BERKS COUNTY CHAPTER #179

**DIVERSITY & INCLUSION COMMITTEE MEETING MINUTES**

December 6, 2017

8 AM – HealthSouth Reading Rehabilitation Hospital

###### Conference Call In: 866.906.9888 Passcode: 8138249#

**Committee Members:** Sean Landrigan, Robert Orzechowski, Raquel Lopez, Kristi Gage, Lavinia Ritter, Juliee Franey, Jenny Batista, Kelly Kozik, Denise Lee

1. The Committee Meeting Minutes of 11/10/2017 were approved.
2. “Diversity” tab on Chapter Website:
   * + Diversity Monthly Celebrations: Committee was asked to review the annual D&I calendar and comment by the end of day Thursday, December 7.
     + An annual calendar will be placed on the D&I webpage to allow companies to better plan for celebrations throughout the year. Wendy will be asked to list the months with the link to the monthly events.

Since it will be burdensome to list all events that may be of interest such as religious and holidays, members will be asked to add to the calendar if they would like to see an event added. This will be stated in a manner to not offend any group.

* Articles of Interest: No additional articles were submitted. Articles listed two months or longer will be archived.

1. Schedule for providing the Chapter Meeting Update, answering a D&I question from the Diversity Ball and placing a question on LinkedIn:

## November – Jenny did an excellent job in presenting the update. She felt the update was a little long but had a lot that needed to be reported. The feeling was that the membership was attentive and interested.

* + - December – Sean will present the update.
    - January – Juliee is scheduled to present.

Denise will not be attending the January meeting due to a client commitment.

* + - February – Kelly is scheduled to present the update.

**All updates should include a quick mention of the use of the diversity ball and should tie in any committee accomplish to the survey, so we remind the membership why the survey is important and how we are utilizing it to meet their needs.**

1. Other Chapters’ Diversity Committees Updates:
   * + Lancaster - no update.
     + Lehigh Valley – no update. Juliee is scheduled to follow-up to obtain a copy of their D&I survey for the committee to review.
     + Chester County - no update.
     + Pottstown –Kelly waiting for an update from Chapter to see if there is any interest in joining us at the March D&I presentation or if they would like for us to present at their monthly meeting.
2. Networking:

* Diversity Mixer: December 6 event will be held at the House of Jerk. Denise, Jenny, and Raquel scheduled to attend. Reminder to bring a blanket for the drive for women and children in need.
* De Mujer a Mujer: Denise and Jenny scheduled to attend on December 14
* Women 2 Women: Denise will plant a seed with Karen Marsdale to see if the D&I Committee can share info on the D&I Committee and SHRM at their meetings.

1. Updates:
   * + Flyer:
       - * Kristi, Jenny & Juliee put together a great flyer. The flyer will be reviewed by the board and with Whitney.
         * Denise will create a Gmail account for the committee which will be monitored by Denise and Lavinia.
     + Budget: Denise is working on a budget to be presented to the board.
     + PayPal/Credit Cards: Jenny plans to have a recommendation to the board by the end of the month.
     + Volunteer Event: Members were asked to begin submitting suggestions for a volunteer opportunity for 2018. Event/activity should provide an opportunity to promote D&I’s vision, mission and initiatives. No suggestions presented.
     + March Presentation: Denise is completing the speaker form to be submitted to Krista.
     + Bob’s BCTV Show on March 15: Committee agreed to be guests on the March show and will decide on a topic and representatives.
     + Holiday Party:

* Kelly shared the D&I Game which may be too much to use at the holiday party. It should be considered for another venue.
* A small group will meet to determine role. Does not want to put members on the spot and is considering a display of perhaps diversity milestones over the last 45 years. Denise & Jenny will coordinate.
* Bob to check on getting a display table.
  + - Video on Privilege: Will consider as an opening for the March presentation. Here’s the link: <https://www.youtube.com/watch?v=gqPgXhslGWY>.
    - Lunch and Learn: Topic needs to be decided on for the first quarter presentation.
      * + Suggestion: Hiring for Fit v Hiring for Inclusion - ties in with the second most important need from the D&I Survey.
        + Sean & Jenny will consider.
    - Pennsylvania State Council of SHRM:
      * + Kelly shared a template of what her company has done.
        + Possible topics: How to start a Corporate Diversity Committee; Best Practices for Large and Small Companies.

1. New Business: Committee members reminded to get the date they joined Berks SHRM to Wendy.
2. Parking Board Items:
   * + Sean presented the possibility of getting involved in Community Outreach. To be addressed later.
     + Network with other diversity-related groups which may include: Hispanic Center, Young Professionals, Latino Chamber, Encompass, CNA, **Berks Inter-Cultural Alliance**, Diversity Mixer, etc.
     + Diversity and Inclusion Survey: Conduct in May.
     + Commerce Quarterly – presenting an article, Workforce Development board presentation, United Way Centro Hispano event participation, and Sexual Harassment training/presentation. The committee must be careful not to take on too much.
3. Next Meeting:
   * + January 3 at 8 AM @ Mosteller & Associates

Respectfully submitted by Denise Lee.