



BERKS COUNTY CHAPTER #179  
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**BOARD OF DIRECTORS Meeting Minutes**  
**February 18, 2020**  
**Wyomissing Restaurant & Bakery**

**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**

Attendees: Shane Keller, Jenny Batista, Bonnie Gruber, Debbie Ramsey, Krista Pauley, Whitney Rahman, Bob Orzechowski, Chuck Holder, Bill Gage, Wendy Button, Nic Thomas, Claudia Wert

1. 7:38 am – Shane Keller – Called to order
2. Approval of the January 21, 2020 Board Meeting Minutes – Bob Orzechowski and Jenny Batista
3. Review of January 14, 2020 General Meeting Critiques – tabled to March meeting
4. Review of January 28, 2020 Lunch & Learn Meeting Critiques – tabled to March meeting
5. Review of February 11, 2020 General Meeting Critiques – tabled to March meeting
6. Treasurer's Report – figures not available

Opening Balance \$  
Income \$  
Expenses \$  
Ending Balance \$

2020 Budget/2019 Budget to Actual Review – Shane will assist in compiling data.

7. Committees and Chairs:
  - a. Administrator – Website (Wendy Button) –
    - The website is up-to-date.
    - 65 members need to renew.
    - Purge membership list by the end of February.

- b. BCTV (Bob O) -
  - Upcoming broadcasts:
    - March 10<sup>th</sup> – Chet Mosteller and Steve Bell on the topic of benefits
    - May 12<sup>th</sup> – Denise Lee on the topic of D&I
    - July 14<sup>th</sup> – Panelists & topic TBD
    - September 8<sup>th</sup> – Legal update
  - Bob O. is looking for a photo to be used for the SHRM backdrop. The backdrop will be used during broadcasts.
- c. Certification – Study Group (Bob O)
  - 2019 statistics – Of the 8 Fall study group participants, 6 passed, 1 failed and 1 did not yet take the test.
  - 5 participants are registered for the Spring study group.
- d. Chapter of the Year (Jessica/Debbie) – no report
- e. Compliance (Susan Curtis) - no report
- f. Diversity & Inclusion (Denise Lee) - no report
- g. Engagement Committee/Marketing (Nic Thomas)
  - The company LinkedIn page is up and running.
  - Committee updates will be requested and posted on the page.
- h. Historian (Claudia Wert) –
  - Call with Susan at National to arrange for speakers
  - Upcoming visit is planned to SHRM National
- i. Hospitality/Membership (Bill Gage) -
  - A working member who is also a student applied for student membership. The Board approved the member as a member not a student since the member is employed. The Board determines membership.
  - Shared SHRM speaker info.
  - Virtual SHRM Certification - \$1,495.00
- j. Legislative/A-Team (Whitney/Audra) –
  - Lori Donofrio & Whitney will be future speakers.
- k. Programming/Speaker Contact (Krista Pauley)
  - Speaker needed for May Chapter meeting. Duane Morris is not available.
  - Bob to ask Susan from SHRM if she is available.
  - Berkshire Country Club is not available on September 8<sup>th</sup>. The Chapter meeting date will have to be changed.
- l. Sponsorship / Community Relations (Chuck Holder)
  - Chuck is working on an updated list of 2020 sponsors.
  - March 20<sup>th</sup> Mixer – waiting for a confirmation from Manpower on sponsorship; event to be held at Canal Street Pub

8. New Business:

- a. The Guest Information Sheet was approved pending a slight revision. “What brought you to the meeting” will be added.
  - b. Flyers from other agencies (Debbie) – We will need to keep an eye on the back table and remove anything not previously approved by the Board.
  - c. Spring renewal application to be submitted Friday, 2/21. We will use this event to promote the Chapter and the D&I Symposium.
  - d. A motion was made for up to \$1,000 for the BCPS Life Improvement Breakfast. Getting Talent Back to Work is a SHRM National initiative. The motion was unanimously approved by the Board.
  - e. Sharing Evaluation Forms with Speakers – It is the Board’s position that summaries will be provided
    - Scott Smith requested copies of the evaluation forms from the November Chapter meeting.
  - f. SHRM State Conference – September 17 and 18, 2020 – Bob O. to submit proposal to present
  - g. Veteran’s Job Fair – May 27, 2020 from 9 a.m. to 12 noon at the Crowne Plaza
9. Next General Meeting – March 10<sup>th</sup> - Managing Multi-Generations, presented by Adrean Turner. Krista will buy the books.
10. Lunch and Learn – May 24<sup>th</sup> – Kevin Moore, Esq. – A Closer Look: PA Wage Payment Collection Law
11. Next Board Meeting – March 17<sup>th</sup> – Wyomissing Restaurant & Bakery
12. Motion to adjourn – 8:24 a.m. – unanimous