



BERKS COUNTY CHAPTER #179
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BOARD OF DIRECTORS Meeting Minutes
March 17, 2020
Virtual Meeting

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, Beth Shartle, Debbie Ramsey, Krista Pauley, Whitney Rahman, Bob Orzechowski, Chuck Holder, Denise Lee, Wendy Button, Nic Thomas **(Quorum not present)**

1. 7:35 am – Shane Keller – Called to order
2. Approval of the February 18, 2020 Board Meeting Minutes – Formal approval is tabled to the April Board meeting.
3. Review of January 14, 2020 General Meeting Critiques – Many positive comments received; predominantly met expectations; some exceeded expectations
4. Review of January 28, 2020 Lunch & Learn Meeting Critiques –Tabled to April meeting; Wendy will check on critiques.
5. Review of February 11, 2020 General Meeting Critiques – Overwhelmingly exceeded expectations; excellent presentation
6. Review of March 10, 2020 General Meeting Critiques:

	Did Not Meet	Met	Exceeded
Interest to Me:	2	16	39
Met my Needs:	5	18	33
Presenter:	4	9	43

Comments: (6) Enthusiastic, Passionate Speaker, (2) Interaction, (3) Helpful with sharing experiences, (15) Great Presenter/Amazing Speaker, (6) Engaging, (3) Relevant, (2) Humor, (4) Bring Her Back, (2) Didn't say anything that we didn't hear before; nothing new presented, she yelled a lot; stress in the workplace - what should we do about it?

Future topics: Managing HR Records & Files
 How to Conduct Workplace Investigations
 Performance or Succession Planning

7. Treasurer's Report –

<u>February</u>	<u>March</u>
Opening Balance \$20,423.11	Opening Balance \$25,838.02
Income \$7,865.00	Income \$1,630.83
Expenses \$2,450.09	Expenses \$1,596.65
Ending Balance \$25,838.02	Ending Balance \$25,872.20

Note: The balances include the D&I account.

2020 Budget/2019 Budget to Actual Review – Tabled to April meeting; Shane will work on.

8. Committees and Chairs:

a. Administrator – Website (Wendy Button) –

- Everything is up-to-date.

b. BCTV (Bob O) -

- The March 10th broadcast on benefits hosted by Chet Mosteller and Steve Bell is available on YouTube. Visit the Chapter website for the hyperlink.
- The next broadcast is scheduled for May 12th.

c. Certification – Study Group (Bob O)

- Bob will confirm access to Gage Personnel for future Spring study group classes.
- No class on April 9th. The last class is scheduled for April 30th.
- SHRM is hosting a webcast today regarding the COVID-19 pandemic on certifications.

d. Chapter of the Year (Jessica/Debbie) – no report

e. Compliance (Susan Curtis) - no report

f. Diversity & Inclusion (Denise Lee) -

- Denise is not comfortable moving forward with plans for the D&I Symposium scheduled for June 23rd.
- She is considering a possible change of date to later in the year. Denise will check with Craig at the Double Tree to see if there are any available dates in October.
- A possibility may be to provide a small presentation in June via a webex followed by a larger scale event in October.
- Denise will discuss options with Committee members.

g. Engagement Committee/Marketing (Nic Thomas)

- The company LinkedIn page is up and running.
- Continue to keep this page in mind for marketing purposes of Chapter events and notifications.
- Wendy announced that as of today there are 55 members who have not renewed for 2020. Reminders were sent on March 4th. The Engagement Committee will follow up.

- h. Historian (Claudia Wert) – no update
- i. Hospitality/Membership (Bill Gage) - no update
- j. Legislative/A-Team (Whitney/Audra) –
 - Whitney will contact Kevin Moore, Esq. regarding hosting the March Lunch & Learn as a web ex.
 - Confirmation must be received to make sure SHRM and HRCI credits are available using this type of meeting format.
 - Once a decision is made, Wendy will let participants know how the meeting will take place.
- k. Programming/Speaker Contact (Krista Pauley)
 - The topic of the May meeting will be Active Shooter. Speakers are scheduled.
 - Krista is working on the speakers for 2020-2021.
- l. Sponsorship / Community Relations (Chuck Holder)
 - The March 20th Mixer at Canal Street is postponed.
 - Sponsors are in place for April and May.
 - Chuck will think about how to handle sponsorships and get back to Board members with ideas/recommendations.

9. New Business:

- a. A request was received from Beth Berrett.

The SHRM Berks County Chapter Outstanding Leader Award only goes to worthy students. Andrew Simmons, president of the Student Chapter for the past two years, is a deserving candidate. He is an excellent student who takes command.

Beth requested Board approval of Andrew as the recipient of the Award. Alvernia covers the cost of the plaque.

Shane will tell Beth to move forward. Formal approval will occur at the April meeting.

- b. Debbie requested that the Chapter absorb the cost of the March 10th breakfast meeting for Corey Nelson in the amount of \$25.00. Corey attended as a guest of Debbie.
- c. The Chapter was not selected for the Women2Women Conference & Expo.
- d. There are two nominees for the Secretary position: Melissa Rebholz, who was committed to the nomination, and Alex Goodman who requested time to think about it due to job requirements. Alex will be requested to provide an answer by Friday, March 20th. Whitney recommended that we move forward with the Melissa Rebholz's nomination, and add the nomination of Alex Goodman if confirmed. Voting must be completed by May 1st. Installation will occur at the May Chapter meeting.

10. Next General Meeting – April 14th – Emotional Intelligence: Self-Control, Persistence & The Ability to Motivate Oneself presented by Chris Holmes

- Krista will reach out to Chris to see if his presentation can be done as a web ex. Must confirm that requirements are met in order to earn SHRM and HRCI credits.

11. Lunch & Learn Sessions:

- March 24th – Kevin Moore, Esq. with PA Wage Payment Collection Law: A Closer Look
- May 26th – Lori Donofrio-Galley, Executive Director of the NE Berks Chamber of Commerce with Transactional vs. Transformational Leadership

- July 28th – Whitney Rahman, Esq. with Women in the Workplace: From Rosie the Riveter to Me Too and Beyond

12. Conferences:

- a. July 25-27, 2020 PA SHRM Leadership Conference
- b. September 17-18, 2020 PA SHRM Annual State Conference in State College, PA

13. Membership CLA Webinar March 20 from 4:00 pm – 5:00 pm ET

<https://event.on24.com/wcc/r/2216045/5A770A9E0D2671C219B88D0DC5369EB3>

14. Next Board Meeting – April 21st – Location TBD

15. Motion to adjourn – 8:34 a.m. – unanimous