



BERKS COUNTY CHAPTER #179
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BOARD OF DIRECTORS Meeting Minutes
July 16, 2019
Wyomissing Restaurant and Bakery

Invitees: Shane Keller, Jenny Batista, Bonnie Gruber, Beth Shartle, Debbie Ramsey, Krista Pauley, Whitney Rahman, Bob Orzechowski, Chuck Holder, Bill Gage, Denise Lee, Beth Berrett, Wendy Button, Audra Donato, Nic Thomas, Susan Curtis

Attendees: Shane Keller, Jenny Batista, Beth Shartle, Debbie Ramsey, Krista Pauley, Chuck Holder, Bill Gage, Denise Lee, Wendy Button, and Nic Thomas

1. 7:37 am – Shane Keller - Called to order
2. Approval of the June 24, 2019 Planning Meeting Minutes – Debbie Ramsey and Jenny Batista
3. Approval of the April 16, 2019 Board Meeting Minutes – tabled to next meeting
4. Review of General Meeting Critiques:
 - July 9, 2019 – PA Shared-Work Program – An Innovative Alternative to Employee Layoffs, Sandra Catilao-Sanchez – Jenny reported that responses varied from some professional needs not met to most expectations met and some exceeded, presenter knows material, important topic
 - Future recommended topics: rules and regulations, pre-employment testing, onboarding, service recognition, total rewards, HRIS
 - Based on critiques, meeting attendees will be reminded that a one hour presentation by the speaker is needed to be eligible for the 1 PDC and 1 HRCI recertification credit.

5. Treasurer's Report

Opening Balance \$21,129.68
Income \$4,831.00 *
Expenses \$1,073.54
Ending Balance \$24,887.14

*Includes some income from D&I Symposium, and \$64.00 from SHRM for National members.
A separate account will be opened in the future for D&I.

6. Committees and Chairs:

a. Administrator – Website (Wendy Button)

- The website is up-to-date.

b. BCTV (Bob O) – no report

c. Certification – Study Group (Bob O)

- Wendy reported that there were 6 individuals who expressed interest in the Fall 2019/Spring 2020 classes. 1 interested already has the material. 5 needed for the discount.

d. Chapter of the Year (Jessica)

- The nomination period for 2019 PA SHRM State Council Chapter of the Year Award is now open. Visit the PA SHRM Council Website at www.pashrm.org to print the nomination form. Deadline is Thursday, August 1, 2019 to pashrm@gmail.com.
- Jessica is working on the survey and asked for help from Board members to fill in some missing information. Debbie Ramsey passed around an email from Jessica listing what information was still needed to complete the survey.

e. Compliance (Susan Curtis) – no report

f. Diversity & Inclusion (Denise Lee)

- June 25th Symposium – Not all payments were received. Wendy will follow up. Approximately \$5,000 profit anticipated. Denise started going through the surveys. Results will be shared. There were favorable results. Denise will send survey to sponsors. There is interest by the committee to run the event again next year.

g. Engagement Committee (Nic Thomas) - Nic asked what the Chapter needs from the committee.

h. Historian - Claudia Wert will take over the Chair position. Claudia will be present at the August Board meeting.

i. Hospitality / Membership (Bill Gage)

- Bill presented the following figures: Current membership 215, December 2017 – 165, December 2018 – 156, and June 2019 – 163. Year-to-date we are up 7 new members who are also national members.
- Wendy will send follow up letters to guests.
- 144 mugs were ordered.
- Introduction of new members will only occur when they are in attendance.
- Over 50% of the time the new member application does not indicate how the applicant was referred to the Chapter.
- Follow up should occur with new members who have not attended after several meetings.
- Wendy will take care of confirming that member at large letters are mailed.

j. Legislative/A-Team (Whitney/Audra) – no report

k. Programming / Speaker Contact (Krista Pauley)

- Program calendar is up-to-date and distributed.
- One more speaker is expected to send information in for a Spring 2020 program.
- Krista is researching the possibility of offering webinars.

- Discussed the development of a survey to determine the best day for the Lunch & Learn series

l. Marketing (Nic Thomas)

- Discussed hosting a table at community events and possibly purchasing give-a-ways for marketing the Chapter. Nic will discuss with committee members and make recommendations for suggested items.

m. Sponsorship / Community Relations (Chuck Holder)

- Chuck created a list of approximately 20 prospective sponsors, 10 of which he feels are legitimate.
- He will contact Lancaster and Lehigh SHRM Chapters to find out how they handle sponsorships and will follow up with the Board via email with details.
- Discussed possible difference in pricing for non-profits
- Possibly listing past sponsors on the Chapter website for recognition
- Any potential sponsors should contact Chuck Holder or Wendy Button

7. New Business:

a. Volunteer Conferences

- August 3, 2019 – HR Change Agent Training – Carlisle, PA
- September 19 & 20, 2019 – PA SHRM State Conference – State College

b. Request from Amy Malecki to share Manpower's Safety Awareness Video with members on our website.

- Shane will respond to Amy that the Board was not in a favor of allowing the video to be shared on the Chapter website. He will suggest that Amy reach out to Krista to discuss sharing from a programming standpoint.

c. 2019 Healthcare Benefit Survey – Krista received an email from the Lancaster Chamber/Central Penn Business Group regarding a request to send a benefits survey to members. Request was approved. Wendy will forward to members.

8. Next General Meeting – August 13th – The Leader's 7! The 7 Languages Employees Need, Want & Benefit Hearing Most From Leaders, presented by Andre Young
9. Lunch and Learn – July 23rd – Unconscious Bias, presented by Denise Lee
10. Next Board Meeting – August 20th at the Wyomissing Family Restaurant & Bakery
11. Motion to adjourn – 8:49 am – unanimous