  
**Board of Directors Meeting**

**December 5, 2014** (8:03 am - 10:01 am)

Present: Mike Klyop, Charla Stevens, Catharine Mirabile, David Wheel, Deborah Burkholder, Denise Vallaincourt, Jennifer Kinville, Renee Charney

Phone: Kathy Nelson, Kevin Kelleher, John Wilson, Laurie Glaude, Deb Tuttle, Barbara Hecker, Tim Dabrieo, John Roller, Jim Reidy, Phyllis Shurn-Hannah

Minutes:The minutes of the October meeting were voted on and approved unanimously. Catharine Mirabile made the motion to accept and David Wheel seconded the motion.

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| **Name** | **Action Item** | **Due Date** |
| All | Send 2015 Budgets to Jenn | Jan 12th |
| All | Review Travel and Expense Policy; send comments to Mike, Tim, Charla, Jenn | Jan 12th |
| All | Send recommendations for open positions to Tim (Certification, Social Media/Marketing, Program Director) |  |
| All | Prepare write-ups for initiatives; be ready for a call from Mike or Tim as they complete SHAPE |  |
| All | Get your 2014 SHRM Foundation Donation in | Dec 31st |
| Chapter Presidents | Send information to John Roller to include in Speakers’ Bureau file |  |

**Director – Mike Klyop**

Board Meetings

We plan to do meetings in February, April, June, August, October, and December. We have rotated Friday mornings and Monday afternoons. Everyone seems to like that. McLane is willing to host. If you would be willing to host a meeting, please contact Mike. We will set up a networking meeting for an evening.

Strategic Meeting

We will hold our strategic meeting in February 2015.

New Positions

Mike has proposed new positions that can help with statewide initiatives and outreach to the Chapters. The draft descriptions were sent to the Board in advance of the meeting. The new positions include:

Program Director. We currently do not have someone on the State Council focused on programs which is an area where Chapters are looking for assistance. This position would focus on best practices and strategic planning.

Young Professional / College Relations Director. This adds a focus on young professionals which is an area which we have found needs focus. This would be a merge with College Relations.

Conference Director. As we take on the GSHRC, this will be a critical position.

Secretary/Treasurer Elect. There will be additional tasks and responsibilities as we take on GSHRC and this would help in transition and succession planning. We did discuss the option of splitting the Secretary and Treasurer roles but determined at this point, this seems like the best solution.

All positions would be subject to the same rules set forth in our By-Laws. We discussed the need for succession planning for all of the roles. Marketing/Social Media and HR Certification positions are also open. The By-Laws would not need to be updated and the number of Board Members would still be under the maximum amount.

Vote: Add the positions of Program Director, Young Professional / College Relations Director, Conference Director, and Secretary Treasurer Elect.

Catharine Mirabile made the motion to accept and Kathy Nelson seconded the motion. This was approved unanimously.

Nomination Committee

Mike proposed adding a formal Nomination Committee and distributed an outline of the committee. Some of the key aspects include having a minimum of 3 people participating in each search and that the Director Elect, Past Director or Chapter Liaison, and 1 Chapter President must participate in each search.

The Nomination Committee will assist with succession planning and identifying people for roles on the State Council. Everyone on the State Council should participate in this effort, however, these individuals would have more in depth conversations about the roles and the commitment.

We all agreed that this would be a great idea.

SHAPE

Mike and Tim are working on the SHAPE. It was suggested to send out last year’s SHAPE for everyone to review. If you did have an initiative, please begin do a write up regarding it. Mike and Tim will be reaching out to everyone as they work on this.

Leadership Summit

This year’s Leadership Summit was all about SHRM Certification. It is understandable that it is a big change. The Pathway opens up on January 5, 2015. If you have your PHR or SPHR, you can get your SHRM Certification. You will need to be in good standing, certify that you want to be ethical, and complete the tutorial. The first testing window for those who are not currently certified will begin in spring/summer in 2015.

SHRM provides funding to both the Chapters and State Council for SHRM Members who have their SHRM Certifications by the end of 2015 and 2016. In early 2016 and 2017, Chapters will receive $20 per chapter member and State Council will receive $10 for each person in the State who has their certification.

Important Dates

December 15, 2014 Membership updates are due to SHRM. Make updates if there are any differences in rosters.

December 31, 2014 SHRM Foundation Donations are due.

January 5, 2015 SHRM Certification Pathway opens up. They will be doing marketing and outreach on this.

January 31, 2015 SHAPE is due.

Strategic HR New England Conference – Bud Bernstein

The Strategic HR New England Conference was a success! Bud and his team delivered a great line up of speakers. Thanks to Bud for the $2,400 grant to the State Council!

**Director-Elect – Tim Dabrieo**

Tim and Mike are working on the SHAPE program. Tim will activate the Nomination Committee to fill the new positions and also to looking to fill the Social Media/Marketing and Certification roles.

**Past Director – Charla Stevens**

Charla is working closely with Mike and Tim as they transition into their new leadership roles on the State Council. Charla has also been coordinating with the GSHRC on the merger with the State Council.

**SHRM Update – Phyllis Shurn-Hannah**

She reminded everyone that SHAPE is due January 31, 2015 for both the State Councils and the Chapters. CLIF forms were due December 1, 2014. If you have not submitted it, please submit it as soon as possible.

SHRM is starting a Preferred Provider Program where a Preferred Provider may recognize its own educational activities with SHRM Professional Development Credits (PDCs). State Councils and Chapters in good standing are invited to become a SHRM Preferred Provider free of charge. For additional information, please visit <http://certification.shrm.org/faq.php>. The State Council has signed up to be a Preferred Provider.

It is time to set up State Council calendars for 2015 to include State Council meetings and other events. Please send a copy of the calendar to Phyllis. She will make an effort to attend meetings and events.

SHRM has marketing materials and brochures. If you need any materials, please contact Crystal Adair. Crystal has joined the SHRM Northeast Team as the Member Engagement Associate. Member Engagement Associates are responsible for basic inquires and request; rosters, collateral material, membership confirmation, mailing lists, e-blasts, chapter listings and updates on SHRM websites. They are also the initial point of contact for student chapter. Crystal can be reached via email at [crystal.adair@shrm.og](mailto:crystal.adair@shrm.og).

The State Council will get funding from SHRM for every individual who converts to the new SHRM Certifications – SHRM-CP and SHRM-SCP. Chapters will also get funding. This is in addition to the funding received for members who are SHRM Members.

Reminder: SHRM Updates are now available online on the VLRC.

**Treasurer – Jennifer Kinville**

Donations

We have proposed to make 2 donations - $500 to the NH Food Bank and $500 to the Diversity Workforce Coalition.

Earlier in the year we donated $500 to the United Way. Deb B proposed making donations tied to Workforce Readiness. She will include this in her budget next year.

Vote: Donate $500 to NH Food Bank and $500 to DWC.

Charla Stevens made the motion to accept and Catharine Mirabile seconded the motion. This was approved unanimously.

Travel and Expense Reimbursement Policy

A draft policy was distributed prior to the meeting. This is our first official travel and expense policy. As we have grown and there is more outreach to the Chapters, it made sense to document the policy. We discussed the issue of obtaining receipts for everything and we will review that section. In addition, Dave provided a great template for pre-approval of expenses. He will send to Jenn. If you have comments on the policy, please send them to Mike, Tim, Charla, and Jenn.

Budget Items

All Board Members should review their initiatives and needs for 2015. Please submit a budget to Jenn in January. We will review them prior to the February meeting.

Financials

The December 5, 2014 Treasurer Report and Financials was distributed for review. The Treasurer’s Report and Financials were voted on and approved unanimously. Charla Stevens made the motion to accept and Laurie Glaude seconded the motion.

**Treasurer’s Report for December 5, 2014**

**Current Balance**

|  |  |
| --- | --- |
| Checking Account Balance | $37,553.95 |
| Pay Pal Balance | $0 |
| **Total Balance** | **$37,553.95** |

**GSHRC – Received**

|  |  |
| --- | --- |
| Per Agreement | $2,500.00 |
| At Large Attendees (111 @ $15) | $1,665.00 |
| **Total Balance** | **$4,165.00** |

**Leadership Conference**

|  |  |
| --- | --- |
| Income | $8,790.00 |
| Expenses | -$4,166.40 |
| **Net Income** | **$4,623.60** |

\* Accounts Receivable – Snowden Associates $250 (amount included in Income)

**Transactions since September 29, 2014**

|  |  |
| --- | --- |
| SHRM National – Grant Received | $2,000.00 |
| SHRM Foundation – Raffle Expenses | -$116.83 |
| SHRM Foundation Donation – Raffle (no cost to State Council) | -$290.00 |
| SHRM Foundation Leadership Summit Donation (Omni Hotels) | -$1,215.00 |
| Chapter Donations for Omni Raffle (MAHRA, SHRA, Monadnock) | $300.00 |
| Klyop Expenses – Leadership Summit, etc. | -$564.84 |
| Roller Expenses – Chapter Liaison (mileage) | -$49.84 |

**Chapter Liaison – John Roller**

Mike thanked John for all of his hard work on these initiatives – there were a lot to work on.

Succession Planning

John created a basic structure to help Chapters with succession planning. There are 3 sheets in the file:

Board Succession Plan. It includes an overview of the Board status, a list of people who may be interested in the role, and a planning guide for leadership development.

Committees. This includes who is on each of the committees and contact information. It also includes a list of individuals who may be interested in joining the committee.

Progression Levels. This includes a guideline for progression within a chapter.

Chapters, please use this tool as you would like. It is a guide and can be modified to fit your needs.

Speakers’ Bureau

John compiled this from 3 Chapters and includes speakers that the Chapter would recommend. Information included is the topic, title, where they presented, and some contact information. This is designed to help the Chapters with programming if they are looking for ideas and who could present on various topics.

If you have information to include, please send it to John. It was suggested to add the year of the presentation to this list. On an annual basis it will be updated based on each Chapter’s program year.

**Membership – Anne Vallette and Catharine Mirabile**

In order to increase our communication to SHRM At Large members, Membership is promoting the Inner Circle. Since the State Council does not have members, those who sign up for the Inner Circle will receive communications from the State Council regarding events and important information. Catharine distributed a postcard that encourages people to sign up for the Inner Circle.

There is another postcard that Anne and Catharine are working with the Chapters. The postcard invites recipients to attend a Chapter meeting for free! They want to make sure all the Chapters are on board with this before it goes out.

Great job to Anne for creating the postcards – they look great!

**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 on the phone for a portion of the call but was unavailable during his time for an update. He will follow up with Mike.

**College Relations – Deb Tuttle**

Deb was on the phone for a portion of the call but was unavailable during her time for an update. She provided Mike with a few notes about her efforts.

Deb has joined the email list of the NH Young Professionals Group which includes 12 regional groups throughout NH. She will be talking with Kat Luczko, Executive Director, to see how the State Council can help and collaborate with the group.

Deb is a member of the SNHU Career Volunteer group. She has reached out to both of the Student Chapters (SNHU and Franklin Pierce) to remind them of the Scholarship Award in 2015 for the Student Regional Conference and competition.

In collaboration with Workforce Readiness, Deb is also working with the NH ACT group.

**Workforce Readiness – Deb Burkholder**

Deb has been working more at the policy level right now including policies to look at the skills gap issue and promote the agenda to become a Work Ready state. She is working on increasing awareness of this program. Deb is looking for employers who are interested in doing job profiling.

**Diversity – John Wilson**

John shared that the DWC is offering the Diversity Chairs of each chapter to attend the programs at no cost. John is organizing a meeting with DWC members and State Chapter Presidents and Diversity Chairs.

**SHRM Foundation – Tim Dabrieo**

Tim raised $290 for the SHRM Foundation by selling raffle tickets for a gift basket at the Leadership Conference. The State Council – with help from the Chapters – donated an Omni Hotel package for the SHRM Foundation auction at the SHRM Leadership Summit.

Reports are now available regarding donations. Tim is going to send a spreadsheet to each chapter with details on the donations.

**HR Certification – Open**

This position is open. If you are interested or know someone interested in this role, please see Mike.

**Social Media/Marketing – Open**

This position is open. If you are interested or know someone interested in this role, please see Mike.

**GSHRC – Laurie Glaude**

Merge of State Council and GSHRC; 2015 Conference

January 1, 2015 is the target date for the merge of the State Council and GSHRC to be complete. The theme has been chosen for the April 28, 2015 which is HR Lead, Advise, and Advance.

**Employer Support of the Guard and Reserve (ESGR) Program – Dave Wheel**

Dave presented a Suicide Prevention for Veterans initiative. Suicide is the 2nd leading cause of death in New Hampshire, nationally it is 10th. Even if we save 1 life with our efforts, that is totally worth it. Spotting behaviors that indicate a level of risk and what to do is something HR professionals could do. They want to provide a template to HR professionals as to what to look for, what to ask, and what to do.

It was discussed that most HR professionals would be interested in resources available to help suicide prevention. It is more than a Veterans issue, but it fits in well with ESGR. We want to be careful about how this is positioned so this does not discourage employers from hiring Veterans. One of the contributing factors is lack of employment.

We all agreed to take this on as an initiative. Dave and Deb will be spearheading this. We discussed potentially having a hand out and speaking at each of the Chapter meetings.

There is a large deployment of approximately 400 set to go to the UAE in February for a full year. It is set to be a training mission. They are from various areas including Plymouth, Berlin, and Nashua. They are in the process of preparing for their deployment.

Jim Goss has officially retired (although will still be volunteering!) and Mike Pacheco is his replacement. Dave will introduce us to Mike. As the military draws down, there are more veterans looking for work. They are working to help them be able to discuss their skills and the transferability of those skills to the business world.

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

John provided an update in Tina’s absence. DWC has added 3 new Board Members – Jim Whitmore, Monica Zulauf, and Connie Roy-Czyzowski. They held 3 programs in 2014 and plan to hold 4 programs in 2015. They currently have approximately 30-35 members and are looking to grow.

John shared that they are offering the Diversity Chairs of each chapter to attend the programs at no cost. John is organizing a meeting with DWC members and State Chapter Presidents and Diversity Chairs.

Tina will continue to be the DWC liaison on the State Council. Jenn is the current liaison to the DWC but this position is open. John or Tina will send information about joining DWC to Mike to include in email blasts.

**Local Chapter Updates**

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

**Featured NH Chapter - Concord**

Kathy Nelson shared updates about the Concord Chapter. They are considered by SHRM to be a small chapter. They have 140 members which includes HR North.

There are 13 Board Members, There is an executive team which includes President, Vice President, Secretary, and Treasurer. There are 6 standing committees each has a chair. Board Members do not serve as chairs but serves as a liaison so there is a Board presence. There is a Leadership Development Committee which has made up of Past Presidents. Responsible for developing leaders, work with each committee, and identify new leaders. There is a 1 page member profile. These pieces have helped them to fortify their structure. Many of the committees are 5-7 people each. Marketing and Programming meet at the same time and place but separately since there is a lot of overlap.

**Adjourn**

Dave Wheel made the motion to adjourn the meeting, seconded by Charla Stevens, and approved unanimously.

**2015 HR State Council of NH Meetings**

TBD

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

**State Council / GSHRC Events**

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

Thursday, August 6, 2015 ~ Tri State Leadership Conference ~ Portsmouth, NH

**Other Events**

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer