



**Board of Directors Meeting  
July 29, 2013 (4:05 pm – 5:13 pm)**

Present - Phone: Charla Stevens, Silvia McCarron, Debra Tuttle, Mike Klyop, Tim Dabrieo, John Wilson, Laurie Glaude, Claire Dunleavy, Jim Goss, Susan Post, Jennifer Kinville, Amy Wright

Minutes: The minutes of the May meeting were voted on and approved unanimously. Silvia made the motion to accept and Debra seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
All	Review 2013 State Council Planning Workbook (link below)	
All	Check your information on the State Council website to be sure it is accurate	August 1 <sup>st</sup>
Chapter Presidents	Send updated Board information to the State Council; include name, Board position, and email address	August 1 <sup>st</sup>
Charla	Update By-Laws and send to Susan for SHRM approval	

**Director – Charla**

State Council Leadership Conference

The Leadership Conference will be on September 17<sup>th</sup> at Northeast Delta Dental.

There will be 2 key speakers this year. Lisa Horn from SHRM will do a presentation on workplace flexibility titled “When 9 to 5 Goes Bust: Making Workflex a Reality in Your Organization”. The presentation has been approved for strategic credits. Lisa will also moderate a panel of representatives from various companies. Moira Garvey will be presenting “Mind Over Matter: 21<sup>st</sup> Century Leadership”. There may be one more speaker to talk about employee engagement which has been a hot topic.

There will be an update on the Task Force on Work and Family. Charla will confirm later this week if Mary Stuart Gile will be available to present the update. Jim Reidy and the Advocacy Captains will provide an A-Team and Advocacy update.

In addition, there will be a State Council Update, a SHRM Update, and the Volunteer Leader of the Year will be named. If Susan is unavailable for the event, she is planning to arrange for another SHRM representative to attend.

Save the date emails have gone out and a brochure has been drafted. We do have confirmation from some sponsors and have filled half the sponsorships.

### Strategic HR Conference

The conference will take place at the Mount Washington Hotel October 27-29. The rate for State Council members, SHRM chapter leaders, and returning attendees is \$725. Overnight accommodations at the Omni Mount Washington Hotel are \$184/night. Please visit <http://www.strategichrme.com> for more information.

### New State Council Members and Openings

Many of the members expressed interest in returning for additional two year terms. Others are on off-years with one year remaining in their current terms. Jim Goss, Laurie Glaude, and Therese Gesel-Towne are working on succession planning for the Military Liaison, Workforce Readiness, and College Relations positions.

Charla has spoken with a couple of individuals about the State Council. Catharine Mirabile is leaving the role of President of GNHRA but is interested in staying on the State Council. John Roller has also expressed interest in joining the State Council. No specific roles/positions have been discussed with either Catharine or John.

In addition to open positions, there are several special projects that could use resources, including succession planning. Deb and Anne purchased a Succession Planning kit through the Membership budget and shared it with the Membership Chairs of the Chapters and have asked them to share it with their Chapter Presidents and Vice Presidents. Other focus areas include chapter liaison and Leadership Conference.

A vote is not required for these positions. If you have any thoughts/concerns, please share them with Charla. In addition, please see Charla and/or Silvia if you know anyone who would be interested.

### Diversity Workforce Coalition Representative

Jennifer has expressed interest in being the State Council representative on the DWC Board. The DWC will need to vote to accept Jennifer. The DWC will also be appointing a member to the State Council.

### Task Force for Work and Family

Charla has expressed interest in continuing as the State Council representative on the Task Force for Work and Family. Everyone was very supportive of Charla continuing in this role.

### **Director Elect - Silvia**

#### SHAPE

SHAPE - Please review the 2013 State Council Planning Workbook as you think about your initiatives for the year.

[http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Documents/2013\\_SHAPE\\_State\\_Council\\_Planning\\_Workbook.pdf](http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Documents/2013_SHAPE_State_Council_Planning_Workbook.pdf)

### Directors and Officers Liability Insurance

As discussed at last meeting, Silvia obtained a proposal from Davis & Towle Insurance Group for Directors and Officers Liability Insurance and the State Council approved to purchase insurance for \$1,000,000 limit of liability at \$688 per year or less. Silvia did obtain a quote from Aon per Anne's suggestion. The quote was approximately \$50 less. Comparing the quotes has been difficult since they

are not consistent in listing the various coverage details. We agreed to move forward with Davis & Towle Insurance Group as they are a local company and Silvia is familiar with them.

**SHRM Update - Susan**

The SHRM Annual Conference was June 16-19 in Chicago. It was a huge success! Next year the annual conference will be June 22-25, 2014 in Orlando.

They will be continuing CLA calls. Please refer to the SHRM update for details.

The SHRM Leadership Conference is November 21-23 in Washington, DC. Registration is now open. Leadership Conference is designed to give key volunteers the opportunity to gain information about their volunteer leader role and how to make your chapter or state council successful. For eligibility requirements, conference registration and hotel reservation information, go to [www.shrm.org/conferences/leadership](http://www.shrm.org/conferences/leadership).

Happy 65<sup>th</sup> Birthday to SHRM! Please sign the giant birthday card to SHRM. This is a great way to celebrate SHRM's 65 years and also the great volunteers.

2014 Special Expertise Panel – if you are interested, you can volunteer for this. Applications are available online.

SHRM has a new video cartoon that is 90 seconds that can be shared at meetings. There is a link in the July SHRM update.

There is also a list of remaining conferences for 2013 are online.

**Past Director – Debra**

No updates to report.

**Treasurer – Jennifer**

The Treasurer Report was distributed for review.

**Treasurer's Report for July 29, 2013**

Checking Account Balance	\$19,501.62
Pay Pal Balance	\$0.00
CD Balance - redeemed	\$0.00
CD Balance 6 month - matures 9/17/13	\$2,707.42
<b>Total Balance</b>	<b>\$22,209.04</b>

**Legislative Conference – 2013 Final**

Income – Sponsors	\$3,800.00
Income – Chapters (including Speaker Fee)	\$2,334.00
Income – Registrations	\$5,105.00
Total Income	\$11,239.00
Expenses	-\$5,277.03
<b>Net Income</b>	<b>\$5,961.97</b>

*2012 Legislative Conference Net Income was \$5,144.09*

### Legislative Conference – Accounts Receivable

Granite State HR Conference	\$2,925.00
Chapter (MAHRA) – 1/3 Speaker Fees for Mike Aitken	\$267.00

### Other Transactions since May 31, 2013

HR North – Membership Subsidy (27 members)	-\$270.00
SHRM Foundation Donation – Joe Wirtz tribute	-\$500.00
Charla Stevens – hotel expense for Maine State Conference	-\$177.20
Deb Tuttle – Membership expense; Succession Planning document	-\$99.00
State of NH – Address update	-\$25.00
CD redeemed	\$1,757.70

#### Membership – Debra and Anne

Deb and Anne are working with the Membership Chairs at the various chapters and have shared the Succession Planning Kit with them. Anne is working on compiling program information which will include information on the programs and presenters from previous meetings. This information will be shared with the chapters to assist with their program planning.

#### North Country Chapter – Claire

HR North is working on finalizing their presentation topic for their meeting on September 25<sup>th</sup> at Waterville Valley. Jim Reidy will be presenting. They are also working on the details for their November event.

Several people are pitching in now and they have 8 people on their core committees. The events have been well attended and they are working on their membership drive.

They are working on locations and plan to have several lined up and rotate among them. Members have been happy with the various locations which had been a concern since it is a large geographic area. Claire is hoping to be able to start planning ahead like the other chapters.

Claire thanked the other chapters. Everyone has been very helpful with all of her questions.

#### Website – Amy

No updates to report.

#### Legislative Action – Jim

The A-Team collected information for Senator Ayotte and her staff on the immigration reform bill and related elements including e-verify. More later when Congress is back from summer recess.

There was a lot of interest in the advocacy team at the Legislative Conference and there are new captains as well. The advocacy team encourages HR professional be active in the legislative process.

Charla shared the list of A-Team Captains for the following Senators/Representatives:

Annie Kuster	Team Captain - Joe Wentworth
Carol Shea-Porter	Team Captain - Richard Murphy
Jeanne Shaheen	Team Captain - Catharine Mirabile
Kelly Ayotte	Team Captain - Charla Stevens

**College Relations – Therese**

No updates to report.

**Workforce Readiness – Laurie**

Laurie is working on an initiative which is a pilot program in collaboration with New Hampshire Jobs for America's Graduates (NH-JAG) and the Youth Council. They will have a Workforce Readiness Workshop on October 16<sup>th</sup> for students in the Manchester area. It will be a 3 hour program on resume writing, presentation skills, interviewing skills, and expectations from employers. If you are interested in volunteering or sponsoring the event, please see Laurie. The fee for the room rental was approved in the Workforce Readiness budget in May. Silvia will send in the contract and room rental fee for the event.

**Diversity – John**

The Diversity Workforce Coalition (DWC) has been very active. They are making progress and are busy with all aspects of starting a new business including membership activities, webpage development, creating a logo, and defining mission and vision statements. There are meetings in August on the 13<sup>th</sup> and 16<sup>th</sup>. Their first event will be held in October and will be a CEO panel discussion.

They are in the process of raising money now through their Membership Drive. The committee has a spreadsheet of businesses they want to target. Laurie suggested focusing on Federal Contractors.

**SHRM Foundation – Tim**

We are well ahead of fundraising this year compared to 2012. The State Council has donated \$1,500 to the SHRM Foundation. An additional \$560 was raised this year at the GSHRC and Legislative Conference. Tim will have a raffle at the Leadership Conference.

Tim encourages everyone to donate to the SHRM Foundation as part of our SHAPE Plan goals. Tim has been working with Mike Ressegue at SHRM regarding the reports and Susan is helping out with this. The link to donate is <http://apps.shrm.org/foundationdonation/Donate.aspx>.

**HRCI – Mike**

No updates to report.

**Social Media/Marketing – Joe**

No updates to report.

**GSHRC – Anne**

Save the date – April 29, 2014.

**ESGR Program – James**

Jim Goss shared that every event they go to they are always promoting membership into local chapters and he brings along the State Council brochures.

Highlights over the past couple of months included the SHRA breakfast meeting, the NH employment job fair in Manchester, Labor Law workshops with the NH Department of Labor, the UNH Manchester resource fair (targets the veteran student population), and the 10<sup>th</sup> annual Operation Thank You hosted by Redhook Brewery and the Meat House.

Earlier this month 60 folks were flown to Fort Drum NY. Joe was the representative for the State Council. The Governor, State Senators and Representatives, and 16 employers from NH were all in attendance.

Upcoming events include the 169<sup>th</sup> Aviation Company is scheduled to come back the end of August/early September and they will be working with them and their families to reintegrate, a job fair on August 8<sup>th</sup> at the Nashua Armory put on by US Chamber of Commerce, local Chambers of Commerce, the Department of Labor Veterans' Employment & Training Service, NH Employment Security, and NH ESGR, and there are 30 soldiers returning from El Salvador that are returning this weekend. There is a job fair in Massachusetts at Gillette Stadium that they have been invited to participate in as well.

The unemployment numbers are looking better. They are making strides!

#### **Local Chapter Updates**

No updates to report.

**Next meeting ~ Friday, September 27<sup>th</sup>  
8:00 – 10:00 am  
Laars in Rochester, NH**

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer