



BERKS COUNTY CHAPTER #179

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BOARD OF DIRECTORS Meeting Minutes

October 15, 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, Susan Curtis, Denise Lee, Beth Berrett, Wendy Button, Audra Donato, Nic Thomas, Claudia Wert

Attendees: Shane Keller, Bonnie Gruber, Beth Shartle, Debbie Ramsey, Bob Orzechowski, Chuck Holder, Bill Gage, Denise Lee, Nic Thomas

1. 7:34 am – Shane Keller - Called to order
2. Approval of the April 12, 2019 Board Planning Meeting Minutes – Bob Orzechowski and Nic Thomas
3. Approval of the September 17, 2019 Board Meeting Minutes – Bob Orzechowski and Bonnie Gruber
4. Review of General Meeting Critiques:
 - October 8, 2019 – Annual Legal and Legislative Update, Andrew Howe, Esq. – 15 met, 51 exceeded. 9 guests completed the critiques. Comments included: good speaker, very relevant to HR, always interesting and entertaining, fun and engaging, love the legal update meeting, awesome – great material, very informative, always enlightened.
 - Suggested upcoming meeting topics: ADA accommodations, workplace investigations and pre-employment testing
 - July 2019 Lunch & Learn – Unconscious Bias, presented by Denise Lee. 14 exceeded, 7 met. 18 critiques were completed. 14 were from members; 4 from guests. Comments included: room was loud and distracting to the speaker, helpful topic, thank you for the credit opportunity and lunch, Denise kept my attention and reminded me on things I need to continually be aware of, and great info! Include in Diversity Symposium 2020.

5. Treasurer's Report

Opening Balance \$22,021.54

Income \$2,337.00

Expenses \$2,001.99

Ending Balance \$22,356.55

6. Committees and Chairs:

- a. Administrator – Website (Wendy Button) – no report
- b. BCTV (Bob O)
 - There were no callers for the September broadcast.
 - Video testimonials will run before and after the broadcast.
 - A request was made by Bob O. that Board members participate in the broadcasts by being home viewers and either phoning in questions or comments to the panelists.
 - The next broadcast is scheduled for November 12th at 6:00 p.m. Andrew Howe, Esquire and Bob Orzechowski will provide a legal update.
- c. Certification – Study Group (Bob O)
 - There are 8 participants in the Fall 2019/Spring 2020. Good attendance by participants.
- d. Chapter of the Year (Jessica) – no report
- e. Compliance (Susan Curtis) – no report
- f. Diversity & Inclusion (Denise Lee)
 - The first planning meeting was held for the June 2020 D&I Symposium.
 - Sign-up sheets will be placed on the tables at the November Chapter meeting for volunteers to participate in the Diversity Ball.
- g. Engagement Committee (Nic Thomas) – report combined with Marketing Committee
- h. Historian (Claudia Wert) – no report
- i. Hospitality / Membership (Bill Gage)
 - 9 out of 9 new members were present at the August Chapter meeting, 6 out of 6 at the September Chapter meeting, and 3 out of 4 at the October Chapter meeting.
 - The Chapter is now getting credit for National members who are also Local members.
 - Berkshire Country Club is planning to increase the cost per person from \$14.50 to \$15.50. Bill will ask if they are willing to hold that for a year.
 - Options for change in venue are being researched.
- j. Legislative/A-Team (Whitney/Audra) – no report
- k. Programming / Speaker Contact (Krista Pauley) – no report
- l. Marketing (Nic Thomas)
 - Focus on increased recruiting efforts to generate interest in committees. This will be done by tying in social media such as LinkedIn and Facebook to increase educational awareness of each committee.
 - The question still remains, “What can be done to engage current members?”
 - Wendy prepared a meeting non-attendee list containing 73 names.
 - Follow up with members if they do not participate in a monthly Chapter meeting or Lunch & Learn within 3 months.
 - Set up a Chapter table at community events.
 - Nic suggested business cards for marketing the Chapter. Cards would contain meeting information. He will develop an example and share it at the next meeting.

m. Sponsorship / Community Relations (Chuck Holder)

- Chuck recommended and explained a 4-tiered sponsorship program. Costs will be set once the tiers are established. Chuck was asked to include numbers in his proposal and send out to Board members for review. Approval of the sponsorship program was tabled to the November meeting.
- Shearer Technical is the November Chapter meeting sponsor.
- Any potential sponsors should contact Chuck Holder or Wendy Button.

7. New Business:

- a. Chapter 179 Scholarship Policy & Application – The purpose of the scholarship is to defray the cost of certification for Chapter members. A motion was made by Denise Lee to approve the Scholarship Policy & Application. The motion was seconded by Bonnie Gruber. The Board unanimously approved the Scholarship Policy & Application.
 - b. PAL Dinner – Bonnie Gruber is working on this Chapter event.
 - c. Free Meeting Idea – Shane recommended a free meeting for members. January was selected as the free month. Information will be shared with members at a later date.
 - d. Meeting Venue 2020 - The Berkshire Country Club will not be available for the January Chapter meeting due to renovations. Options are being reviewed and quotes being requested.
 - e. 2020 Dues – Non-National members \$90. National members \$40. Beginning January 1, 2020, dues will be based on the month in which the member joins the Chapter. Total membership cost for both National and Non-National members will be divided by 12. Member will be billed for the months remaining in the year. This equates to \$7.50 per month for Non-National members and \$3.33 per month for National members.
 - f. Website update – Debbie suggested adding a tab to the Chapter website for HR Training & Events and will reach out to Wendy for the update.
8. Next General Meeting – November 12th – Help! I'm a Manager, presented by Scott Smith
 9. Lunch and Learn – November 26th – Topic to be determined, by Denise Lee
 10. Next Board Meeting – November 19th at the Wyomissing Family Restaurant & Bakery
 11. Motion to adjourn – 8:48 am – unanimous