



**Board of Directors Meeting**  
**March 21, 2014** (8:03 am – 9:55 am)

Present – Silvia McCarron, Charla Stevens, John Roller, Dave Wheel, Deb Burkholder, Kathy Nelson, Deb Tuttle, and Jennifer Kinville

Phone: Phyllis Shurn-Hannah, Anne Vallette, Claire Dunleavy, Bud Bernstein, Debra Paul, John Wilson, Jim Reidy, Laurie Glaude, Tim Dabrieo, Mike Klyop

Minutes: The minutes of the January meeting were voted on and approved unanimously. Charla Stevens made the motion to accept and John Roller seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
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	
Amy W, Deb B, Charla, Anne	New mission statement and vision statement committee	
All	Send budgets for your CLA to Silvia and Jenn	
All	If you are interested in volunteering at the SHRM Student Conference in Rhode Island April 11-12, please see Phyllis	
Chapter Presidents	Bring handouts to the GSHRC to display at the State Council / SHRM booth	Apr 29
All	See Jenn if you are interested in working at the State Council / SHRM booth during breaks/lunch; several shifts are available	Apr 21

**Director – Silvia McCarron**

Regional Summit

Silvia attended the SHRM Regional Summit in February. The Regional Summit is a time for State Council Directors to meet, share information, and network. SHRM decided not to hold this conference any longer. Everyone at the conference shared their disappointment. SHRM plans to include some of the information in the regional council meetings at SHRM’s Annual Conference and the SHRM Leadership Conference. A lot of the smaller chapters were unable to attend due to cost and looked at how to best share that information.

Elissa O'Brien, SHRM's VP of Membership, shared a lot of thoughts and direction of SHRM's Membership. The membership team will be restructured, but there are no further details. SHRM is encouraging more 100% chapters.

HRCI Representatives attended the conference. Attendees shared concerns about the turnaround time being too long. Linda Anguish, Director of Certification Products believes the timeframe has been 4 weeks for these approvals, however, there may be a delay due to appeals or questions about the type of credits. If the time has been longer than 4 weeks, please submit information to Silvia. In addition, there were questions regarding programs that were submitted 2 years ago which were approved for Strategic credits are now considered General. The requirements for Strategic credits have changed and they are now called Strategic Business credits which places an emphasis on big picture business. Many times the type of credits awarded is based on how the summary is phrased. In order to qualify for Strategic Business credits, the primary focus of the meeting should be listed as big picture and not the details of the HR body of knowledge. When submitting for credits, consider not checking off all the areas of knowledge and focus on the big picture focus of the meeting.

#### Leadership Conference

Silvia talked with Maine and Vermont about a Tri State Leadership Conference. They are onboard for doing this in 2015. Deb T and Anne will contact the Sheraton and Wentworth by the Sea to check pricing.

#### Strategic Planning

Silvia is looking for volunteers to join a strategic planning committee. The committee will look at the results from the 2014 Strategic Planning and look at our strategic plan for the next 3-5 years. Thanks to John Roller, Deb Tuttle, Deb Burkholder, Tim Dabrieo, and Jenn Kinville for volunteering.

#### Mission and Vision Statements

##### Mission Statement Discussions

First bullet – reasoning behind this is to include SHRM at large members.

Resource – what does it mean; being the go-to; serving as a resource rather than offering resources; sounds like we may be offering money.

Business leaders and community members – we want to include small business owners, leaders of companies with no HR.

We will send out redraft and will vote.

##### Draft Mission Statement:

The HR State Council of NH's mission is to actively promote the advancement of the human resources profession by:

- Providing leadership and structure to NH SHRM members and chapters.
- Creating opportunities to communicate and facilitate the exchange of vital ideas and information for members of the HR profession and the business community.
- Actively promoting the professional development of current and future HR professionals.
- Serving as a resource to proactively meet the HR challenges of today and the future.
- Partnering with State and Federal Legislators to advocate on issues of significance to employers and employees.

### Vision Statement Discussions

Regionally – we want it to be NH, regionally, and nationally

Most pressing – what is the threshold; challenges and opportunities

Contemporary – rather than now and in the future

The committee will regroup to discuss the vision statement.

### Draft Vision Statements

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

To be the recognized resource on human resources issues – now and in the future.

To be the recognized resource on HR challenges and opportunities – now and in the future.

To be the recognized resource on contemporary HR challenges and opportunities.

### **Past Director – Charla Stevens**

Charla is working on the orientation materials which will include job descriptions, By-Laws, CLIF, etc. If you have ideas for the orientation materials please see Charla.

### **SHRM Update – Phyllis Shurn-Hannah**

SHRM Northeast Regional Student Conference – The conference will be held in Rhode Island April 11-12. If you are interested in volunteering, please contact Phyllis. She asked us to consider sponsoring the event.

Eblasts - Please submit your request for Eblasts 10 business days advance notice. They have previously requested a 5 day advance, but have extended it to 10 days. More time would be better in order to ensure that it gets approved in time to be sent out.

Webinars – Please see the SHRM website for a complete listing of webinars and conference calls; by chapter size, CLAs, etc.

SHRM Emails - Encourage chapter leaders to read emails and go over information at Chapter Board meetings

### **Strategic HR New England Conference – Bud Bernstein**

Bud thanked New Hampshire for their support of this conference. All 6 New England State Councils have endorsed the conference again this year. The conference will be held October 19 – 21 at the Mount Washington Hotel.

This year, they are branding the conference as an experience. Sunday will focus on big ideas, Monday will focus on strategic and business planning, and Tuesday will help attendees figure out how to bring what they learned back to their workplaces.

If you would like to hold a seat for this conference, please email Bud at [bud@mainehr.com](mailto:bud@mainehr.com). There are discounts for State Council and Chapter members. Please see the website for details on the key note speakers and the topics.

**Treasurer – Jennifer**

The March 21, 2014 Treasurer Report was distributed for review. If you have not submitted your budget requests, please send them to Jenn and Silvia.

**Treasurer’s Report for March 21, 2014**

**Current Balance**

Checking Account Balance	\$29,922.17
Pay Pal Balance	\$0.00
<b>Total Balance</b>	<b>\$29,922.17</b>

**Transactions since January 27, 2014**

SHRM Regional Summit – Silvia’s travel expenses	-\$1,337.60
Holiday Inn – room deposit for Legislative Conference	-\$400.00
State Council Strategic Meeting – food/beverages	-\$177.40
Meghan Porcelli – SHRM Student Conference scholarship	-\$500.00
Jenn Kinville – name badge materials and stamps	-\$83.23

**2014 Budget**

Please submit Budgets for 2014.

**Chapter Liaison – John Roller**

John is working on several initiatives including branding the State Council more in the business community and the government, reaching out to chapters, and the leadership guidebook for new leaders.

**Membership – Anne Vallette and Catharine Mirabile**

No updates to report.

Budget request is \$2,000.

**HR North – Claire Dunleavy**

Claire shared that their last event featuring Bob Faw had 41 attendees. She will be sending out information on their next event which is scheduled for May 28.

**Website – Amy Cann**

No updates to report.

### **Legislative Action – Jim Reidy**

#### Legislative Conference

The Legislative Conference will be held on Thursday, May 8th in Concord at the Holiday Inn. Please save the date. 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.

The committee had a planning meeting yesterday and the agenda is coming together. The Governor and Chair of the House Labor Committee have agreed to meet with us. They are working with the Chair of the Senate Commerce Committee to see if we can get a commitment to participate.

The agenda will be similar to prior years. The morning will include an introduction from Silvia, Congressional Legislative and Regulatory Update from Jim Reidy, NH BIA Legislative Update by Dave Juvet, A-Team Recap by the A-Team Captains, and Panel Discussion on Selected Workplace Bills by Chapter Legislative Chairs. Legislators will be invited to lunch. The afternoon begins with a NH BIA Strategic Economic Plan by Jim Roche followed by an option to go on a tour, attend a hearing (if scheduled), and meetings with Legislators. Everyone will head back to the Holiday Inn for a meeting with the Governor, a discussion on pending bills, and a reception at the Barley House.

Deb Tuttle is working on submitting the materials for HRCI credits. Jim will send Deb the ebrochure and the bios of the presenters. Mike Klyop is working on finalizing the sponsors. There are some new sponsors this year. Registration has been on the slow side.

Please share the information regarding this conference with your chapters. We would like to target a minimum of 10-15 members from each chapter. Several chapters are giving scholarships to members in addition to sponsoring the event.

#### Other Legislative Updates

Jim, Catharine, and Katie Marble attended the SHRM Employment Law and Legislative Conference in Washington, DC last week which also included a SHRM Capitol Hill visit. They met with staff members of Senator Shaheen and Senator Ayotte. They discussed bills including ACA and immigration reform.

### **College Relations – Deb Tuttle**

The NH College and University Council is holding a job fair on April 2 from 2:00-5:00 pm. All 16 colleges and universities in NH will be sending students to that event. There are several people attending on behalf of State Council including Deb Tuttle, Therese Gesel-Towne, Silvia McCarron, and Kevin Wilson (SHRA College Relations chair). Deb will send out information as to what the students will be looking for which may include interview tips and resume writing. If you are interested in helping out, please see Deb.

The 2014 SHRM Regional Student Conference for the Northeast will be held in Providence, RI April 11-12. A Franklin Pierce University student was awarded a \$500 scholarship to attend the conference.

Budget request is \$1,500.

### **Workforce Readiness – Deb Burkholder**

Workforce Readiness and College Relations are working together to determine where they overlap and how to continue to work together. They are focusing on events that will provide maximum results. Ex – last year they did an event for students and young professionals and this year they are looking at doing an in service program where they will work with counselors and teachers.

Deb is looking at internships, externships, refreshing resources (including the workforce readiness toolkit), and working with the local chapters which are doing their own programs.

Budget request is \$1,000 which would include costs for mileage for volunteers to travel to events.

### **Diversity – John Wilson**

John is planning to have 3 meetings with chapter Diversity leaders to discuss issues and provide guidance. He would like to bring in a facilitator for those meetings.

He gave a shout out to Dave Wheel for his proactive approach on expanding the perception of diversity. Many think of it as age, sex, race, etc. but Dave is helping to change that.

Budget request is \$750.

### **SHRM Foundation – Tim Dabrieo**

State Council is a SHRM Foundation Champion! Thanks to Tim and to everyone who donated to the SHRM Foundation. There are significant changes in the SHAPE plan this year for SHRM Foundation.

Tim plans to hold raffles at the various conferences (GSHRC, Legislative, and Leadership) to benefit the SHRM Foundation. He plans to spend approximately \$100 for each raffle basket.

Tim is offering time to go to Chapters to talk about SHRM Foundation and educate them about the SHRM Foundation.

Budget request is \$400.

Notes from Tim:

[There are some changes to the SHAPE plan, in regards to SHRM Foundation requirements, for 2014.](#)  
[The requirements to become a SHRM Foundation Chapter Champion remain the same, with one change.](#)

[The first requirement to become a Chapter Champion is that you must make a chapter contribution to the SHRM Foundation, without completing that you will not qualify. Then you must complete one of the following additional items:](#)

- [Designate a Foundation Liaison for your chapter tasked with educating chapter members about the purpose and initiatives of the Foundation, organizing events and fundraisers to benefit the Foundation and communicating with the SHRM Foundation staff. If you have a Foundation Core Leadership Area \(CLA\) Liaison, you've met this requirement. This role may be combined with another volunteer leader role.](#)

- Hold at least one special event to benefit the SHRM Foundation. For example, this event could be a 50/50 raffle, silent auction, golf outing, etc.
- Conduct a Chapter Leadership Campaign to encourage chapter board members to lead by example by making their individual donations of at least \$25 each with an optimal goal of 100 percent participation. Your chapter will be responsible to monitor/track this activity.
- Increase your chapter's contribution to the SHRM Foundation over its 2013 contribution.

The first bullet is new, essentially if your chapter contributed funds and you have a person designated to educate your members about the Foundation- you have qualified! Please keep in mind that as your chapter seeks SHAPE award levels, you will have to complete more and more of the above initiatives.

The other significant change is recognition credits or how your chapter is "credited" with individual donations. Beginning this year, if an individual makes a donation to the SHRM Foundation, that donation will automatically be credited to the Chapter that they have designated as their local chapter through SHRM. Not only that but that donation amount is also included in the Chapter contribution amount for that year. In addition, if you currently serve as a volunteer with the State Council, that donation is also credited to the State Council as well. This can be confusing for people, please let me know if you have any questions.

Lastly, I know that most chapters do not have someone in place to serve the role of SHRM Foundation Chair at their Chapter. I would be happy to attend a chapter meeting and spend 5 minutes at the beginning of your meeting to share with your membership what the SHRM Foundation does and all of the resources that are available to SHRM members from donations to the SHRM Foundation. Just let me know if you are interested.

#### **HRCI – Mike Klyop**

No updates to report.

Budget request is \$2,000.

#### **Social Media/Marketing – Joe**

No updates to report.

#### **GSHRC – Laurie Glaude**

The GSHRC will be held on Tuesday, April 29th and the theme for the conference is The Power of Talent. Registration is open and there is still time to register and receive the early bird discount. Registration is slow. All sponsorships have been filled but there is still room for exhibitors.

Credits have been approved and some have been resubmitted for strategic business credits. 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.

#### **Merge of State Council and GSHRC**

The GSHRC voted in favor of merging the State Council and GSHRC. A few of the particulars are that the assets from the GSHRC will be segregated from State Council funds, there will no longer be a

GSHRC Treasurer, there would be a state conference board seat on the State Council, there would be a state conference committee, and the GSHRC entity would no longer exist. Charla has offered to help with the legal documents required. Laurie will send the GSHRC By-Laws to Charla.

Previous Discussions regarding the merger:

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.

Vote – Propose to merge the State Council and GSHRC.

Deb Tuttle made the motion, Charla Stevens seconded the motion. It was approved unanimously.

#### **GSHRC Booth**

The State Council and SHRM have a booth at the conference. All chapters are invited to bring handouts to the GSHRC to display at the booth. We do have a booth pass which provides access to the general sessions and all meals. Dave Wheel is willing to do that. Thank you, Dave.

In addition, we would like to have additional people available for booth coverage – especially during breaks. If you are interested in volunteering to help with booth coverage, please see Jenn. Thanks to Claire for volunteering!

#### **ESGR Program – Dave Wheel**

Recently, there have not been a lot of deployments or returning troops. There are more and more veterans coming out of active duty and more veterans/guard members in candidate pool. He is helping to educate businesses on what that means for them. There are a lot of skills and knowledge that veterans have and can offer.

#### **Diversity Workforce Coalition (DWC) – Tina Sharby**

John provided a DWC update. The first meeting will be on Thursday, March 27 in Manchester. Registration begins at 8:30 am and the meeting is scheduled through 11:00 am. The details, including



speakers, location, and time are included on their website ([www.diversityworkforce.org](http://www.diversityworkforce.org)) and the State Council website. Members of the State Council are invited to attend and Chapter Presidents are encouraged to share event information with their Chapters.

They are applying for HRCI credits and he is offering a complimentary pass for a State Council member. The cost to attend is \$30, but if you need assistance with the cost, please contact John.

Mike Klyop is attending and is willing to attend to represent State Council and MAHRA.

### **Local Chapter Updates**

No updates to report.

**Next meeting ~ Monday, May 19, 2014 ~ 3:00 – 5:00 pm – Laars, Rochester, NH**

#### **2014 HR State Council of NH Meetings**

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 New England Conference ~ October 19-21, 2014 – Bretton Woods, NH

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer