



**Board of Directors Meeting  
Conference Call  
August 15, 2014 (8:05 am – 9:45 am)**

Phone: Silvia McCarron, Mike Klyop, Deb Tuttle, Charla Stevens, Catharine Mirabile, David Wheel, Tim Dabrieo, Anne Vallette, Tina Sharby, Phyllis Shurn-Hannah, John Roller, Laurie Glaude, Debra Paul, Barbara Hecker, Kathy Nelson, Jennifer Kinville

Minutes: The minutes of the May meeting were voted on and approved unanimously. Barbara Hecker made the motion to accept and Catharine Mirabile seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
All	Register for the Leadership Conference scheduled for October 2 <sup>nd</sup>	Sep 25 <sup>th</sup>
Chapter Presidents	Send event information to Amy Cann to put on the website	Ongoing
Chapter Presidents	Review your Board Members information; send updates to John Roller and Amy Cann; include names, emails, and Board positions	
Chapter Presidents	Share information regarding the Leadership Conference on October 2 <sup>nd</sup> with your Board and Committee Members	
Chapter Presidents	Send an updated CLIF form for your new fiscal year	
Charla	Work with Laurie on the merger of State Council and GSHRC; review of agreements and proposed changes	

**Director – Silvia McCarron**

Silvia kicked off the meeting. She had previously sent an email resigning from the Director position. Mike Klyop was recently voted in as the Director-Elect and he is willing to move into the Director position immediately.

Vote: Elect Mike Klyop as the HR State Council of NH Director.

Mike was confirmed as the new Director unanimously. Laurie Glaude made the motion and Deb Tuttle seconded the motion.

Silvia resigned and officially turned the meeting over to Mike. Thank you to Silvia for her years of service to the State Council. She is interested in staying on the Board and will assist Mike in the transition.

## **Director – Mike Klyop**

### Director-Elect

Mike would like to fill the Director-Elect position quickly. Mike will send out a communication which will include directions. A resume and letter of intent should be submitted by September 12, 2014.

### Certification Chair

Mike is recruiting for a Certification Chair. Please see Mike if you have anyone in mind for this position.

### 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. The programming is really strong and they are expecting 14-16 business credits. Someone from SHRM may be in attendance to discuss the latest news regarding the SHRM certification.

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. Accommodations and other expenses will not be covered.

Claire is attending this year and is using her credit from 2013 when she was unable to attend. There were 4 people interested in attending – Mike Klyop, Charla Stevens, Deborah Burkholder, and Jennifer Kinville. All 4 will be attending. Charla and Deb are using the free passes. Mike and Jenn will be reimbursed by the State Council.

### Leadership Conference - 2014

The Leadership Conference will be held on October 2, 2014 at The Derryfield in Manchester. Jen Shirkani and Robin Albert are confirmed speakers for this event. Thanks to Deb Tuttle for leading the charge. The day will also include a SHRM update, HR competency certification update, legal update, an overview of SHRM, Chapters, State Council, and our website, and a Membership panel discussion. Robin Albert will talk about volunteerism – how to find them and keep them. Jen Shirkani will discuss Ego vs EQ and the State Council will raffle off 5 of her books, Ego vs. EQ. The core leadership areas (CLAs) best practices breakout sessions will round out the day. There will be a breakout session for Treasurers this year.

Silvia has been working with the sponsors and all sponsorships are sold! The flyer is on the website. Chapter Presidents, please share with your board and committee members.

### 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.

### Mission and Vision Statements

Mike and the team who discussed this will revisit this initiative. 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. Charla has also been working closely with GSHRC as well.

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

The SHRM Leadership Summit will be held November 20-22 in Washington, DC at the Downtown Marriott Marquis. Registration is now open. The Director, Membership Chair, and Certification are all invited to attend. Registration and hotel accommodations are covered by SHRM. If the Director cannot attend, please send the Director-Elect. Each State Council and Chapter may only send 1 additional attendee. They received feedback from attendees in other CLAs since there are no tracks provided for them. Mike asked if the North Country would be covered for 1 attendee. Phyllis explained that they are

not an official chapter and will not receive free registration from SHRM. Mike will assist in the coordination of all NH attendees from the State Council and Chapters.

The toolkit for the SHRM Certification is available and online on the VLRC. It has a lot of information including videos that can be shown at Board Meetings, Chapter Meetings, etc. There is a lot of information in the Q&A section.

SHAPE and CLA Webinars are available on the VLRC.

CLIF should be updated for those with fiscal years that ended over the summer.

If you are interested in being on a SHRM panel, please submit an application. Panels are looking at what HR Professionals will need for the future.

Hank Jackson sends a quarterly newsletter for SHRM volunteers.

Reminder: 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.

**Treasurer – Jennifer**

The August 15, 2014 Treasurer Report was distributed for review.

**Treasurer’s Report for August 15, 2014**

**Current Balance**

Checking Account Balance	\$31,359.51
Pay Pal Balance	\$0.00
<b>Total Balance</b>	<b>\$31,359.51</b>

**Legislative Conference – Accounts Receivable**

MAHRA – Conference Winners (2) – Legislative Conference	\$190.00
GSHRC – Advertising/Email Blasts	TBD

**Transactions since May 19, 2014**

Legislative Conference – Sponsors and Attendee	\$1,060.00
Legislative Conference – GSHRC Attendees	\$2,175.00
Leadership Conference – Sponsors	\$4,600.00
CT Webinars	\$72.45
SHRM Foundation Donation (voted at last meeting)	-\$1,000.00
NH BIA – 1 Year Membership	-\$271.00

Davis & Towle – 1 Year D&O Insurance (8/13/14 – 8/13/15)	-\$688.00
Sheraton Deposit – Tri-State Leadership Conference – 8/6/2015	-\$500.00
Deb Burkholder – Copies and staples for Workforce Readiness	-\$123.52

### **QuickBooks Online Proposal**

- We are proposing to purchase QuickBooks Online due to the merger of the HR State Council of NH and the Granite State HR Conference.
- This would offer us reporting, tracking, and a variety of other features.
- The product is online and accessible by 3 people (Treasurer/Director/Director-Elect).
- QuickBooks offers various sales for the first 6 months; the regular price is quoted below.
- 2014 cost - would be approximately \$210 and would include 2 hours of training. (One-on-one or group training by a certified CPA.)
- 2015 cost – based on existing pricing would be \$400 which would include 1 hour of training.

QuickBooks Online Essentials – Monthly Cost	\$26.95
Cost (October – December)	\$80.85
Training – 2 hours at \$65 per hour	\$130.00
<b>Total 2014 Cost</b>	<b>\$210.85</b>
Total 2015 Cost (based on current pricing and 1 hour of training)	\$400.00

Vote: Approve moving to QuickBooks and the costs above.

Barbara Hecker made the motion, seconded by Tim Dabrieo, and approved unanimously.

### **Chapter Liaison – John Roller**

#### Survey

John sent out a draft hiring survey and received input from some of the Chapter Presidents. Survey Gizmo will be used for this. He is working with a consultant to help organize the data.

#### Branding the Council

He is working on a program that he previously worked on with the Chamber of Commerce which is an HR Training program for small businesses. There was a lot of interest in this previously, but not a lot of action, so they are going to dust it off and move that forward.

Other initiatives John is working on include:

#### 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.

#### Presidents Guide Book

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

#### **Membership – Anne Vallette and Catharine Mirabile**

Anne and Catharine are scheduling conference calls with the Membership Chairs to discuss the initiatives presented to the SC earlier in the year. Anne has registered to attend the Leadership Summit in DC.

#### **HR North – Claire Dunleavy**

Claire was unable to attend. No updates to report.

#### **Website – Amy Cann**

Amy was unable to attend. No updates to report.

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

Jim was unable to attend. No updates to report.

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

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.

Deb has been working on the Leadership Conference which is coming up on October 2, 2014.

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

The SC joined the BIA and Deb is the contact for that.

#### **Diversity – John Wilson**

John was unable to attend. No updates to report.

#### **SHRM Foundation – Tim Dabrieo**

Tim is working with the SHRM Foundation regarding the donation report. It is not reflecting individual donations correctly. If you have not made your donation, please consider doing that. Tim will send another communication after the reports are verified.

#### SHRM Foundation - Donation

In 2013, the SC donated \$2,000. We have donated \$1,000 to date in 2014. These amounts do not include money donated from raffles. Tim proposed donating another \$1,000 now.

Vote: Donate \$1,000 to SHRM Foundation.

Tim Dabrieo made the motion, seconded by Barbara Hecker, and approved unanimously.

### **HR Certification – Mike Klyop**

Mike is recruiting for this role. Please see him if you are interested.

### **Scholarships – Taxes**

There was a question regarding scholarships and taxes.

Research regarding this issue:

Excerpt from the 1099-MISC instructions regarding scholarships:

Scholarships. Do not use Form 1099-MISC to report scholarship or fellowship grants. Scholarship or fellowship grants that are taxable to the recipient because they are paid for teaching, research, or other services as a condition for receiving the grant are considered wages and must be reported on Form W-2. Other taxable scholarship or fellowship payments (to a degree or nondegree candidate) do not have to be reported by you to the IRS on any form. See section 117(b)-(d) and Regulations section 1.6041-3(n) for more information.

It is not reported on a 1099, and since the recipient is not an employee, you would not report it on a W-2. This does not mean it is not taxable to the recipient. In order for them to exclude it from taxable income, it must be a "qualified scholarship". One of the requirements to be "qualified" is that the individual must be a candidate for a degree at an educational institution. Nondegree candidates cannot exclude scholarship income from gross income.

Further Clarification:

A CPA looked at the Form 1099-MISC instructions and the two sources (IRC section 117(b)-(d) and IRS Regulations section 1.6042-3(n)) provided in the instructions. All three sources state that there is not a reporting requirement for a scholarship.

The CPA strongly encourages nonprofit clients that grant scholarships to keep documentation that there is no form of discrimination in the scholarship award process.

Tim Dabrieo has been working on this for SHRA and also suggested that we should put a disclaimer on our application that the applicant should seek council from their tax preparer on the potential tax implications of the scholarship.

### **Scholarship – Criteria**

Tim will send Mike the SHRA scholarship application which details the criteria.

### **Social Media/Marketing – Joe**

Joe has resigned from his position. If you are interested or know someone interested in this role, please see Mike.

### **GSHRC – Laurie Glaude**

Merge of State Council and GSHRC

The State Council will be merging with 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 and Laurie are coordinating on this effort. January 1, 2015 is the target date to transfer GSHRC to the State Council and close out the account of the GSHRC. A call with Laurie and the treasurers (Lisa and Jenn) took place to begin the discussion of the transfer. No other changes to the positions on the GSHRC are planned.

#### 2015 Conference

The theme has been chosen for the April 28, 2015 which is HR Lead, Advise, and Advance. They are creating a save the date.

#### **ESGR Program – Dave Wheel**

An Air Guard Fire Fighter group came back recently and Dave does not believe that there are any local units deployed.

Dave is available to assist at the Leadership Conference on October 2, 2014 and he is signed up to work the registration table with Jenn and Jim Goss. He will pass the conference information along to Lori Brown at River Valley.

One of their initiatives is to prevent suicide which accounts for 20% of veteran deaths. This is a problem among veterans and he is looking to spread the word about this issue.

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

The DWC's second event was held on Thursday, June 26, 2014 and was a great success! The DWC is getting ready for their third meeting on Tuesday, September 16, 2014 at the Sheraton Portsmouth Harborside Hotel. The topic is Knock Your Socks Off Diversity: 25 Ways to Bring Diversity and Inclusion Sizzle to any Organization with Carole Copeland Thomas. 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](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 and Diversity Chairs. It is free for DWC members and \$30 for non-members. The program has been approved for 2 HRCI credits.

The DWC is in the process of changing their By-Laws to increase the size of the Board. Chairs have been named for the three committees – Membership, Programming, and Marketing.

#### **Local Chapter Updates**

Chapter Presidents, please send your events to Amy Cann to advertise on our website.

#### **Concord/MAHRA**

Concord and MAHRA are hosting a half day joint meeting on September 18, 2014. Please visit <http://www.hragc.org> or <http://www.mahra.org> for more details and to register.



## **Concord-SHRA-MAHRA**

### Executive Development Programs

Tim Dabrieo, Laurie Glaude, and Kathy Nelson were approached by Dan McCarthy, Director of Executive Development Programs at UNH to see if they would be interested in having a combined Concord-Seacoast-Manchester Senior HR Leader networking event at UNH at their brand new Peter T. Paul College of Business & Economics. Mike will discuss with Tim, Laurie, and Kathy.

## **SHRA**

The Director of HR Competencies for SHRM, Kari Strobel, will be presenting at the SHRA meeting on November 13, 2014. This will be an evening meeting and will be held in Portsmouth. Please visit <http://www.shranh.org> for more details and to register.

## **Adjourn**

Barbara Hecker made the motion to adjourn the meeting, seconded by Catharine Mirabile, and approved unanimously.

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

Monday, September 29, 2014 ~ 3:00 – 5:00 pm – McLane, Manchester NH

Friday, December 5, 2014 ~ 8:00 – 10:00 am ~ McLane, Manchester, NH

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

### **State Council / GSHRC Events**

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

Tuesday, April 28, 2015 ~ GSHRC ~ Manchester, NH

### **Other Events**

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

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

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer