



**Board of Directors Meeting  
Conference Call  
June 1, 2015 (4:05 pm – 5:53 pm)**

Phone: Mike Klyop, Dave Wheel, Jennifer Kinville, John Wilson, Dan Griffiths, Barb Hecker, Kathy Nelson, Kevin Kelleher, Catharine Mirabile, Charla Stevens, Claire Dunleavy, Renee Charney, Dawn Barker, Debra Paul, Linda Tuells, John Roller, Tina Sharby, Deborah Burkholder.

Minutes: The minutes of the April meeting were voted on and approved unanimously. Barb Hecker made the motion to accept and John Roller seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
All	Please promote the Tri-State Leadership Conference on August 6 <sup>th</sup> ; a flyer was sent out via email today	
All	There are sponsorship opportunities for the Tri-State Leadership Conference	

**Director – Mike Klyop**

Welcome New Members

Michelle Gray is our new Marketing and Social Media Director and Linda Tuells is our new Technology Director.

Nomination Committee

The Nomination Committee is working with several candidates interested in volunteering. Positions they are currently focusing on include Marketing, SHRM Foundation, Treasurer/Secretary and Treasurer/Secretary Elect, Diversity, and College Relations/Young Professionals.

They are also working to add members to the committees of a variety of Core Leadership Areas including Certification, Marketing, Web, Treasurer/Secretary, Diversity, and Membership.

Tri-State Leadership Conference

The Tri-State Leadership Conference will be held on August 6, 2015 at the Sheraton in Portsmouth, NH. This event will be put on by New Hampshire, Maine, and Vermont State Councils. Andrew Morton, Director of Social Engagement at SHRM, and Don MacPherson, President of Modern Survey, will be the Keynote Speakers.

There are two breakout sessions planned for the CLAs to brainstorm and share best practices. There are several sponsorship opportunities available as well. Please spread the word to potential sponsors and attendees.

It was suggested that the State Council should sponsor at least 1 person from each chapter. There was interest in supporting Chapter members to attend the conference and would look to have those attendees volunteer on a committee to help out for the Leadership Conference.

### Strategic Goals

#### Strategic Goals 2015 - 2020

- I. Resource to the Community  
Thought leader and resource to business, HR professionals, & legislative communities
  - Go to for HR Expertise at the state (State Council) and local level (SHRM affiliate chapters)
- II. Chapter Support  
Be an integrated resource and support with SHRM affiliate chapters
  - System of support
  - Fostering collaboration
  - Drive HR professionals to the SHRM affiliate chapters
- III. Statewide Programs  
Implement workforce readiness programs
  - Facilitation of statewide resources to address skill gap issues via ACT/NCRC, and current and existing programs throughout the New Hampshire
  - Succession planning throughout SHRM affiliate chapters to the State Council

Mike and the committee are finalizing the initiatives. The focus will be to be sure that our initiatives line up with our strategic goals. Mike reviewed the Power Point presentation with our vision and mission statements, strategic goals, State Council structure, how to get involved, and SHRM's Volunteer Leadership Structure.

### **Director-Elect – Tim Dabrieo**

Tim was unable to attend. Mike shared the information about the activities of the Nomination Committee and Strategic Planning that Tim, Mike, and others are working on.

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

Charla helped to steer the conversation regarding the Legislative Conference planning. Please refer to that section of the notes for additional information.

### **SHRM Update – Dan Griffiths**

Congratulations to Dan Griffiths in his new role at SHRM!!

Dan shared that SHRM recommends that an audit of the financials be done at the State and Chapter Levels. That is a best practice recommendation.

The State Council has filed their 990-N with the IRS. Chapters are also required to file their 990-N.

Dan congratulated the State Council for all the hard work over the past few years. Dan previously served as the State Council Director.

Dan is excited about the move to have the GSHRC and the State Council merge.

The SHRM Annual Conference is coming up! It is June 28 – July 1 in Las Vegas. Please encourage members to attend. The discount has been extended to all Volunteer Leaders. There will be a Volunteer Leader meeting on the Sunday of the conference.

Please continue to encourage members to take the pathway to get their SHRM certifications. SHRM provides an incentive 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.

### **Treasurer – Jennifer Kinville**

The Treasurer's Report and Financials were distributed for review. As previously reported, our budget reflected a \$2,000 loss for the year. The Legislative Conference has not been rescheduled yet and this could further impact the budget. Please check in with Mike and Tim before you spend money even if it is within your budget.

A suggestion was made to audit the financials. Dan agreed with the suggestion for the State Council and all of the Chapters and he further suggested that the GSHRC financials be audited prior to the merge. We all agreed this would be a good practice going forward. Dan shared that a member within the State Council or Chapter could do the audit. Tina shared that at MAHRA the President Elect does the audit. If you would be interested in helping to set the policy/procedure for the financial audit and/or be part of the audit process, please see Jenn or Mike.

#### **Treasurer's Report for June 1, 2015**

##### **Current Balance**

Checking Account Balance	\$37,757.79
Pay Pal Balance	\$188.43
<b>Total Balance</b>	<b>\$37,946.22</b>

##### **Legislative Conference Transactions**

OMO Specialties (padfolios)	-\$995.00
Sponsors – Paid	\$1,800.00
Sponsors – Refunds	-\$200.00
Chapters – Paid	\$1,000.00
Chapters – Refunded	-\$1,000.00
Attendees – Paid (net of Pay Pal Fees)	\$205.15
Attendees – Refunded	-\$206.95

Many sponsors are planning to sponsor again; no need to refund at this time.  
All other refunds have been processed.

### **SHRM Foundation**

Expenses for Raffle Basket	-\$67.98
Ticket Sales	\$130.00
SHRM Foundation Donation	-\$130.00

### **Tri State Conference**

Platinum Sponsor – Digitalfirst Media (JobsinUS?)	\$2,000.00
Program Sponsor – Cross Insurance	\$1,000.00
Program Sponsor – Northeast Delta Dental	\$1,000.00
Marketing Sponsor – UHAS Computer Training	\$300.00
Attendees (Kristy Gould, Karen Littlefield, Shannon Kashinsky)	\$195.00
PayPal Fees	-\$6.57

### **Other Transactions since April 3, 2015**

Mike Klyop Expenses (SHRM Leadership/SHRM Regional Directors)	-\$729.18
Jim Reidy Expenses (SHRM Legislative Conference)	-\$464.21
Strategic HR Conference (Attendees Michelle Gray and John Roller)	-\$1,650.00
Scholarship – College Relations (Melissa Hebert)	-\$500.00
Gift for Cotton Cleveland (Strategic Meeting Facilitator)	-\$57.90
State Council Meetings March and April (Baked Downtown)	-\$311.72
P.O. Box Renewal (12 months)	-\$122.00
NH Business & Industry Membership (1 year)	-\$271.00
Dan Troy – Rock Solid Results (website domain name)	-\$60.00
Redeposit of check for Baked Downtown (March meeting)	\$295.63
Void check fee – Baked Downtown	-\$30.00

### **Chapter Liaison – John Roller**

No updates to report.

### **Programming – Renee Charney**

Renee would like to say thank you to everyone who she met with from the Chapters and the State Council. One of the items she is hearing a lot about is that people would like to have a one stop shop to see the various meetings, topics, and speakers for the Chapters within NH.

There is still an interest from the various Chapters to have information on great speakers. She is also talking with speakers from outside of the area who may be interested in coming to NH to present.

She is also working with some of the Chapter leaders on a survey and a way to gather information on the speakers.

**Membership – Anne Vallette and Catharine Mirabile**

Anne and Catharine have a call scheduled with all the Chapter Membership Chairs on Wednesday. They are planning to finalize the cards going out to At Large Members to of the Chapters. The intent is to encourage people to sign up for the Inner Circle on the State Council website and also to drive At Large Members to a local Chapter. The card would entitle them to attend 2 free meetings at any Chapter. They would need the original card and would take the card to the meeting to have it stamped.

Anne and Catharine are also working with Renee on the speaker information. This is a key point that influences attendance at the meetings and therefore, membership.

**HR North – Claire Dunleavy**

Claire will be resigning from her position. One of the steering committee members, Beth Hutchins, will be taking over as the new HR North Liaison. HR North is currently at approximately 40 members. She will work closely with Beth to help her transition into the role.

Many thanks to Claire for working on this initiative and seeing it through to success!

**Technology – Linda Tuells**

Linda is transitioning into her new role and is working with Amy.

**Legislative Action – Jim Reidy**

Jim was unable to attend the meeting.

The Legislative Conference was originally planned for May 6, 2015 was postponed due to low attendance. Mike opened up the discussion as to how to proceed. Charla asked for ideas on the format, timing, and agenda.

Historically, it was with the GSHRC for a couple of years. It was a half day before the conference. There was low attendance the first couple of years. When the conference moved to Concord, it was changed to a full day conference where attendees went to the State House to do tours and meet with Legislators. The surveys were very positive from the attendees. Many noted that they wished they had known information provided.

The timing of the conference was scheduled to coincide with cross over (when bills move from the House to the Senate and the Senate to the House).

October may be a good time to do the conference. There may be a lot of interesting bills still in play. It was also suggested that we could partner with the NH BIA on this conference. Where we attract many HR Professionals, their focus is more on the business community and would draw in attendees that we might not be able to. The next step is to have an in person meeting with Mike, Jim, Charla, and the Chapter Legislative Chairs to discuss the substance of the conference.

**College Relations/Young Professionals – Open Position**

The Nomination Committee is actively recruiting for this role.

**Workforce Readiness – Deb Burkholder**

Deb attended a Rapid Response business engagement where she connected with key NH players. Rapid Response is the NH Works program to assist workers dislocated due to a layoff or closing of a business.

The Workforce Innovation and Opportunity Act (WIOA), which takes effect July 1, 2015, is designed to help job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. WIOA is having an impact on the NH Employment Security Career Centers

The State Council has renewed our annual membership with NH BIA.

**Diversity – John Wilson**

John was not on the call during the CLA Updates. Please refer to the DWC update below.

**SHRM Foundation – Tim Dabrieo**

Tim was unable to attend. No updates to report.

**HR Certification – Kathy Nelson**

Certification was discussed during Dan's SHRM Update.

**Social Media/Marketing – Open**

Michelle was unable to attend. No updates to report.

**GSHRC – Laurie Glaude**

Laurie was unable to attend. No updates to report.

**ESGR Program – Dave Wheel**

Dave shared that there are several hundred soldiers who are still deployed and will be for months. Dave is in the process of working on the meeting in the box for suicide prevention that was discussed during our strategic meeting.

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

On May 27<sup>th</sup> the DWC hosted a facilitated discussion on diversity. Invited guests included DWC members, community leaders and business leaders. Guests were asked to bring to the event questions that they, their senior management, co-workers, or members might have about achieving workplace diversity.

The group participated in several activities and engaging discussion about being an ally, the benefits of having a more diverse, culturally rich workforce, challenges of having a diverse workforce, strategies to maximize benefits and remediate challenges, and the role of organizational leaders in creating a more diverse workforce

The information gathered from this facilitated discussion will be used to assist the DWC board of directors in developing a strategic plan that best meets the needs of the community with regards to diversity.

### **Local Chapter Updates**

Chapter Presidents, please send your events to Linda Tuells to advertise on our website.

**Featured Chapter – GMVHRA (Greater Merrimack Valley HR Association) – Kevin Kelleher**  
GMVHRA received the Excel Gold Award from SHRM. Kevin is very excited about this!

They have planned the agenda for the next 8 months. June's meeting is on managing employee leaves followed by a break in July and August. Future meetings include September - workplace investigations with Julie Moore; October - developments in the law regarding non-competes with Mark Whitney; November - SHRM National speaker; December - workplace violence; January - employee handbooks; February – open; March - half day legal update.

There has been a lot of interest in the MA Sick Time law and how employers need to change their policies and procedures.

Kevin shared that at each meeting, they ask who has received their certifications in the past month and asks them to stand. They give them ribbons to highlight their accomplishment. Their goal is to have everyone standing.

They have 6 board members going to the SHRM National Conference and several of their members are going. Their membership is approximately 130 members and all are SHRM Members.

They have done a lot of community outreach including providing interviewing skills and job skills and also providing a scholarship to a Northern Essex student.

### **Adjourn**

Kevin Kelleher made the motion to adjourn the meeting, seconded by Barb Hecker, and approved unanimously.

**2015 HR State Council of NH Meetings**

Monday, June 1, 2015 ~ 4:00 – 6:00 pm ~ Conference Call

Friday, August 7, 2015 ~ 8:00 – 10:00 am ~ Conference Call

Monday, October 5, 2015 ~ 4:00 – 6:00 pm ~ McLane, Manchester, NH

Friday, December 4, 2015 ~ 8:00 – 10:00 am ~ McLane, Manchester, NH

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

**State Council / GSHRC Events**

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

**Other Events**

October 25-27, 2015 ~ Strategic HR Conference ~ Bretton Woods, NH

Submitted, Jennifer Kinville, SPHR, SHRM-SCP, Secretary/Treasurer