference, Best Western Hotel, Harrisburg, PA
<u>July 23, 2021 –2:00pm</u>	In-person meeting, Seven Springs Resort, Champion PA
<u>July 24, 2021 – All day</u>	PA Leadership Conference, Seven Springs Resort, Champion, PA
<u>Sept 22, 2021–2:00pm</u>	In-person meeting, Penn State, State College, PA
<u>Sept 23, 2021 -1 ½ days</u>	PA SHRM State Conference, State College, PA

13. Final Comments / Reminders:

- February 9, 2020 speaker will only use their Go to Meeting account and Krista reminded Jenny to reach out to them for coordinating the registrations for attendees
- Our chapter's insurance renewal is typically due in November for a December plan year start.

14. Next Board Meeting – December 15, 2020 via ZOOM

15. Motion to adjourn @ 8:41 am - (Beth / Shane)