



BERKS COUNTY CHAPTER #179  
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**BOARD OF DIRECTORS MEETING MINUTES**  
**May 19, 2020**  
**via Conference Call**

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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, Bonnie Gruber, Beth Shartle, Melissa Rebholz, Debbie Ramsey, Krista Pauley, Whitney Rahman, Bob Orzechowski, Chuck Holder, Bill Gage, Denise Lee, Wendy Button, Nic Thomas, Claudia Wert

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1. **Meeting called to order @ 7:30 am- Shane Keller**
2. **Approval of February 18, 2020 Board Meeting Minutes-** previously tabled due to lack of quorum (Bill / Bonnie)
3. **Approval of March 17, 2020 Board Meeting Minutes-** previously tabled due to lack of quorum (Claudia / Bill)
4. **Approval of the April 21, 2020 Board Meeting Minutes-** (Bonnie / Jenny)
5. **Treasurer's Report**

Opening Balance -	\$ 25,838.02	
Income -	\$ 1,630.83	
Expenses -	\$ 1,596.65	
<u>Ending Balance -</u>	<u>\$ 25,872.20</u>	**includes D&I balance
6. **Virtual swearing in of new officers** (Whitney)
  - President - Jenny Batista
  - Vice President - Bonnie Gruber
  - Treasurer – Beth Shartle
  - Secretary – Melissa Rebholz

*Jenny Batista led the remainder of meeting*

## 7. **Committees and Chairs:**

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

- Conducting a review of national memberships which have expired and certifications of members to clean up our chapter's membership list – some members have not renewed yet for this year (membership drop off is being addressed by engagement committee)

### b. **BCTV** (Bob O)

- Thanks to Kelly and Denise Lee for helping with the Diversity and Inclusion virtual recording
- Video taping went well and BCTV has the link to post on the BCTV website
- Working on next agenda - Kevin Moore to present Employees Rights and Safety during COVID-19

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

- 5 students participated in virtual activities and a mock final
- Will poll the group to see if anyone is taking an “in home” exam or delaying their exam until the testing centers reopen in the midst of the pandemic
- By end of July, will check if there is a need for a Fall study group
- May need to consider in the Fall running 1.5 hr. study sessions virtually (vs. 3 hours in person)

### d. **Chapter of the Year** (Jessica/Debbie)

- No update yet but heard that the application form may be revised
- Application process will end in early August 2020
- Normally results are announced at the State Council meeting but unsure this year the process
- Debbie recommends we try to apply once we know more on how to apply

### e. **Compliance** (Susan Curtis)

- No report – did not attend meeting

### f. **Diversity & Inclusion** (Denise Lee)

- June 23, 2020 presentation is pending a decision on whether we can move forward

### g. **Engagement Committee/Marketing** (Nic Thomas)

- Nic will reach out to individuals for LinkedIn updates in order to post 1 update per week especially during the stay at home requirements right now
- There are approximately 25 outstanding membership renewals pending ; will check with those pending renewals to find out more so we can address any issues

### h. **Historian** (Claudia Wert)

- Interviewing FM Brown HR Leader asap

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

- No new members over the past month
- Discussion on use of the new form for the new sponsorship tiers

- j. **Legislative/A-Team** (Whitney/Audra)
  - Whitney has a Legal Update when we have an open agenda - let her know
- k. **Programming / Speaker Contact** (Krista Pauley)
  - Voted and approved to refund 9 people who paid for the L&L planned with Kevin Moore in March which was cancelled (Shane/Bonnie)
  - L&L on 5/26/20 will charge \$10 for members and \$15 for non-members and the money will be donated to the food bank
  - Survey closed Friday, 5/15/20 – Wendy will send list of topics provided by members in advance of the planning meeting
- l. **Sponsorship / Community Relations** (Chuck Holder)
  - Confirmed that the new sponsorship tiers were voted and approved by the Board on December 17, 2020
  - New form for new sponsorship tiers needs to be added to our website asap
- 8. **New Business:**
  - Voted and approved Andrew Simmons (Alvernia Chapter Student President) as the SHRM Berks County Chapter Outstanding Leader Award which was tabled in April due to lack of quorum. (Nic / Bob O)
- 9. **Next General Meeting:**
  - June 9, 2020 - How Great Leaders Drive Employee Engagement and Build Their Credibility, to be presented by Alima Hawthorne and Stephen G. Hart
  - Will be a virtual meeting and Bob O will set up a Zoom or WebEx link to use
- 10. **Lunch and Learn Sessions:**
  - **May 26<sup>th</sup>** – Lori Donofrio-Galley, Executive Director of the NE Berks Chamber of Commerce with Transactional vs. Transformational Leadership – Virtual PDC event - Jenny cannot host L&Ls so Shane will facilitate this one; Krista needs the proposal
  - **July 28<sup>th</sup>** – Whitney Rahman, Esq. with Women in the Workplace: From Rosie the Riveter to Me Too and Beyond ---will also be a virtual PDC event
- 11. **State Conference:** September 17-18, 2020 in State College, PA
  - Bob and Whitney both submitted materials to present at this conference
  - Bob feels the event will be held as planned but waiting for confirmation
- 12. **Planning Meeting** – date, time and location TBD
  - A planning meeting needs to be scheduled for the end of June
  - Bob O will send a Doodle request to identify a date
  - Perhaps an in-person but socially distant meeting can be held at a location such as Gage Personnel
  - Membership Survey closed on 5/15/20 and Wendy will send responses for the meeting (only 20% of our members responded to the survey vs. 30-32% which is typical)
- 13. **Next Board Meeting** – June 16, 2020, location TBD
- 14. **Motion to adjourn @ 8:35 a.m.** - unanimous