



**Board of Directors Meeting  
January 27, 2014 (3:10 pm – 6:00 pm)**

Present – Silvia McCarron, Mike Klyop, Tim Dabrieo, Debra Paul, Dave Wheel, Joe Wentworth, Kathy Nelson, Tina Sharby, Anne Vallette, Deb Tuttle, Catharine Mirabile, John Roller, Deb Burkholder, Charla Stevens, Amy Cann, Walter Prior, Laurie Glaude, Phyllis Shurn-Hannah, Jennifer Kinville

Phone: Amy Wright, Claire Dunleavey

Minutes: The minutes of the December meeting were voted on and approved unanimously. John Roller made the motion to accept and Tim Dabrieo seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
Deb T and Anne	Check with Maine and Vermont to see if they are interested in a TriState Conference	
All	Check your information on the State Council website to be sure it is accurate	
Chapter Presidents	Review your Board Members information; send updates to John Roller and Amy Cann; include names, emails, and Board positions	
Chapter Presidents	Send event information to Amy Cann to put on the website	Ongoing
All	Conflicts of Interest Disclosure – submit to Silvia and Jenn	Feb 10
Amy W, Deb B, Charla, Anne	New mission statement and vision statement committee	
All	Send budgets for your CLA to Silvia and Jenn	Feb 27

**Strategic Planning – Phyllis**

**Mission Statement**

The State Council aids in the advancement of the Human Resources profession in the State of New Hampshire by providing the leadership and structure to NH SHRM members in order to consult together, promote learning, foster communication, facilitate exchange of vital ideas and information and provide the vision to meet the HR challenges of today and the future.

Take the following into consideration when revising:

- Community
- Businesses in state
- HR professionals
- Students
- SHRM Chapters

All SHRM members in state  
Border states

Change “aids” to actively promotes.

### **Vision Statement**

3-5 years from now

Thoughts for vision statement:

Well respected with other State Councils

Go-to/expert for HR issues

Resource to HR Professionals, business owners, legislators, and anyone in the State on HR issues

Visible to, known by, and respected by the Chapters

Looking at innovative HR practices

Known for identifying trends in HR

Skills of HR professionals and business skills

### **SHRM Vision**

To be a globally recognized authority whose voice is heard on the most pressing people management issues of the day – now and in the future.

### **HR Council Vision – Draft**

To be the regionally recognized resource on the most pressing human resources issues of the day – now and in the future.

Need to include business/industry

Committee volunteers: Amy W., Deb B., Jenn, Charla, Anne and Silvia will present draft at next meeting.

### **Highs and Lows for last year**

**Highs** - What are our organization-related “celebrations” from the last year? Where have we made a difference?

Website

2 items came to fruition after years of work

HR North – satellite / member service areas; members and events

Diversity Workforce Coalition – gained members; first year of events

Growth of Legislative Conference

Increased financial position – money in the bank

Succession planning

New Workforce Readiness initiative – pilot

New collaborations

Strategic HR Conference

CT Webinars

**Lows** - What were the disappointments? What didn't happen as planned?

Platinum Award – did not meet Platinum criteria

What is the full purpose of the State Council?

No Bylaws from SHRM

### **Environmental Scan – Internal**

What is going on inside the organization that influences the success of our organization?

#### **Positives**

Executive leadership – State Council  
Succession planning  
People want to be part of the State Council  
CLAs doing well and working well together with the Chapters  
Gaining an identity  
Developmental opportunities – State Council Leadership Conference  
Money – financial position is good; increase in funds from previous year  
Helped HR North member service area get up and running  
Recruiting new members – influx of new energy and new ideas  
Genuine respect for each other  
Great collaboration between GSHRC and State Council  
Partnership with Strategic HR Conference

#### **Negatives**

CLAs are silos; need to increase committee work/teamwork and partnerships  
Lack of collaboration with other states (including Vermont and Maine)  
Time constraints of volunteer; multiple volunteer positions  
Volunteer onboarding / clarity of roles  
Marketing to volunteers  
Distance to meetings

### **Environmental Scan – External**

What is going on outside of the organization that could influence the success of our organization?

#### **Positives**

People need information fast; State Council is a resource  
Need for HR – legislative issues, etc.

#### **Negatives**

People not getting employers to support them to attend events  
Succession planning – getting more people to events and the interested/exposed to volunteer  
Competition – Overabundance of information and other events; what makes us different?  
Companies focus on legislative changes vs strategic  
Lots of people doing HR work without HR background / how do we get them to understand Chapter and State Council resources/training  
Engaging At-Large members

**Strengths** - what do we have that our competition does not and they can't easily get:

- Relationship with chapters / community, etc. ☺☺☺☺☺☺☺☺
- Dissemination of information to chapters ☺☺☺☺
- Collective expertise ☺☺☺
- Identity – developing ☺☺☺
- Finances ☺
- Great people ☺
- Commitment / dedication
- Relationship with SHRM National
- Centralized resource; one-stop shopping
- SC Conferences – Legislative, Leadership, GSHRC

**Weaknesses** - what does our competition have that we do not and can't easily get?

- Not understanding the role of the SC ☹☹☹☹☹☹☹☹
- Not enough information sharing from SC to chapters ☹☹☹☹☹☹☹☹
- Not as visible or known as the go-to-resource for HR ☹☹☹☹☹☹☹☹
- Focus – mission to tie everything together ☹☹☹☹
- New member orientation ☹
- Social media ☹
- Silos, not utilizing expertise
- Limited resources

**Opportunities** – what are the big picture issues that we should be concentrating on:

- Connecting/partnering with other community organizations – reach professionals other than HR ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Cross chapter collaboration – working together, especially with CLAs ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Social media / marketing ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Young Professionals ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Companies understanding the importance of HR ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Webinars ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Strategic positions on the Board ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Determine who is our customer ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Pay for experts, recognize when an expert is needed ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Senior HR Group ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺
- Finances – allocation of funds (scholarships for each chapter)

**Threats** – what can get in the way of our successes:

- Companies not understanding the importance of HR ☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹
- Differentiating the SC from the competition ☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹
- Volunteer resources ☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹
- Time ☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹☹
- Attracting members – marketing
- When and how programming is offered
- Competition
- Economy

## **Next Steps**

Gap Analysis

Barriers to Success – action plan worksheet

## **Legislative Conference**

The Legislative Conference will be held on Thursday, May 8th in Concord at the Holiday Inn. Please mark your calendars with the date. The committee had a planning meeting on Friday and the agenda is a work in progress. They are planning to use local speakers this year. Additional topics for the conference will include the Affordable Care Act which is still a hot topic. Amy, Anne, Mike, and Joe are working on sponsors. The cost will be \$95 again this year. There will be a discount of \$20 if you sign up for both the GSHRC and Legislative Conferences.

## **GSHRC**

The GSHRC will be held on Tuesday, April 29th and the theme for the conference is The Power of Talent. Save the date notices have gone out and registration opens next week for early bird registrations. Credits have been approved and some have been resubmitted for strategic credits. All sponsorships have been filled but there is still room for exhibitors. They are looking into having a conference app this year. Webinars will not be offered this year since it was not cost effective. It was expensive to do and not many people purchased the webinar package.

Please consider nominating a worthy candidate for the HR Hero Award. See the website for additional details.

There has been talk over the years about the relationship between the State Council and the GSHRC. It seems to be time to move the GSHRC under the umbrella of the State Council. The GSHRC started 16 years ago while the State Council has been around for 12 years. They are currently separate entities with separate bylaws and boards but work together collaboratively.

It has been discussed to have a Board position for the conference chair and there would be a committee. The existing GSHRC funds would be restricted funds that would be used for the conference and would not be general funds for State Council business. The GSHRC's focus has always been to provide a good conference and also to give back to the State Council and the Chapters. While this has been a topic of discussion for years, it seems that this is the right time. The State Council is in a position to take this on and would be able to use resources more efficiently. Each Board currently has some of the same positions and we could combine them. Also, a few members are on both Boards. There is an event planner that does a lot of the administrative work for the conference.

We agreed that we support this and Laurie plans to discuss this matter at the next GSHRC Board Meeting.

## **SHAPE – 2013**

Silvia expects we will receive the Silver Award. It does not appear that we will qualify for Gold due to our membership numbers which did not increase enough to meet the Gold criteria.

There were a lot of great initiatives in 2013 including Membership, Workforce Readiness (pilot program), College Relations, HRCI (scholarships approved), and Chapter Liaison (more connection with Chapters) Membership, workforce readiness (pilot program)

Deb provided a summary of the work she and Therese were involved in last year including developing the UNH/SNHU connections and working with the NH College and University College. They met with students who asked about a day in the life of HR and were amazed at some of the issues HR professionals handle. Phyllis reminded Deb of the Student Conference in Rhode Island and suggested that we could subsidize students to attend the conference.

**Diversity Workforce Coalition (DWC)**

Tina provided a DWC update. The first meeting will be on Thursday, March 27<sup>th</sup>. It will include a meet and greet, best practices, and making a business case for diversity. The details, including speakers, location, and time are yet to be determined. Members of the State Council are invited to attend and Chapter Presidents are encouraged to share event information with their Chapters.

The DWC may be sharing a booth at GSHRC with State Council/SHRM. Chapters are also welcome to submit materials to have at the booth. They are working on a trifold and other marketing materials. 11 member organizations have joined the DWC. Membership is slow but with an event planned, they are hoping to increase membership.

John Wilson was unable to attend. Silvia shared that he is looking forward to working with the Diversity Chairs at each Chapter in the coming year.

**Leadership Conference**

It is never too early to begin planning the Leadership Conference. Conference committee volunteers include Tina, Laurie, Jenn, John R, Charla, Anne, Deb T. and Silvia. There was discussion about whether or not to have a TriState Leadership Conference with Vermont and Maine. Deb and Anne will reach out to members of the Vermont and Maine State Councils to see if they are interested.

The conference is in the fall and they will coordinate with Chapters to be sure that the date is not too close to their monthly meetings.

**Linked In – HR State Council**

Make sure you link to the HR State Council group! Charla discussed that she is getting a lot of requests and is questioning where to draw the line. Everyone agreed her approach has been appropriate.

**SHRM Annual Conference**

There will be information coming out soon for this year’s conference. Wait for the information on the discount, but get your hotel room now.

**Treasurer – Jennifer**

The 2013 year end Treasurer Report was distributed for review. Please submit budget items by February 27, 2014.

**Treasurer’s Report for January 27, 2014  
Current Balance**

Checking Account Balance	\$32,420.40
Pay Pal Balance	\$0.00

<b>Total Balance</b>	<b>\$32,420.40</b>
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**2013 Summary**

January 1, 2013 – Balance	\$20,036.73
December 31, 2013 – Balance	\$32,420.40
<b>Profit</b>	<b>\$12,383.67</b>

- 2012 Profit \$9,031.80
- Includes \$4,610 in 2012 budgeted items received in 2013 – GSHRC \$4,210 and Chapter donations for 2012 Ski & Stay \$400

**Transactions since December 6, 2013**

Strategic HR Conference Grant	\$2,700.00
SHRM National Grant	\$2,000.00
NH Food Bank Donation	-\$1,000.00
Diversity Workforce Coalition Donation	-\$1,000.00
SHRM Leadership Conference Expenses	-\$1,124.99

**2014 Budget**

Please submit Budgets for 2014.

**Next meeting ~ Friday, March 21, 2014 ~ 8:00 – 10:00 am - McLane in Manchester, NH**

**2014 HR State Council of NH Meetings**

- Monday, May 19, 2014 ~ 3:00 – 5:00 pm – Laars, Rochester
- Friday, July 25, 2014 ~ 8:00 – 10:00 am – Conference Call
- Monday, September 29, 2014 ~ 3:00 – 5:00 pm – McLane, Manchester
- Friday, December 5, 2014 ~ 8:00 – 10:00 am – McLane, Manchester

If you are interested in hosting a meeting, please see Silvia.

**State Council / GSHRC Events**

- Tuesday, April 29, 2014 ~ Granite State HR Conference
- Thursday, May 8, 2014 ~ Legislative Conference

**Other Events**

- SHRM Annual Conference ~ June 22-25, 2014 – Orlando, FL
- SHRM Northeast Regional Student Conference ~ April 11-12, 2014 – Providence, RI
- Strategic HR Conference ~ October 19-21, 2014 – Bretton Woods, NH

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer