



Board of Directors Meeting
May 19, 2014 (3:05 pm – 5:00 pm)

Present: Charla Stevens, Deborah Burkholder, Amy Cann, Tim Dabrieo, Kathy Nelson, Jennifer Kinville

Phone: Phyllis Shurn-Hannah, Tina Sharby, John Roller, Jim Reidy, Deb Tuttle , John Wilson

Minutes: The minutes of the March meeting were voted on and approved unanimously. Deb Tuttle made the motion to accept and Tim Dabrieo seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
Jim	Send updated list of pending NH bills and pictures from the Legislative Conference to Amy for the website	
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
Charla	Send an email to State Council with Director Elect job description; interested candidates should apply to Charla	
Charla	Work with Laurie on the merger of State Council and GSHRC; review of agreements and proposed changes	
Laurie	Send GSHRC By-Laws to Charla for review	
All	If interested in attending the Strategic HR Conference and/or the SHRM Leadership Conference, please email Charla	June 30 th
All	Please see Deb if you are interested in helping out with the event on June 27 th (see Workforce Readiness section for more info)	June 16 th

Director – Silvia McCarron

Tri State Leadership Conference - 2015

Deb Tuttle has reserved the Sheraton in Portsmouth for August 6, 2015 for the Tri State Leadership Conference. Maine and Vermont are on board and planning is underway.

Leadership Conference - 2014

Save the date! The Leadership Conference will be held on October 2, 2014 at The Derryfield in Manchester. Jen Shirvani and Robin Albert are confirmed speakers for this event. Big thanks to Deb Tuttle for leading the charge. Deb will be activating the committee that volunteered to help with this conference – so be ready! Phyllis suggested covering information about the State Council roles, relationship to the chapters, and the VLRC.

Mission and Vision Statements

The Mission and Vision Statements were worked on at our March meeting. As a reminder, below are the latest drafts. The subcommittee will get together to work on redrafting the Vision Statement and will send it out for a 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

Thanks to Charla for stepping in to help lead the State Council.

Votes

By-Laws

The By-Laws were revised in 2013 and were sent to SHRM for approval. The By-Laws were distributed prior to the meeting in order to review them. The major change was to increase the size of the Board to “not more than 28 members”. This allows us flexibility to add members as needed.

Motion to approve the By-Laws was made by Amy Cann; Seconded by Tim Dabrieo. The By-Laws were approved unanimously.

SHRM Foundation

We discussed making our first contribution to the SHRM Foundation for 2014. In order to get Platinum, we need to contribute \$1 more than we contributed last year. In 2013, we contributed \$2,000 in donations

which included a \$1,000 donation, a \$500 tribute to Joe Wirtz, and \$500 in lieu of speaker fees for Lisa Horn. In addition, there was a total of \$905 donations for raffles at the various conferences. In 2014, individual donations are also counted toward the State Council's total contributions.

Motion to approve donating \$1,000 to the SHRM Foundation was made by Tim Dabrieo; Seconded by Amy Cann. The \$1,000 donation to the SHRM Foundation was approved unanimously.

Strategic HR New England Conference – Bud Bernstein

Bud continues to thank 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.

There are discounts for State Council and Chapter members. The discounted rate is \$825. Please see Jenn for the discount code.

The State Council receives 2 free attendances – for the Director and Director-Elect. We would like to send a couple of additional people to the conference this year. The State Council will pay for registration to the conference. If you are interested in attending, please email Charla.

SHRM Leadership Conference – Nov 20-22

The SHRM Leadership Conference will be held November 20-22 in Washington, DC. The Director and Director Elect generally attend and a member of the Membership Committee. SHRM covers some of the costs for those positions. The State Council covers the remaining costs including travel and per diem amounts for meals.

If you are interested in attending, please email Charla. The cost of the conference and travel will be covered but meals will not be covered, in accordance with our previous vote on per diem rules.

Director Elect

We will be having a vote in July for the Director Elect position. Since the July meeting is a conference call, we will plan to have the vote online (ex. Survey Monkey) to have a confidential vote. Charla will email the entire State Council with the Director Elect job description. If you are interested, please email Charla with your resume and a letter of interest. Our By-Laws state that the Director and Director Elect are voted on by the Board.

SHRM Update – Phyllis Shurn-Hannah

SHRM is getting ready for the Annual Conference coming up in June in Orlando. Deb Tuttle will be attending the conference. On Sunday, June 22nd, there will be a meeting for State Directors that will replace the Regional Summit. Please visit the Volunteers Leader Lounge in Orlando!

SHRM Updates are now available online on the VLRC. Please be sure to tell your Chapter Presidents and State Council members about this. It will no longer need to be emailed from the State Council Director.

SHRM does have an opening for a VP of HR based in Alexandria, VA. Please see the website for the job description.

SHAPE Excel awards have been determined. New signs will be going out. They are pop ups instead of the banners – many people have found the banners to be cumbersome.

CLA webinars are continuing; check out the VLRC for more information. Also, there is a new section for MAC and regional updates.

SHRM Certification – There is a new HR Certification program based on the competencies required to be an effective HR professional. This has been in the works for a couple of years. There will be a transition period for everyone who is currently certified. It is unclear as to how HRCI will handle this transition. More information will be released in the coming months.

Treasurer – Jennifer

The May 19, 2014 Treasurer Report was distributed for review.

Treasurer’s Report for May 19, 2014

Current Balance

Checking Account Balance	\$30,898.07
Pay Pal Balance	\$0.00
Total Balance	\$30,898.07

Legislative Conference

Income – Sponsors	\$3,300.00
Income – Chapters	\$1,800.00
Income – Registrations	\$4,170.00
Total Income	\$9,270.00
Expenses	-\$4,591.75
Net Income	\$4,678.25

2013 Legislative Conference Net Income was \$5,756.04

Legislative Conference – Accounts Receivable

Granite State HR Conference	\$2,175.00
MAHRA – Conference Winners (2)	\$190.00
Sponsor – Employment Practices Group	\$300.00

SHRM Foundation

Raffle Expenses	-\$56.04
Raffle Income – Donated to SHRM Foundation	\$60.00

Other Transactions Since March 21, 2014

March State Council Meeting – Breakfast	-\$46.87
Jim Reidy travel expenses; SHRM Employment Law & Legislative	-\$160.67
Gifts for Silvia and Anne	-\$189.11
PO Box Renewal	-\$122.00
CT State Council Webinars – Revenue	\$106.30

2013 Form 990-N

HR State Council of New Hampshire 990-N was submitted and accepted by the IRS.

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.

Presidents Guide Book

John is working on a book for new Presidents to include information including best practices. He will include information from VLRC.

Council Visibility

The State Council has access to a pretty large network of HR professionals and he is hoping to increase the visibility of the State Council to become a well-known resource. He is looking to do a pulse survey. He wants to include hiring activity and identify trends. Deb Burkholder is interested in taking part in this project.

Membership – Anne Vallette and Catharine Mirabile

No updates to report.

HR North – Claire Dunleavy

No updates to report.

Website – Amy Cann

Amy went through the website for those who attended in person. As we discussed various topics, she went to the appropriate page. It was very helpful! The website is SHRM sponsored, so there are limitations but it is very user friendly. She showed us the Inner Circle and how we can capture information for those who would like to receive updates.

Legislative Action – Jim Reidy

Legislative Conference

The Legislative Conference was held on Thursday, May 8th in Concord at the Holiday Inn. It was a successful event which included presentations by Dave Juvet and Jim Roche from the NH BIA. There

were panel discussions on workplace bills and pending bills and an update from the A-Team. Representatives James Gray and Jack Flanagan joined us during some of the meetings and lunch.

The visit to the State House was a huge hit! In addition to a wonderful tour by Virginia Drew, we were able to meet with Senator Andy Sanborn, Chair of the Senate Commerce Committee and Representative Andrew White, Chair of the House Labor Committee, and Representative Sally Kelly, a member of the House Labor Committee. To top it off, we had a brief meeting with Governor Maggie Hassan.

The survey feedback was great and our profit looks to be around \$4,500. Great job to Jim and the rest of the team who helped out on this event.

Jim sent out a supplemental update after the conference regarding some of the votes on bills that were discussed. Jim will send an updated list of pending NH bills to Amy for the website.

College Relations – Deb Tuttle

Deb Tuttle and several others participated in 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 were represented. It was a huge success.

On May 22, there is a networking event at Franklin Pierce University. Deb is working with Kathy Nelson and Maria Manus Painchaud from the Concord Chapter. Franklin Pierce University does offer courses that qualify for SPHR and PHR credits.

Deb is also working with PACE Academy to secure internships for some of the students. Deb is also working on internships with Milly Ouellette.

Congratulations again to Meghan Porcelli who won a scholarship to attend the SHRM student conference. Please see the announcement and her picture on the website.

Deb T is continuing to collaborate with Deb B on Workforce Readiness.

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 B and Deb T worked on a handout that they put on the table at the GSHRC and the Legislative Conference.

They are working on partnerships with ACT State Organization, NH Works Youth Council, and Universities and Colleges.

Deb was interested in establishing a partnership with the Business and Industry Association of NH (BIA). Dave Juvet and Jim Roche from BIA presented at the Legislative Conference.

Discussion: Dues are based on payroll but since we do not have payroll, there is a little confusion about what our dues would be. There is a standard price of \$271 for businesses. Everyone agreed that this would be a great partnership for the State Council. Deb will work with Jenn on dues payment.

Vote:

Motion – we authorize up to \$300 for BIA membership and that Deb can go ahead and do that Charla/Amy; Approved

Motion to approve Deb to complete the process of becoming a member of the BIA up to \$300 was made by Charla; Seconded by Amy. This was approved unanimously

NH Works Youth Council and the Department of Resources and Economic Development (DRED) They are working on an evening program for young professionals and student which will be held on Friday, June 27, 2014. It will be a 4 hour workshop on resume basics and will be held in Concord. One of the issues that they are working on is helping individuals who have been in jail. They are looking at how to get across the barriers for individuals looking for work to be seen as viable candidates. Please see Deb if you are interested in planning this workshop or being part of a panel.

Diversity – John Wilson

John is planning to reach out to the Diversity chairs at the various chapters to meet later this year. He welcomes them all to attend the DWC meeting as well.

SHRM Foundation – Tim Dabrieo

Tim shared that the SHRM Foundation reports are back but he is having difficulty because they are not accurate. A few people have told him that donations were made but they are not on the report.

Below is a reminder about changes to the SHAPE plan – and Tim’s offer to attend Chapter meetings to talk about SHRM Foundation.

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

Mike will be participating in calls and getting up to date with all information regarding the new SHRM Certification and how it impacts those who are certified through HRCI.

Social Media/Marketing – Joe

No updates to report.

GSHRC – Laurie Glaude

Laurie was unavailable for the meeting but will provide an update at our next meeting about the successful GSHRC which was held on April 29th.

Merge of State Council and GSHRC

At our March meeting, it was announced that 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. We voted in March to merge with GSHRC.

Charla has offered to help with the legal documents required. Laurie will send the GSHRC By-Laws to Charla.

ESGR Program – Dave Wheel

David was unable to join us but sent a presentation to Silvia regarding suicide prevention. This is a problem among veterans and he's looking to spread the word about this issue.

Diversity Workforce Coalition (DWC) – Tina Sharby

The first meeting on Thursday, March 27th was a great success! Approximately 50 people attended the meeting.

The DWC is getting ready for their second meeting on Thursday, June 26th at FIRST in Manchester, NH. The topic is Theory to Practice: Keys to Successful Diversity Recruitment. Registration begins at 8:30 am and the meeting is scheduled from 9:00 am - 11:00 am. The details, including speakers, location, and time are included on their website (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 and Diversity Chairs. The cost is \$30.

The DWC is in the process of changing their By-Laws to increase the size of the Board.

Local Chapter Updates

No updates to report.

Next meeting ~ Friday, July 25, 2014 ~ 8:00 – 10:00 am – Conference Call

2014 HR State Council of NH Meetings

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

Thursday, October 2, 2014 ~ Leadership Conference ~ Manchester, NH

Other Events

SHRM Annual Conference ~ June 22-25, 2014 – Orlando, FL

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

SHRM Leadership Conference ~ November 20-22, 2014, Washington, DC

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer

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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.